PURCHASING DEPARTMENT POLICY AND PROCEDURES

The purpose of this Standard Operating Procedure (SOP) is to outline the steps required for the acquisition of goods and services and subsequent payment for LIFE University.

PURCHASING – STANDARD

Purchasing procedures have been established for the departments to follow as listed below:

1. Before requesting a quote for goods or services from a vendor, initiate and complete the Vendor Payment Worksheet using [this weblink](#) on the Procurement webpage. This will ensure we have current tax documentation and business contact information for the vendor as well as enroll them in ACH (electronic) payments from A/P. Accounts Payable may also request an updated W9 from vendors that have not done business with LIFE University in over 12 months.

2. Using DocuSign (DS), submit a purchase requisition. DS will require all the necessary details be completed before the envelope will process thru the approval chain.

    a. Utilizing the Signature Approval Chart (available at the "[Frequently Requested Resources](#)" link on the Procurement webpage), send the requisition to the authorized approver(s) for the designated department/object code.
    b. Approval signatures are typically a Department Head, Director, Dean, Executive VP and Executive VP for Finance or President. One person cannot be both requestor and approver.

3. Attach supporting documents (i.e. quotes, contracts) to the purchase requisition for inclusion in the document.

4. All purchase requisitions over $10000 or for capital equipment (object code 7050 with a lifespan of 3 years or greater, costing $500 or greater), must be approved by the Executive VP of Finance. Additionally, if the requisition is over $10,000, three bids should be included with submission. *(remove this signature block if not applicable).*

5. All purchase requisitions with departmental coding for technology, hardware, software, media, computer related accessories, etc. need approval from the CIO (Chief Information Officer). *(remove this signature block if not applicable).*

6. All requests for graphics, photography or media projects should be submitted and approved by the Marketing department before submitting the DocuSign request.

7. Any incomplete or incorrect DocuSign requests will be delayed or declined for correction or resubmission.

8. After all approvals, Purchasing will assign PO or BPO number (purchase order; blanket purchase order) and DocuSign will send a completed copy to the Requestor via email.

PURCHASING – SPECIALTY

Alternate purchasing procedures have been established for buying from Amazon, Staples, Home Depot and Sam's Club – the department head must request employee access for the specified vendors.

1. Amazon – Purchasing will initiate an email invitation to join the LIFE University account. Once accepted, the user will have access to place orders for their department.
2. Staples – Purchasing will create an employee login for access to https://www.staplesadvantage.com/ Once created, the employee will receive an email with their login credentials. Staples is LIFE University's preferred office supplies provider.
3. Home Depot – Purchasing will submit the request for a HD credit card. Once processed a card will be issued and delivered to the requesting supervisor.
4. Sam's Club – Purchasing possesses the Sam's Club card. Authorized employees can come to the Purchasing office and sign out the card for single-day use. After completing their purchase, the card must be returned and receipt submitted via DocuSign using the "Sam's Club Receipt Submission" form.

INVOICING

Once the vendor has processed your order and created an invoice, that invoice will be sent/emailed to the originating department for approval to pay. This process allows you to confirm that all goods or services have been received to satisfaction before authorizing payment.

Once the invoice is cleared to pay, follow one of the two methods below to send in your invoices to the Purchasing Department for processing:

Digitally:
Using a PDF version of your invoice, and Adobe Acrobat Reader, do the following:

1. Stamp "APPROVED by…" (using stamper tool).
2. Add the PO/BPO number to the comment box (if not printed on invoice).

3. Scan back to purchasing@life.edu.

Manually:

On the invoice, write the following:

1. "Ok to Pay" along with your name (or initials) and today's date.
2. The PO/BPO number if not printed on the invoice.

Scan back to purchasing@life.edu.

Accounts Payable will only pay from an invoice, **not _a statement, quote or estimate._**

Delayed vendor payments and unnecessary late fees may result if:

- The invoice is not presented in a timely manner.
- The invoice does not have a valid purchase order number.
- The invoice date precedes the purchase order number.
- The balance due exceeds the authorized PO amount.

Exceptions:

Purchasing reserves the right to process invoices without departmental approval in the following situations:

- For recurring service invoices (i.e. mobile phone service, cable, software subscriptions)
- For invoices assigned to POs/BPOs are pre-approved for immediate payment
- When the turnaround time exceeds 3 business days for an invoice to be returned to Purchasing after being sent to the department for approval.

These exceptions are to expedite payment processing and/or avoid unnecessary late payment fees.