# 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.

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<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>
</tr>
</tbody>
</table>
| $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.