Purchasing and OK Corral Training

Purchasing Training Agenda

Purchasing Overview

✓ Purchasing Policy
✓ Revising purchase orders
✓ Closing purchase orders

Purchasing Procedure

✓ How to shop
✓ Create Carts/requisitions
✓ Copy Carts

Invoice payment procedures and how to complete a cost receipt in Ok Corral.

✓ Sign and date the invoice
✓ Make sure the PO # is on the invoice
✓ Create a cost receipt in Ok Corral
✓ Turn invoices in for payment into Accounts Payable SL 125A.
✓ If it is a punch-out purchase and product has been received complete a cost receipt. That notifies the Business Office that the invoice is ready for payment.
✓ Invoices need to be paid in a timely manner. We have 30 days to pay an invoice but sometimes we receive a discount if we pay sooner.

Bidding Requirements

Purchases *ranging from $10,000.01 to $25,000* will require formal bidding to be conducted by OPSU OPSU Purchasing Coordinator or the Departmental requester who will request bids and complete this process for OPSU. If you have specifications for the purchase or suggested vendors to be contacted for bids, please include this information on your requisition including a phone number, fax number, and email.

Purchases *ranging from $25,000.01 and above* will require formal bidding to be conducted by OSU Office of Central Procurement who will request bids and complete this process for OPSU. If you have specifications for the purchase or suggested vendors to be contacted for bids, please include this information on your requisition including a phone number, fax number, and email to the vendor "subject to bid".

Purchasing Definitions

Step 1. **Requisition** – request for goods or services made by an employee to a company (By Requisitioner). Quote must be attached.

Step 2. **Purchase Order** – legal document a buyer sends to a supplier to authorize a purchase (Issued by OPSU following completion of proper approvals)

Step 3. **Receipt** – document that goods or services have been received (By requisitioner or purchaser)

Step 4. **Invoice** – itemized list of goods shipped specifying the price and terms of sale (Turned in for payment by requisitioner/purchaser and paid by OPSU Accounts Payable)

Purchasing Process and Procedures

The steps listed below must be done before anything can be ordered:

Check first to make sure the vendor is in OK Corral by doing a supplier search. If they are not in OK Corral, check with OPSU Purchasing to do a search in the system. Sometimes vendors need to be reactivated in OK Corral if they have not been used in it recently. If this is a new vendor, request a W9, addresses, phone and fax numbers, and email address and complete the Vendor Request Form in OK Corral.

New Vendor Request Instructions

Purchasing Process and Procedures

Completely fill out the requisition - This can be done online using OK Corral, unless you are using a club account (i.e. fund beginning with a 9). Clubs and organizations must use a paper requisition and include the sponsor's signature and one officer's signature. Paper requisitions are available in the Business Office.

It is very important to put your **department fund number** on the requisition.

The items or services you are requesting must be included in detail on the requisition based on your quote. Be as descriptive as possible on each line item. Simply writing "see attached quote", is not appropriate. Enter the quantity, catalog number, and description of exactly what you are requesting. Be sure to include the unit price and total price. Do not forget to include the shipping or freight charges this will be under a different commodity as the following:

Commodity	Account
Communications and Utilities Telephone, Shipping Services, Postage, Cell Phone, Utilities	706100 Freight Expenses

Purchasing Process and Procedures

When applicable **bidding requirements have been met** and after the above steps have been completed, the requisition will go through the proper approval process before it will be created into a purchase order. Please keep in mind you must have adequate budget in your fund and expense account, or your requisition will be returned back to you. If you have questions regarding your budget, please contact the Purchasing Coordinator.

Once the purchase order is completed, you can place your order with the vendor. **Purchase orders are automatically distributed** upon completion to the vendor's preferred email or fax number. **Do not place the order before receiving the Purchase Order!** You could be liable for the purchase if these procedures are not followed. The Purchasing Coordinator will not confirm the order; the requestor may confirm the order once the purchase order is received.

OK Corral Homepage
http://www.okcorral.okstate.edu/

OK Corral Homepage
http://www.okcorral.okstate.edu/

Punch-Outs do not require quotes as we have a state contract with them

Shopping for Non-Catalog Items

Search for vendor: Click on + to select

Enter Description, catalog number, quantity, price, and packaging.
Are there more items? If so, select save and add another.
If not, select Save.

