



TO: University Community

FROM: Betty Gil, Director of Purchasing  
Sharon Bell, Controller

DATE: February 19, 2013

SUBJECT: Procurements

As we approach the end of the fiscal year, we would like to take this opportunity to remind everyone that all purchases (goods and/or services) must be made in accordance with the University of Rhode Island Purchasing Policies and Procedures <http://web.uri.edu/purchasing/manual> as well as any other applicable authority to ensure accountability to the public and fairness to the vendors.

There are several ways that goods and services may be purchased, depending on what is being purchased and the dollar amount and/or the nature of the purchase(s):

**Purchase(s) of \$5,000 or less:**

When the total purchase, including shipping is \$5,000 or less, a department is authorized to purchase using one of the methods of procurement outlined below:

Limited Value Requisition/Limited Value Purchase Order – This is a purchase order created and approved in the PeopleSoft on-line requisitioning module by the campus department **PRIOR** to an order being placed. Purchases must be in accordance with section 2.16 of the URI Purchasing Manual, including restriction of certain commodities <http://web.uri.edu/purchasing/files/216LimitedValuePurchaseOrderRev2-13.pdf>

Internal Vendor Requisition/Internal Vendor Purchase Order – This is a purchase order created and approved in the PeopleSoft on-line requisitioning module by the campus department **PRIOR** to an order being placed. Internal Vendor Requisitions are used for one-time delivery/one-time payment situations - <http://web.uri.edu/purchasing/files/2.12URIInternalVendors2-13.pdf> Blanket Purchases from Internal Vendors are processed on a College Requisition.

Purchase Card - [http://web.uri.edu/controller/purchase\\_card/](http://web.uri.edu/controller/purchase_card/)

Invoice Voucher – Used to authorize payment for purchases not requiring a purchase order or the use of a PCard. See instructions for listing of types of payments that are allowed - [http://web.uri.edu/controller/files/Invoice\\_Voucher\\_Allowable\\_Items.pdf](http://web.uri.edu/controller/files/Invoice_Voucher_Allowable_Items.pdf)



**Purchase(s) in excess of \$5,000:**

College Requisition – (Standard and Blanket) - When the total purchase, including shipping is in excess of \$5,000, or it is a blanket requisition for an amount less than \$5,000, a department must submit an on-line college requisition. The requisition initiates action by the Purchasing agent. Issuance of a Purchase Order (PO) by the purchasing agent is your authorization to proceed with receiving the goods or services.

<http://web.uri.edu/purchasing/files/2.1PURCHMANCOLLEGEREQRev2-13.pdf>

Advice of Change - Once a purchase order is issued, changes cannot be authorized until a college requisition for any change in the goods or services, or a change in the commitment of funds is submitted to the Purchasing Department and a change order is processed to the purchase order by the Purchasing Department.

<http://web.uri.edu/purchasing/files/2.1PURCHMANCOLLEGEREQRev2-13.pdf>

Invoice Voucher – Used to authorize payment for purchases not requiring a purchase order or the use of a PCard. See instructions for listing of types of payments that are allowed -

[http://web.uri.edu/controller/files/Invoice\\_Voucher\\_Allowable\\_Items.pdf](http://web.uri.edu/controller/files/Invoice_Voucher_Allowable_Items.pdf)

**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.** However, in the event of an emergency, please refer to the Emergency Procedures <http://web.uri.edu/purchasing/files/2.6-PURCHMAN-EMERGENCY-9-13.pdf>

Only the Purchasing Department is authorized to commit the University of Rhode Island for materials and services, unless authorized on a Limited Value Purchase Order. Purchases, agreements to purchase, or changes to existing purchase agreements made by any individual or department without prior approval from the Purchasing Department are not legally binding upon the University. Such unauthorized purchases will not be honored by the University and may become the obligation and financial responsibility of the individual who incurred the commitment.

Purchases that are not in accordance with the Purchasing Policies and Procedures and the department wants to appeal, they must provide documentation with a written justification and submit to the URI Controller's Office as a Purchasing violation. The URI Controller's Office will make a determination based on the information provided if University, private funds or the individual will be responsible for payment to the vendor.

If you have any questions, please contact the Purchasing Department at x42171 or the Controller's Office at x42378.