Purchase Orders

Prior approval must be obtained before any purchases are made. Supervisors are responsible for all purchases made by those they supervise.

- Specific purchasing guidelines (food, office supplies, entertainment, IT hardware and software, etc.)

Purchase order process - Effective November 1, 2015

You are responsible for asking the UGS Business Affairs office for every purchase that requires a purchase order. Reorders require separate purchase orders. All purchase orders must be final approved "before" your order is placed with the vendor. Prior approval must be obtained before any purchases are made. Supervisors are responsible for all purchases made by those they supervise.

<table>
<thead>
<tr>
<th>Dollar Range</th>
<th>Solicitation Process</th>
<th>Who is responsible?</th>
</tr>
</thead>
<tbody>
<tr>
<td>$14,999 or less</td>
<td>Select best value by comparing different vendors' prices - no bid required</td>
<td>Staff member. Design must be approved by UGS Communications before quote is submitted for PO</td>
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</tbody>
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| $15,000 - $49,999 | Requires a minimum of three informal bids  
- The bidding opportunity is not required to be publicly posted  
- Vendors may submit their bids to departments via mail, email, or fax  
- Departments must forward bids to the UGS Business Office for PO creation  
- Departments must obtain a minimum of three written bids  
- Departments should make a good-faith effort to include at least one bid from a certified HUB vendor | Staff member. Design must be approved by UGS Communications before quote is submitted for PO |
| $50,000 - $1M | Requires formal bid/proposal (ITB/RFP) - Please contact UGS Business Office for procedures | Consult with UGS Business Office |

You can search for vendors when going out for bids.

Services, equipment rental, or promotional items should be requested via purchase orders. For orders exceeding $15,000, contact the business office for guidance.

- To initiate a PO, provide a quote for the order. If it is a printing order, approval from the communication office and trademark and licensing is required.
- Once approved, emails will be sent to the vendor, requestor, and requestor’s supervisor confirming the order and advising vendors how to invoice the order once completed and delivered
- When items are received, the requestor sends a receipt with stamps and signature to the UGS business office
- Invoices are paid via VP1