Add Non-Catalog Item

Existing Supplier

| Panhandle Printing Llc | ✕ 🔍 | Panhandle Printing Llc ✕ |

Fulfillment Address ⌄

PO Purchase Order 1 🏅 - Hi-Plains Sports, 315 Ne 4th St, Guymon, Oklahoma 73942-4838 United States

Distribution Methods ›

Item 6 items have been found containing 'N/A' in their Catalog No. View all in search results ⌄

Description ★	Catalog No. ★	Quantity ★	Price	Packaging
HOMECOMING BANNERS	N/A	5	200.00	EA - Each ⌄

236 characters remaining

Additional Details ⌄

Manufacturer Name

Manufacturer Part No

Product Flags

☐ 🔴 Controlled substance

☐ ♻ Recycled

☐ ◆ Hazardous material

☐ ☢ Radioactive

★ Required fields

Save   Save And Add Another   Close

After much consideration and feedback, the decision has been made to increase the "fair

View Cart left to right. Cart #161178275
Supplier, description, catalog, price, quantity and ext. price.
Proceed to checkout.
Do not assign.

OK CORRAL

All ▾ | Search (Alt+Q) | 1,000.00 USD 🛒 | ♡ | 43 | 1,191 👤

Home
Shop
Orders
Contracts
Accounts Payable
Suppliers
Sourcing
Reporting

Shopping Cart · 161178275 ▾

Assign Cart | Proceed To Checkout

Simple | Advanced | ···

Search for products, suppliers, forms, part number, etc. | 🔍

5 Items ☐ ▾

Panhandle Printing Llc · 5 Items · 1,000.00 USD ··· ☐

SUPPLIER DETAILS

	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price		
1	HOMECOMING BANNERS	N/A	EA	200.00	5 EA	1,000.00	···	☐

ITEM DETAILS

Details ▾

For

Carol Hill

Name

TRAINING -HOMECOMING BANNERS

Estimate (1,000.00 USD) ▾

Total: 1,000.00

**Once you enter Save,
the amount will appear in your cart below.**

Complete from left to right.
Click on the little pencils.

Name your cart.
Change your cart name from the default name
to help identify your purchase. Be sure to click Save.

Edit General   ✕

General

Cart Name *   Panhandle Printing 2023-08-15 karendl 01

Description   Homecoming Banners FY24

Requester   Karen Bauer

Priority   Normal ▼

Shopper   Karen Bauer   🔍

Employee Family   ☐
Owned Business

Non Tax-Exempt   ☐

Purchasing Contact

Original Bid or Contract
#

Bid Code   ↙

Campus Code *   P   ↙

★ Required fields   Save   Close

Verify or create in the Shipping column

Shipping

Ship To

Attn: Karen Bauer
Room/Blg Sewell 125B
Dept Purchasing Coordinator
OK Panhandle State Univ
323 W EAGLE BLVD
GOODWELL, OK 73939
United States

Delivery Options

Expedite	✕
Ship Via	Best Carrier-Best Way
Requested Delivery Date	*no value*

Be sure to select the correct Fiscal Year.

Bill To ★

CURRENT ADDRESS

Contact Line 1	Okla Panhandle State Univ
Contact Line 2	Accounts Payable
Contact Line 3	580-349-1578
Address Line 1	PO BOX 430
City	Goodwell
State	OK
Zip Code	73939
Country	United States

☐ Add to my addresses

○ OK Panhandle State Univ — Okla Panhandle State Univ , Accounts Payable , 580-349-1578 , PO BOX 430, Goodwell, OK 73939, United States ★

Search additional 🔍 Results Per Page 10 ▾

Credit Card Info

Billing Options

Fiscal Year (Prior Purchasing approval required if selecting next fiscal year.) ★ 24 ▾

16
17
18
19
20
21
22
23
24

★ Required fields

Save Close

Chart: P
Fund: 1xxxxx or 320xxx
Commodity
Account

Requisition • 175639276

Summary   PO Preview   Comments   Attachments   History

Services?

| Cost Match Invoices Only? | ✕ |
| PO Distribution Bypass | ✕ |

Accounting Codes

Chart	Fund	Commodity	Account
no value	no value	no value	no value
⊗ Required	⊗ Required	⊗ Required	⊗ Required

Internal Notes and Attachments

Internal Note	no value
Internal Attachments	Add
PO Type	no value
Work Order #	no value
Phase #	no value

PO Clauses

| PO Clauses | 4 Edit | View details |

5 Items

Summary

Draft

⊗ **Correct these issues.**
You are unable to proceed until addressed.

