

## PURCHASING FAQs

Q: What are the different ways to purchase goods or services?

A: There are several different ways to purchase goods/services.

1. **Request for Payments** should be used for reimbursements of certain expenses and for awards, fellowships, and scholarships.
2. **Form 13** is used to pay individuals and for all consultants.
3. **Procurement Card** should be used for small dollar purchases of goods up to \$5000 when no fee is charged for use of the card.
4. **Purchase Requisitions** should be used for all other purchases of goods or services.

Q: Do I need to have quotes for my purchase requisition, and if so, how many quotes do I need?

A: Purchases up to \$5000 should be made with the P-Card if at all possible. If a purchase requisition is entered, quotes are not required, but price verification should be made with the vendor. It is good practice to get a written quote.

Purchases over \$5000 up to \$75,000 require two (2) written quotes from two separate vendors on company identifiable letterhead. The quotes are required to be signed by the vendor or accompanied by the email when the quote was sent.

Purchases over \$75,000 will need to be procured using the competitive sealed bid process. This could be by requesting bids or proposals. Procurement Services will work with you on determining the best method for your purchase.

Q: Do I have to buy on state contract?

A: Yes, if it is a Competitive Contract. The exception to this is if the purchase is less than \$100 or purchased through the bookstore.

If the state contract is not a Competitive contract, you may purchase from the state contract vendor or from another vendor as long as the price does not exceed state contract pricing.

Only one quote is required for most state contract purchases.

For more information, contact your department's Procurement Assistant in Procurement Services.

Q: Is there a state contract for computer hardware or software?

A: Yes, the EPL (Express Products List) is for state contract purchases of computer hardware and software. You may purchase up to \$200,000 using the EPL contract. Unlike state contracts, two quotes are required for all EPL purchases. Please see the EPL link on the Purchasing page of the Procurement website.

Q: Do I need a Purchase Order before I order something?

A: Yes, you should submit a purchase requisition and have a purchase order issued for ordering. Once the PO is issued, we will send the PO to the vendor per the information in the SAP vendor file.

You do not need a PO if you are purchasing on the P-Card.

Q: I want to purchase several items, but the total cost will require the bid process and I don't have time for that process. Can I have the vendor give me 2 quotes so I can get the items more quickly?

A: No, this is considered splitting quotes and is against state law. In addition, submitting multiple PRs to keep below the amount to bid or quote is also against state law.

Q: Do you have a list of vendors I could use to solicit quotes?

A: No, we do not keep a listing of vendors for different goods or services.

Q: How long does it take for a Purchase Order to be issued after a Purchase Requisition is submitted?

A: Our goal is to have as short of a turnaround time as possible. Generally, we strive to issue POs within 2 days of the PR being submitted. However, there are times when this takes longer due to the nature of the purchase.

Q: The vendor I want to purchase from included an agreement/contract with their quote. Can my department head or I sign it since it is less than \$2,000,000?

A: If a vendor requires an agreement or contract to be signed, it must be routed for signature through the Office of Contract Management (OCM). If a vendor will accept a PO in lieu of a signed agreement/contract, then it doesn't need to be sent through OCM.

The University can now enter into contracts up to \$2,000,000 without seeking IHL approval, but those contracts must go through the Office of Contract Management.

Q: What is the process for purchasing branded items for our department to use for marketing and advertising?

A: All forms of media or merchandise representing University divisions, departments, centers, institutes, schools, or programs should undergo review. This includes print, digital, video, and other display materials. More information can be found by visiting [Marketing & Communications Brand Review Process website](#).

You will need to submit your vendor quotes along with your brand review approval email from Marketing and Communications before a PO will be issued.

Q: Our department wants to purchase clothing for our staff and/or students in our program? Is this allowed?

A: T-shirts purchased for student organizations or as promotional items for prospective students is allowed, but documentation is required.

Clothing purchased for resale should be coded as merchandise for resale and not clothing. Your department should contact Accounting for sales tax issues.

Clothing purchase for employees can be a taxable expense unless it is truly a uniform. The following questions should be answered as part of your backup documentation.

- Is the employee required to wear the clothes as a condition of employment? An example would be the logoed shirts worn by FM Custodial staff. Another example is monogrammed polo shirts that some staff are required to wear at certain University functions.
- Are the clothes unsuitable for everyday wear? In other words, are the shirts monogrammed or logoed with the department's name rather than an Ole Miss shirt that anyone can walk into a store and purchase?
- Will the University retain the clothing after termination of employment? Will the employee be required to return the clothing when they separate from the University? Procurement Services does not have the ability to enforce this, however the department should keep a record of when clothing is issued and when it's returned. We recommend that the clothing be destroyed, i.e., cut the logo out of the shirt and throw both away when clothing is returned.

Remember that any logoed items must go through the brand review process.