

Purchase Requests and Purchase Orders

Policy

1. Policy Statement

Purchasing authority is granted to the Albany State University, College and University Procurement Officer (CUPO), by the State Department of Administrative Services (DOAS), State Purchasing Division (SPD) and the Board of Regents (BOR). In accordance with O.C.G.A. Section 50-5-69., SPD may, at its discretion, delegate purchasing authority to State to permit those State Entities to make purchases on their own behalf.

The State Accounting Office (SAO) Business Process Policies, Payment Process policy requires purchase orders (PO) in order to purchase goods and services greater than \$2,500.00, excluding the following categories:

- Attorney and legal related payments, as such procurements are prescribed to the Department of Law via OCGA §45-15-34
- Benefit payments made directly to recipients
- Intergovernmental agreements/payments (e.g., Georgia Technology Authority (GTA) bills, Risk Management premiums, Human Resources Administration (HRA) assessments, etc.)
- Membership dues and/or subscriptions
- Payroll and associated tax and benefit payments
- Postage and shipping
- Certain Purchase card (P-card) transactions
- Real estate rental/lease payments
- Registration fees Sales and Use tax payments
- Travel expense reimbursements
- Utilities (e.g., electricity, telephone land lines, cell phone charges, etc.)
- WEX and ARI payments
- ePro, the University System of Georgia's (and Albany State University's) purchasing system, is used to shop for vendor catalog goods, submit purchase requests (known as 'requisitions' in ePro) for both goods and services, and to review/approve submitted requisitions, in order to establish formal Purchase Orders (PO). ePro requisitions must be utilized for all ASU purchases that are not allowable under one of the other purchasing methods (i.e. p-card, payment request, employee reimbursement, etc.).

2. Reason for policy

This policy provides guidelines for purchases made as a result of a purchase request.

3. Procedures

Within ePro, department users create and submit completed requisitions (including chart-string information, justifications, attachments, etc.) into review workflow. The requisition can be reviewed by various approvers, including their own department approver(s), and central approvers, before ultimately, routing to Procurement for review and processing in

accordance with the applicable legal and policy requirements.

Each requisition submitted by department users, particularly special request requisitions, should contain sufficient description of the requested goods/services as well as any quotes, agreements, justifications, or other documentation for review by the approvers. During review, Procurement approvers may request additional information or clarification to support the purchase, negotiate and establish terms of purchase agreement, obtain required forms, or determine the best of purchase.

PLEASE NOTE: ePro requisitions must be submitted and approved prior to the purchase. If a purchase has already been made or if the purchase has already been fiscally committed to a supplier, a requisition cannot be submitted or approved in ePro. The individual who committed the funds must use another allowable methodology for the purchase, or must complete the steps outlined in the Unauthorized Purchase Policy.

Once the requisition has been fully approved by all necessary approvers and all required procurement actions completed, a purchase order is created and distributed to the vendor and to the Financial Management System, where funds (if applicable) are encumbered.

Access to ePro to shop and create carts is provisioned by submitting a security request form to the ASU Security Administrator through SmartSheet.

4. Training related to ePro requisitions and purchase orders can be found in the [GeorgiaFirst Training Website](#).

5. **Policy definitions**

P-Card: Purchasing card

Purchase Request/Requisition: The mechanism/document use to request a purchase on the behalf of an ASU unit which typically result in the issuance of a purchase order by Procurement.

Purchase Order: The document created from an approved requisition.

Special Request requisition: A requisition that does not use a vendor's existing catalog within ePro, thus the line items of the purchase are entered manually by department users.

Purchase Authority

Policy

1. Policy Statement

Purchasing authority is granted to the Albany State University, College and University Procurement Officer (CUPO), by the State Department of Administrative Services (DOAS), State Purchasing Division (SPD) and the Board of Regents (BOR). In accordance with O.C.G.A. Section 50-5-69, SPD may, at its discretion, delegate purchasing authority to State Entities to permit those [State Entities](#) to make purchases on their own behalf.

2. Reason for policy

To provide an understanding of where and how the ASU Purchasing Office receives its purchasing authority.

3. Procedures

SPD shall define a State Entity's delegated purchasing authority (DPA) in writing, which may include both limitations and conditions. Examples of DPA limitations include, but are not limited to, restrictions regarding the dollar amount of the purchase, solicitation type, and the specific good or service to be procured. Examples of DPA conditions include, but are not limited to, completing SPD-prescribed training/certification and/or professional development classes and completing any action plans from audit reviews conducted by SPD. DPA may vary from State Entity to State Entity and may be increased, decreased or revoked at any time by SPD. The CUPO is responsible for ensuring the State Entity does not exceed its DPA. The State Entity must not split purchases/solicitations, structure short initial contract term periods, or take any other action with the intent to circumvent the limits of the State Entity's DPA. With respect to reoccurring purchases and/or multi-year agreements, SPD will utilize the estimated annualized cost to determine whether the purchases were within the State Entity's DPA. It is the responsibility of the requesting department to identify the estimated annual expenditure when a yearly contract with renewal options will be pursued. Any question with respect to whether a solicitation/purchase is within ASU's DPA should be directed to the ASU Procurement Officer. It is the responsibility of Procurement personnel to determine the appropriate method of purchase and determine if the purchase is within ASU's DPA.

4. Policy definitions

CUPO: College and University Procurement Officer

DOAS: Department of Administrative Services

DPA: Delegated Purchasing Authority

SPD: State Purchasing Division

State Entity: A department, institution, or agency of the State of Georgia

5. **Responsibilities**

It is the responsibility of the requesting department to identify the estimated annual expenditure when a yearly contract with renewal options will be pursued.

It is the responsibility of Procurement personnel to determine the appropriate method of purchase and determine if the purchase is within ASU's DPA.

6. **FAQs**

What is ASU's current DPA for bidding of services, supplies and materials governed by State Purchasing regulations?

has an unlimited DPA for bidding of services, supplies and materials governed by State Purchasing regulations under the RFQ Method.

What is ASU's current DPA for the purchasing of services, supplies and materials via a Request for Proposal (RFP)?

ASU has an \$1,000,000 DPA for RFPs.

What is ASU's current DPA for the purchasing of construction/public works services and projects? ASU has a DPA of \$500,000 for the purchasing of construction/public works services and projects which is governed by the Board of Regents and not DOAS SPD.