Required: Fiscal Year (Prior Purchasing approval required if selecting next fiscal year.)
Required: Chart
Required: Fund
Required: Commodity
Required: Account

Total (1,000.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

| Subtotal | 1,000.00 |
| | 1,000.00 |

What's next for my order?

| Next Step | Fiscal Catch-All |

Assign Cart   Submit Requisition

Fund: 1xxxxx or 320xxx

Commodity and Account

Edit Accounting Codes

Accounting Codes

Chart *	Fund *	Commodity *	Account *
P - Oklahoma Panhandle State University	110125-P	Services, Printing and Binding - Services, Printing and Binding	708010 - Print&Bind Serv/Con

Required fields

Save   Close

Required: Commodity

Commodity and Subaccount Guide

Commodity and Subcodes

Commodity and Subcodes

No.	Commodity	Notes	Subcode Range	Valid Subcodes
1	Bldgs Constructn/Renov/Rental	Construction, Renovations, Renewals and Replacement, Space Rental, Land Purchase	4500-4771	4500, 4510, 4600, 4610, 4620, 4700, 4710, 4760, 4761, 4765, 4770, 4771, 4400
2	Communications and Utilities	Telephone, Shipping Services, Postage, Cell Phone, Utilities	6100-7007	6100, 6120, 6122, 6124, 6126, 6128, 6200, 6300, 6350, 6400, 6450, 7001, 7002, 7003, 7004, 7005, 7006, 7007
3	Computer Hardware		3902-4400	3902, 3952, 4001, 4202, 4232, 4262, 4302, 4341, 3718
4	Computer Software and Services	Includes Software under $500	3150, 3901-4400, 8100-8110	31501, 4050, 4100, 4342, 8100, 8110, 3725
5	Equipment Rental	Machine and Equipment Rental Services	8050-8075	8050, 8060, 8065, 8070, 8071, 8075, 9264
6	Equipment, Construction		3910-4400	3910, 3962, 4006, 4212, 4242, 4272, 4312

Expense Account Codes

Expense Account Codes

OSU Expend. Subcode	State Object Code	Subcode Description	Object Code Description
		SUPPLIES AND MATERIALS	
OFFICE SUPPLIES			
703010	3416	Printing Supplies	Printing-Supplies and Materials (e.g. paper stock, offset plates, inks, etc.)
703020	3613	Non-Expendable Office Supplies (<$500)	Office Supplies, Non-Expendable--Include type items such as letter trays, wastebaskets, desk staplers, etc., which are less than $500 and not immediately expendable. May also include inexpensive office equipment / furniture type items costing less than the above limit.
703030	3614	Expendable Office Supplies	Office Supplies--Include stationary, file folders, notebooks, columnar pads, carbon paper, etc.
COMPUTER AND DATA PROCESSING SOFTWARE SUPPLIES			
703100	3615	Data Processing Supplies	Data Processing Supplies--Include ribbon, disks, toner cartridges, etc. This does not include the purchase of new software.
703150	4113	Software under $500	Data Processing Software—Purchase of software used in data processing.
INSTRUCTIONAL AND EXTENSION SUPPLIES			
703300	3619	Educational Supplies	Educational Supplies—Payment for purchase of supplies used for education and training conducted in a classroom or other organized instructional setting. May also include payments for purchase of supplies used for education and training for the general public (e.g. information binders, covers, jackets, notebooks, etc.)
703350	3623	Examination Supplies	Purchase of Examinations--Include examination materials purchased for processing of job applications or promotions of employees. Include payment of fees associated with administering tests by third party.
703360	3716	Agriculture and Veterinary Supplies	Agricultural and Veterinary-Supplies—Payments for purchase of feed and forage for farm or laboratory animals and purchase of veterinary medicines, supplies and services used for the care and keep of such animals. Also payments for the purchase of seeds, bulbs, plants, trees and fertilizer used on institutional dairies; and farm/ranch/agriculture supplies (e.g., halters, rope, hay forks, cinch ties, clippers, etc.) used in operation of a ranch/farm type facility.
703370	3617	Food Items	Food items – not intended for consumption – used in conducting meetings, conferences, training, instruction, or outreach and sponsored by an outside entity. **(Only for use on sponsored agreements.)**
703371	3617	Food Items	Food items – food items needed for instruction, extension, or outreach not specifically intended for refreshment, but possible consumption to test food safety and sponsored by an outside entity. **(Only for use on sponsored agreements.)**

Assign Cart to Karen when you have addressed all the **RED** items.
Please be sure to attach your quote to your requisition before assigning your cart.
Never attach an invoice to a requisition.

A completed job will appear as below.
Please write down your requisition number.

Please note, the requisition will be pending until all approvers have approved it.
Once approved, you will receive an email stating it is a purchase order.

