OPSU Purchasing Policy & Procedures

Before ordering or purchasing anything, please read and fully understand OPSU’s purchasing policies!

The steps listed below must be done before anything can be ordered:

1) Completely fill out a requisition - (see exhibit 1) This can be done in writing using the provided forms, or online using OK Corral.
   a) All vendor information must be included on requisition. This includes their address, phone and fax numbers, and federal tax ID number. This is a 9 digit number that we have to have in order to add them into the system. Have the vendor fill out a W-9 form and all of this information will be included.
   b) The department must be listed along with the department account number. It is very important to put your department account number on the requisition.
   c) The items or services you are requesting must be included in detail on the requisition. Simply writing “see attached quote”, is not appropriate. We have to know the quantity, catalog number, and description of exactly what you are requesting. Be sure to include the unit price and total price. Do not forget to include the shipping or freight charges.

2) The following are purchases that do not require a requisition.
   a) Debt service payments from the OPSU Bursar Office.
   b) Bookstore purchases under $5,000.

****************************************************Bidding Requirements****************************************************

Purchases ranging from $5,000.01 to $10,000 will require formal bidding and/or quotes. These will be done by the Director of Purchasing at OPSU. Fill out the requisition as described above, but keep in mind, the vendor you choose may not necessarily be the vendor that receives the low bid. I will contact the vendor you requested on the requisition to submit a bid. I will also contact at least two other vendors to request bids as well. Although this will require additional time, it will save OPSU money by making vendors compete for our business. This includes products as well as any services you need. Planning is key to making this process work effectively! You cannot submit multiple requisitions to the same vendor to get around the bidding process; this is called Split purchasing and is strictly prohibited! I will keep you updated on who wins the bid so that the order can be placed in a timely manner.

Purchases ranging from $10,000.01 and up will be sent to the OSU purchasing office for them to conduct the formal bidding process. They will request bids and complete this process for OPSU. If you have suggested vendors for them to contact for bids, please include this information on your requisition including a phone number, fax number, and email.

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d) The department chairman, Vice President, and President must sign the requisition before it will be processed. Club and organizations must have the sponsor’s signature and one officer’s signature.

3) After the above is complete, turn the requisition into the purchasing office located in Room 125B of Sewell-Loobbourrow. The requisition will then be turned into a purchase order if everything is filled out correctly. Please keep in mind you must have adequate budget in your account before turning in your requisition. If you have questions regarding your budget, please contact the business office.

4) Once you receive the completed purchase order back from purchasing, you can place your order. Do not place the order before receiving the Purchase Order! You could be liable for the purchase if these procedures are not followed. The Director of Purchasing will not place the order; the requestor places the order once the purchase order is received.

5) After you have received your products and/or services, you should receive an invoice to pay the vendor. When submitting your vendor invoices to the Business Office, please be sure to:

   A) Attach three competitive quotes if the item exceeds $5,000. These are the quotes received by the director of purchasing.
   B) Write “okay to pay” on the invoice, date it, and sign your name as having received the merchandise/services
   C) After everything is attached, turn in to the business office for payment.

The Oklahoma Panhandle State University purchasing card (p/card) program establishes the use, by designated University employees, of commercial purchase cards to facilitate the acquisition of lower dollar goods and services needed for conducting official University business. It is intended that the p/card be issued to selected University employees to enhance departmental effectiveness or economy of operation. P/cards are issued in the name of Oklahoma Panhandle State University and include the cardholder’s name, department, and a unique account number. Liability for payment and total responsibility and accountability for the p/card resides at the departmental level.

If you are issued a purchasing card, you will receive the full Purchasing Policy and Procedures packet.

Students and vendors are responsible for checks received from OPSU. A $15 fee will be charged for reissuance of any lost or stolen checks.

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