

# KEENE STATE COLLEGE PURCHASING OFFICE

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Procedures Overview

Updated August 2017

# Purchasing Staff

- Renee Harlow, Purchasing Director – [rharlow@keene.edu](mailto:rharlow@keene.edu) or 358-2493
- Sean Buxton, Purchasing Assistant  
[sean.buxton@keene.edu](mailto:sean.buxton@keene.edu) or 358-2494
- Office hours 8:00am – 4:30 pm Mon-Fri
- Located in the Fiske Annex

# Some of What We Do

- Bid Processing
- Contract Administration (ICA, Artist Agreement, Vendor Contracts
- Travel – Air & Rail
- Vendor Set-Up
- Purchase Order/ Requisition Processing
- Pcard Administration
- Payment Approval (Direct Pay)

# Bid Procedures

## Limits:

- Under \$3,000: 1 quote, no Purchasing approval
- \$3,000 - \$5,000: 1 quote, Purchasing Approval
- \$5,000 - \$10,000: 3 competitive quotes, Purchasing Approval
- Over \$10,000: Needs to go out bid. Contact Purchasing Office with details.
- All quotes should be in writing and include delivery/installation costs.

# Independent Contractor v. Artist Agreement

## **ICA**

- Provides service for KSC
- Speakers
- Consultants
- More formal & detailed
- Typically more than one day

## **ARTIST AGREEMENT**

- Performs at KSC
- Honorariums
- Musicians/Workshops
- Less detailed
- Typically one day or less

  

- **Presentation/Artist Agreement** Many times these forms can be interchanged making it difficult to decide which to use. If in doubt, either use an ICA or contact the Purchasing Office to discuss

# Independent Contractor Forms

- Independent Contractor Agreement – all sections must be completed and approved **before** service is done.
- Independent Contractor Amendment – used if original has expired or scope of work has changed.
- Independent Contractor Invoice – can be used in lieu of vendor invoice
- All can be found at:  
<http://www.keene.edu/office/purchasing/links/>

# Agreement Forms

- Artist Agreement— all sections must be completed and approved **before** performance.
- Can be found at:  
<http://www.keene.edu/office/purchasing/links/>

# Important Notes

- All paperwork must be sent to the Purchasing Office **before** work/performance is done.
- Payment/Purchase Order will **not** be authorized until all forms are complete and approved.
- Anyone coming on campus is required to have a Certificate of Insurance or completed Waiver Form on File **before** coming on campus.
- If in doubt, contact either:
- Renee Harlow (603) 358-2493 or
- Sean Buxton (603)-358-2494

# Vendor Codes

- New Vendors must complete a Substitute W-9 using most up to date form.
- Vendors already in Banner do not need to fill out another form.
- All printing must be clear and legible. Will be sent back to department if unreadable.
- Form can be found at  
<http://www.keene.edu/office/purchasing/links/>

# Vendor Codes (cont.)

- Vendor must show Ownership status
- LLC: need to specify Corporation, Partnership or Sole Proprietor
- Social Security information must be provided for Sole Proprietors and Individuals
- All information must be completed and form signed
- Campus contact name must be included ~ vendor will not be set up without it
- Turn around is typically within 24-48 hours

# Direct Payments

- One time, small dollar payments: memberships, registrations, honorariums, stipends, etc.
- Back up paperwork must be attached to cover sheet (screen shots not appropriate)
- Paperwork submitted to Accounts Payable is approved by Purchasing
- 24 – 48 hour typical turnaround

# Requisition/Purchase Order

- Large dollar purchases: equipment, supplies, etc.
- When making several payments over course of agreement (Standing PO's)
- Copy of agreement must be attached to each form of payment request.
- Remember entering a requisition does not mean payment is automatically made ~ invoices are paid in Accounts Payable Office
- Payment will not be authorized until all paperwork is complete and has been approved in the Purchasing office.
- Proper documentation will be required even if the service has already been performed.

# Payment Cycle – Direct Payment

- Accounts Payable office forwards all Direct Payment documents to Purchasing for approval.
- Once approved, Accounts Payable will complete and payment will go out when scheduled.
- If not approved, the Purchasing Department will return to requesting department with explanation of what is needed for approval.