Before any invoices can be processed:
1. Create and assign requisition
2. Purchase order to complete workflow to issue Purchase Order
3. Create a receipt

Invoices and Receipting Receipts

In order for an invoice to be paid the following steps must be taken:

Non-catalog Purchases:
1. Invoice received from vendor

2. Shopper/authorized person in department verifies invoice is okay to proceed for payment by creating a **cost receipt** in OK Corral

   1. Service have been provided
   2. Items ordered have been received
   3. If the purchase order has multiple lines be sure you are receipting the proper lines and amounts to match the invoice.

3. Shopper/authorized person in department then writes down the **cost receipt number** on the invoice along with their signature and date.

4. Then they will take the invoice to Accounts Payable for payment.

Invoices Receipting Receipts

Punchout's (example: Staples, Dell, Career Tech)

1. Invoice received from vendor
2. Shopper/authorized person in department verifies invoice is okay to proceed for payment by creating a **cost receipt** in OK Corral

   1. Service have been provided
   2. Items ordered have been received
   3. If the purchase order has multiple lines be sure you are receipting the proper lines and amounts to match the invoice.

3. Shopper/authorized person in department then writes down the **cost receipt number** on the invoice along with their signature and date. Then they will take the invoice to Shalom, Accounts Payable for payment. **Only need to do this step for Career Tech. Ashlee will put invoice in your box.**

A purchase order can be found by name of vendor or by purchase order (i.e. P1205967)

All ▾   Search (Alt+Q)   🔍   0.00 USD 🛒   ♡ ⚑ **19**   🔔 **10** 👤

🚪 Logout

📥 Save As ▾   📌 Pin Filters ▾   📤 Export All ▾

Type of Order: Purchase Order ▾   Created Date: All ▾   NAIA   🔍 ❓   Add Filter ▾   Clear All Filters   ?

*Campus Code: Is Equal To:P - ... ▾ ✕

A purchase order can be found by name of vendor or by P number.

‹ ›   Page 1   of 3   1-20 of 48 Results   ⚙ 20 Per Page ▾

Order   Order   Created   Completed

Search for your Purchase order
so that you can create
a Cost Receipt

Search for your Purchase order
so that you can create
a Cost Receipt

You can specify your search by requisition as well

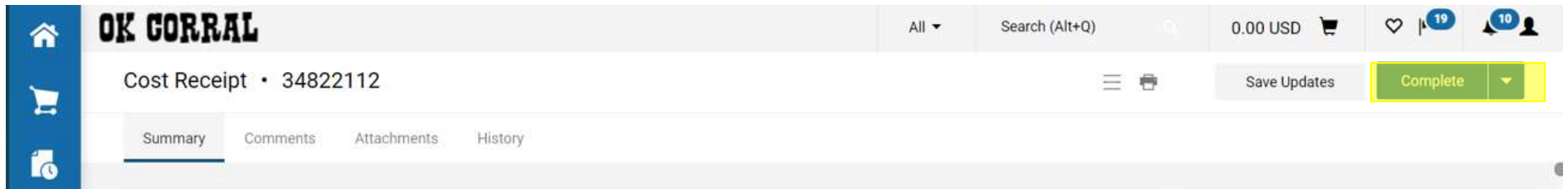# Create a cost receipt to indicate products or service has been received.

Receipting is done as the following:
- Click into the Purchase Order
- Click Receipts
- Click the + sign under Receipt tab
- Select Create Cost Receipt and only Cost Receipt

Once the amounts are valid and in their correct line, you are to click Save Updates and then Complete.

Please write your Cost Receipt number on your signed invoice before turning in your invoice to Accounts Payable to process for payment.

Payment of invoices

After you have received your products and/or services, you should receive an invoice to pay the vendor. When submitting your vendor invoices to Accounts Payable, please be sure to:

1) Sign your name and date as having received the merchandise/services. Reference a purchase order number if it is not already on the invoice.

2) Complete a receipt in OK Corral and write the receipt number on the invoice.

3) After everything is attached, turn in to Accounts Payable in SL 125-A for payment.

Purchasing Card Program (P-card)

- The p-card may be used if the vendor will not accept checks as long as it abides by the Purchasing Card Policy

- P-card is issued by OPSU in coordination with Bank of America

- Cardholders must be OPSU permanent, full-time employee (with the exception of head coaches)

- Liability for payment and total responsibility and accountability for the p-card resides at the departmental level.

- If you are issued a purchasing card, you will receive the p-card training by the Purchasing Coordinator.

For Questions or Budget Transfer submissions, please email:
karen.bauer@opsu.edu

For this PowerPoint or resources, visit our webpage:
http://www.opsu.edu/Offices/Business/