



PURCHASING GUIDELINES

Requisitions Forms/Purchase Orders:

All orders must be initiated with a college requisition form (supplies, equipment, hotel accommodations, memberships, subscriptions, advertising, etc.) Requisition forms are available at: <https://www.ridgewater.edu/FormServerTemplates/Forms/All%20Forms.aspx>. Purchase orders are created in the Purchasing Office from the information provided on a requisition.

Options for Placing an Order:

Option One: Ordering Via Phone – To place an order over the phone, the employee must complete a requisition form, noting on the requisition that he/she will want to place the order by phone. The completed requisition form must be submitted to the Purchasing Clerk, who will process a purchase order. When the Purchasing Clerk has the purchase order ready, the employee will be notified by email or phone with the purchase order number, which allows the employee to proceed with calling the vendor to place the order. The original purchase order will not be mailed/faxed/emailed to the vendor unless an indication is made on the requisition that a confirming copy is necessary.

If there is an urgent need to place an order, the Purchasing Clerk will respond accordingly. If a request for a purchase order is submitted by noon on any given working day, the Purchasing Clerk will make every effort to respond with a purchase order number by the end of the same day.

Option Two: Ordering Via Mail – If an order is to be mailed, a requisition form must be completed and forwarded to the Purchasing Clerk. When completed, the original purchase order will be mailed to the vendor.

Option Three: Ordering Via Fax or Email – If an order is to be faxed or emailed, a requisition form must be completed (including the fax number or email address) and forwarded to the Purchasing Clerk. The purchase order will be faxed by the Purchasing Clerk, and the originator of the requisition will receive the original purchase order after the faxing is completed to confirm that the order has been placed.

Option Four: Ordering Via Internet – Orders placed via the Internet will be placed by the Purchasing Clerk utilizing a college credit card. A requisition form must be completed (including all necessary information such as URL address of the website, order numbers, etc.) and forwarded to the Purchasing Clerk. A printout of a “shopping basket” from the website showing the items to be ordered would serve to clarify the order.

For All Options Listed Above – If an order exceeds \$250, administrative approval is necessary prior to sending the requisition to the Purchasing Clerk.

Any documentation that should accompany a purchase order when it is sent to the vendor should be attached to the requisition when submitted to the Purchasing Office.

Please note that a requisition or a company order blank should never be used to initiate an order.

Possible Delays

A requisition may be held up in the Purchasing Office if the vendor is not on the state's vendor list. If this scenario exists, the Purchasing Office will contact the vendor to obtain the necessary information to set them up as a vendor. This process can take days to complete. Providing a telephone number for a new or seldom-used vendor on the requisition form can help accelerate the process. The originator will be notified if the vendor does not exist or if there are other problems/questions/concerns that could hold up the processing of a purchase order for an unreasonable period of time.

Purchase Order Copies/Distribution

The **yellow copy** is the receiving copy. After an order is satisfactorily received, this copy is to be signed and forwarded, along with any packing slips or invoices, to the Accounts Payable Office at the Hutchinson Campus. This signed copy serves as approval to pay the bill.

The **white copy** is the department copy and is retained by the department/originator.

If the item(s) purchased are required to be inventoried, the originator will receive an additional copy of the purchase order (under separate cover) with an inventory form and tags attached. The form is to be completed and returned to the Purchasing Office. Additional fixed asset inventory tags may be obtained from the Purchasing Clerk.

Field Orders

Field orders may be used for purchases (preferably local purchases only) under \$100. When a field order is used, no requisition form is required. Field orders are three-part forms and are available in the Purchasing Office. The employee must complete the requested information (vendor information, college name, item description, and price), sign the form, and send the **pink copy** to the Purchasing Office, along with the invoice (if received at the time of purchase). The **white copy** is to be retained by the originator/department. The **yellow copy** is given to the vendor.

Problems with an Order?

If a problem develops with an order after the purchase order has been issued (i.e., order not received, order not received as ordered, etc.), the originator of the order should contact the vendor to inquire or correct the problem(s).

If an error was made by the Purchasing Office on the processing of an order, the originator of the order should contact the Purchasing Office or deal directly with the vendor to make corrections.