

THE  
UNIVERSITY  
OF RHODE ISLAND

DIVISION OF  
ADMINISTRATION  
AND FINANCE

THINK BIG  WE DO™

PURCHASING DEPARTMENT  
581 Plains Road, Suite 3, Kingston, RI 02881 USA p: 401.874.2171 f: 401.874.2306 uri.edu/purchasing



MEMORANDUM

TO: Deans, Directors, Department Heads, Business Managers and Departmental Secretaries

FROM: Betty Gil  
Director of Purchasing 

DATE: December 23, 2013

SUBJECT: Procurement Activities

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It has come to the attention of the Purchasing Department that the instructions for Invoice Vouchers have been again revised (11/12/13) since the Controller's last Financial Administration meeting (10/30/13). As a result, departments are being advised that they will need to process certain procurement activities on a Purchase Order although previously allowed on an Invoice Voucher. Therefore, we want to ensure that the University Community is aware of these changes and are reminded of the potential time frames necessary to process transactions, where appropriate, through the URI Purchasing Department as required by either the Board Procurement Regulations or by the State Division of Purchases Regulations.

Unauthorized Purchases:

Departments are reminded that all procurements must be in accordance with the University Policies and Procedures and, with the exception of true emergencies, under NO circumstances can goods or services be received and/or performed prior to the issuance of a Purchase Order or an Advice of Change to an existing Purchase Order. Please refer to the following memo from the Purchasing Department and the Controller's Office dated 2/19/13: <http://web.uri.edu/purchasing/files/Purchasing-memo-2-19-13-Revised-Links-12-2-13.pdf>

Timelines:

This office will be sending out the annual memo for Fiscal Year Deadlines within the next month however we would like to take this opportunity to remind everyone that requisitions in excess of \$5000 that need to be publicly bid, particularly at year end, can require up to 90 days lead time, most notably when it is determined that the bidding must be handled by the State Division of Purchases. Purchases that do not fit these criteria still require time for review and action by the Purchasing Department and may require that we obtain documentation from the awarded vendor. Times will vary depending on nature of the procurement.

Single/Sole Source procurements:

Please do not attempt to use a Single or Sole Source justification as a means of expediting the process of issuing a Purchase Order for what should be a competitive purchase. Evaluating and denying inappropriate requests will only slow processing of legitimate requisitions. If justifications for exceptions from competition are insufficient and there is inadequate information for a competitive process, such requisitions may be returned asking for further information; however, your request may not be completed in a timely manner.

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Vendors:

Additionally, while the requirement for Purchasing Vendors to register with the University will remain in effect, please be advised that as of January 2, 2014, ALL Vendor Maintenance will be handled by the Controller's Office. This change in process is the result of an internal audit and will model the State of Rhode Island, State Controller's process of handling ALL Vendor Maintenance.

If you have any questions, please feel free to contact the Purchasing Department.