



February 3, 2006

Robert A. Weygand,
Vice President for Administration

I am pleased to announce three changes which will streamline administrative procedures and policies at URI. These changes are the result of many dedicated staff working together to increase efficiency and reduce the time spent processing paperwork. There are additional streamlining initiatives that we will be announcing in the near future. Thank you for your cooperation and support in this endeavor and a special thank you to the staff of the Purchasing Office, the Budget Office, Controllers Office and Professional Development Programs for their superior work on these initiatives.

1. College Requisitions:

College requisitions are currently forwarded to the General Accounting Office in the Carlotti Administration Building for signature authorization and account code verification prior to be sent to the Purchasing Office for processing. The Accounting Office will no longer be performing pre-audits on college requisitions.

As of February 13, 2006, the pre-audit function will be performed by the Purchasing Department. The streamlining of this initiative will eliminate one step in the current process and result in quicker turnaround time. Therefore, as of February 13, 2006, please forward college requisitions to the Purchasing Department, once the responsible person in your department has approved it.

The following exceptions will apply and require approval before submitting to Purchasing:

- Fund 401 Foundation Office approval is required.
- Fund 500 Grant and Contract Accounting approval is required.
- Bond Funds Business Services approval and coding is required.

2. Office Supplies

Office Supply Order Forms (present MPA vendor is WB Mason) are presently forwarded to the General Accounting Office in the Carlotti Administration Building for signature authorization and then forwarded to the Purchasing Department for processing. This will no longer be required. As of February 13, 2006, all departments are authorized to fax the office supply order form directly to the MPA vendor (WB Mason) except as noted below. The responsible department person must first approve the order. This procedure will substantially reduce processing and delivery time.

The following exceptions will apply and require approval before submitting to WB Mason:

- Fund 401 Foundation Office approval is required.
- Fund 500 Grant and Contract Accounting approval is required.
- Bond Funds Cannot be used on a WB Mason Order Form.

3. Limited Value Purchase Orders (LVPO)

The LVPO limit will be increased from \$1000.00 to \$5000.00. New LVPO forms have been ordered and will be released some time in early March 2006, in conjunction with training sessions to be scheduled by the Purchasing Department.

Please note: Sections of the URI Purchasing Manual will be updated effective with the above changes, and it will include detailed instructions and flow charts. Please follow instructions carefully, double check the manual procedures, or call Purchasing if you have any questions or concerns about the foregoing processes.

Helpful Links: <http://www.uri.edu/purchasing> | <http://www.uri.edu/purchasing/manual>

Robert A. Weygand
Vice President for Administration
Carlotti Administration Building, University of Rhode Island
Kingston, RI 02881 1-401-874-2433

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