# Payment Cycle – Requisition to Purchase Order

- Department enters a Requisition (FPAREQN) for a Purchase Order.
- Depending on dollar amount approval process may be necessary.
- Once approved, and all required backup is received, (invoices, contracts, ICA copies, etc.) Purchasing processes the Purchase Order.
- PO is automatically mailed to the vendor unless otherwise instructed by department.
- Invoices are sent to Accounts Payable for payment against Purchase Order.
- Changes (increase/decrease/close) to Purchase Order can be requested at [purchasing@keene.edu](mailto:purchasing@keene.edu).
- When Accounts Payable makes final payment against PO it will be closed

# Travel Procedures - Airfare

- Call contracted Vendors w/Travel Information:
- Accent Travel @ (603) 352-3003
- Milne Travel @ (603) 647-1700
- Give specific details to agent in order to ensure trip details are correct.
- Reimbursement for ticket paid by traveler cannot be done until trip is complete. Quotes from a travel agency still need to be done and attached to reimbursement form.
- Agency emails itinerary to Purchasing Office, Accounts Payable, and Budget Manager, if provided.
- Purchasing will book travel once Budget Manager/Dean provides approval, Fund/Org and Business Purpose for travel is provided at [travel@keene.edu](mailto:travel@keene.edu).
- Fares change daily so approval information should be forwarded as quickly as possible.
- Most tickets are non-refundable
- Accounts Payable Office must approve travel being paid for with Professional Enhancement funds.

# Lodging

- Payment can be made using Pcard. Do not fax copy of card if asked ~ against USNH/KSC policy.
- Reimbursements are done after trip is complete.
- Itemized hotel/folio receipt(s) are necessary for Pcard reconciliation and reimbursements
- Room service/movies/personal items are not allowable expenses
- Travel Agencies can assist with reservations using travelers Pcard or personal credit card.

# Vehicles

## Payment by Pcard

- Itemized receipt needed for monthly reconciliation
- Fuel can be purchased for rentals only
- Do not take CDW insurance ~ card has that protection
- KSC insurance coverage if accident/issues

## Personal

- Itemized invoice needed for reimbursement (Accounts Payable)
- Fuel/wear and tear covered in mileage reimbursement
- Personal insurance covers accidents/issues
- Need to fill out personal vehicle use form.

USave Car Rental (352-7900) and Enterprise Rent A Car now contracted vendors (Special rules for those under 21 years old.. Terms & rates are on Purchasing website. Travel Agencies can assist with reservations using travelers Pcard or personal credit card. Pcards are the preferred method of payment for insurance reasons. No more than 10 people (including driver) per vehicle.

# Travel Meals

## Payment by Pcard

- Itemized receipt needed for monthly reconciliation.
- Business purpose and participant names must be included on receipt.
- Business meals must consist of two or more people discussing business
- Tips should be no more than 15 – 20%
- No alcohol allowed
- Specific questions go to Purchasing

## Personal

- Itemized receipt needed for reimbursement.
- Per Diem rates can be used without receipts for personal meals
- Cannot mix itemized and per diem reimbursement requests
- Tips should be no more than 15 – 20%
- No alcohol allowed
- Specific questions go to Accounts Payable

# PrintSmart Program

- Typical service issues (paper jams/lines on copies,etc.) should be referred to Conway Office Products. Have your machine # (sticker located on front of MFP) ready when service call is placed.
- Network questions should be referred to the IT Help Desk. They will work with Key Operators and Conway to resolve issues.
- Key Operators are located in each building and should be consulted for all MFP issues.
- Supplies (toner, waste toner containers) are ordered directly through Conway Office Products at
- 603-889-1665. Paper (8 ½ x 11 and 11 x 14) can be ordered through Central Stores and are included in your cost per copy.
- Used toners/waste containers are sent to the Purchasing Office. Be sure to seal boxes/bags to prevent leakage.
- To request a new copy code, email [printsmart@keene.edu](mailto:printsmart@keene.edu). Include employee name and Fund/Org to charge. New code will be activated within 24-48 hours.
- Copy Codes are tied to Fund/Org and should not be shared with others. Let Purchasing Know when code is no longer needed.

# Purchasing Department Resources

- Purchasing Office
  - Renee Harlow [rharlow@keene.edu](mailto:rharlow@keene.edu)
  - Sean Buxton [sean.buxton@keene.edu](mailto:sean.buxton@keene.edu)
- Accounts Payable Office [kscacctpayable@keene.edu](mailto:kscacctpayable@keene.edu)
  - Kate McGrath [kate.mcgrath-townsend@keene.edu](mailto:kate.mcgrath-townsend@keene.edu)
  - Deborah Williams [deborah.williams@keene.edu](mailto:deborah.williams@keene.edu)
- [www.keene.edu/office/purchasing/travel/](http://www.keene.edu/office/purchasing/travel/)
- [www.keene.edu/office/business/](http://www.keene.edu/office/business/)