

TO: University Community

FROM: Robert A. Weygand, Vice President for Business Administration

DATE: June 23, 2006

SUBJECT: Streamlining Administrative Processes

As part of the continuing efforts to streamline administrative processes I am pleased to announce the following change effective immediately.

College requisitions to URI internal vendors (i.e.: Dining Services, Bookstore, Central Stores, etc.) for standard one-time delivery, one-time payment situations will no longer require Purchasing involvement for purchases up to \$5,000.00. The procedures for internal vendor requisitions are as follows:

Standard purchases up to \$5,000.00 - The requisitioning department must complete the college requisition and if appropriate, attach the internal vendor form and obtain the signature/approval of the authorized agent. When using Research Funds (Fund 500) the requisitioning department must obtain the signature/approval of Grant & Contract Accounting and when using Foundation Funds (Fund 401) signature/approval from the URI Foundation Office is required. Upon obtaining the necessary approvals, the requisitioning department will forward the **yellow** and **blue** copy to the internal vendor and will retain the white and pink.

Purchases in excess of \$5,000.00 or blanket requisitions (multiple deliveries/multiple payments) - The requisitioning department must complete the college requisition and if appropriate, attach the internal vendor form and obtain the signature/approval of the authorized agent. When using Research Funds (Fund 500) the requisitioning department must obtain the signature/approval of Grant & Contract Accounting and when using Foundation Funds (Fund 401) signature/approval from the URI Foundation Office is required. Upon obtaining the necessary approvals, the entire college requisition, with the exception of the pink copy, must be forwarded to the Purchasing Department.

The Purchasing Department will continue to process a purchase order to internal vendors for blanket orders and will now be processing a purchase order for standard purchases in excess of \$5,000.00.

Departments are encouraged to process blankets orders whenever possible as this will eliminate the need to process multiple requisitions in addition to ensuring that you have sufficient funds to cover your estimated purchases from internal vendors throughout the year.

Internal Vendors should visit the URI Controller's web site at [http://www.uri.edu/controller/general\\_accounting.shtml](http://www.uri.edu/controller/general_accounting.shtml) for revisions to the Credit Statement Instructions. Internal Vendors need to attach the yellow copy of the College

Requisition to their credit statement, which is sent to Accounting.

If you have any questions, please contact the Purchasing Department at x42171 or refer to the URI Purchasing Manual located at: [www.uri.edu/purchasing](http://www.uri.edu/purchasing)

Thank you for your cooperation and support.

=====

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

The information contained in this e-mail message, and any attachment thereto, is confidential and may not be disclosed without our express permission. If you are not the intended recipient or an employee or agent responsible for delivering this message to the intended recipient, you are hereby notified that you have received this message in error and that any review, dissemination, distribution or copying of this message, or any attachment thereto, in whole or in part, is strictly prohibited. If you have received this message in error, please immediately notify us by telephone, fax or e-mail and delete the message and all of its attachments. Thank you.