



[Link to Index](#)

**A GUIDE TO PURCHASING  
WESTERN KENTUCKY UNIVERSITY  
PROCUREMENT SERVICES**

**WHAT YOU NEED TO KNOW ABOUT  
PURCHASING POLICIES AND PROCEDURES**

June 2024

## **CODE OF ETHICS**

Purchasing professionals must have a highly developed sense of professional ethics to protect their own and their institution's reputation for fair dealing. Following are the items considered to be of primary importance for WKU purchasing professionals and other employees who are involved in transactions for the purchase of goods and services:

- Give first consideration to the objectives and policies of WKU.
- Strive to obtain the maximum value for each dollar of expenditure.
- Decline personal gifts or gratuities.
- Grant all competitive suppliers equal consideration insofar as state or federal statutes and institutional policies permit.
- Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
- Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
- Receive consent of originator of proprietary ideas and designs before using them for competitive purchasing purposes.
- Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier; be willing to submit any major controversies to arbitration or other third-party review, insofar as the established policies of WKU permit.
- Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.
- Cooperate with trade, industrial and professional associations, and with governmental and private agencies for the purposes of promoting and developing sound business methods.
- Foster fair, ethical and legal trade practices.

## To Our Campus Community:

This document will help you understand Purchasing policies and procedures and Procurement Services' role in these processes. If you need additional information or if you have any concerns, you can contact us at [purchasing@wku.edu](mailto:purchasing@wku.edu) or contact us directly using the information listed below:

Thank you.  
Procurement Services Staff

| <b>Purchasing</b>                        | <b>Phone</b> | <b>Email</b>   |
|--|--------------|--|
| Marci Morehead, Purchasing Mgr.          | 5-6365       | <a href="mailto:marci.morehead@wku.edu">marci.morehead@wku.edu</a>   |
| Brittney Green, Purchasing Agent         | 5-4252       | <a href="mailto:brittney.green@wku.edu">brittney.green@wku.edu</a>   |
| Jennifer Palmer, Office Coordinator      | 5-2901       | <a href="mailto:jennifer.palmer@wku.edu">jennifer.palmer@wku.edu</a> |
| Melia Schrader, Sr. Purchasing Associate | 5-8883       | <a href="mailto:melia.schrader@wku.edu">melia.schrader@wku.edu</a>   |

| <b>Procurement Card</b>                     |        |  |
|---|--------|--|
| Pam Davidson, Procurement Card Program Mgr. | 5-4260 | <a href="mailto:pam.davidson@wku.edu">pam.davidson@wku.edu</a>     |
| Teresa Jackson, Procurement Associate       | 5-4619 | <a href="mailto:teresa.jackson@wku.edu">teresa.jackson@wku.edu</a> |

## Legal Authority to Purchase

Only those individuals specifically designated in writing by the Board of Regents can authorize purchases. The Board delegates, within the limits of the law, this authority to purchase all goods, supplies and contractual services required for the operation of the university to the University President or designated representative (hereinafter, AVP of Business Services).

State regulations (Kentucky Revised Statutes) must be followed to ensure that all purchases are legal. Involve **Procurement Services** before committing your department. Unauthorized purchases are a violation of university policy.

## Violation of Purchasing Policy & Unauthorized Acts

All acquisitions of goods and services made pursuant to this policy shall be consistent with good business practices and in accordance with the Code of Ethics of the National Association of Educational Procurement and with all applicable local, state and federal laws. **Faculty and Staff who violate Purchasing Policies or otherwise act outside their authority do so at their own personal risk.** [Per KRS 45A.999 penalties may include fines up to \\$1000 per conviction and/or up to a Class D felony.](#)

Purchases made without proper authority may become binding upon the University only upon ratification by Procurement Services. Such purchases must be fully explained in writing.

If the purchase is not ratified by Procurement Services, the obligation remains the personal obligation of the person(s) making the purchase who shall act immediately to remove the name of the University as being party to the transaction.

Under no circumstances shall the tax-exempt number of the University be used except when an official University purchase order or procurement card is used.

## **Socially Responsible Purchasing**

In the process of conducting business, the University will incorporate socially responsible purchasing. To the extent permitted by applicable law the University will be supportive of programs and activities that promote the ability of minority, woman, and disabled business owners to compete equally for the opportunity to provide goods and services to the University. The University will also actively pursue products, services and activities that promote sustainability of our planet. The University will consider and pursue the safety of individuals and of our environment while conducting all purchasing activities.

## **Purchasing from University Employees**

Kentucky Revised Statute 164.390 specifically forbids the University from purchasing goods or services from an employee.

Additional Related Statutes: KRS 45A: 340 (5); KRS 164: 821 (7); KRS 164: 367

## **PROCUREMENT SERVICES**

- Procure supplies and services. \*
- Sourcing and creation of contracts. \*
- Provide information about products, prices and specifications. \*
- Collaborate with departments for bids and Requests for: Information (RFI), Quotations (RFQ), or Proposals (RFP). \*
- Co-manage with WKU ITS the campus e-Procurement system, TopShop.
- Manage campus Procurement Card and Fuel Card programs.
- Instructional Presentations
- Trainings offered in Blackboard:
  - Purchasing policies and procedures
  - Procurement Card policies and procedures
  - Unimarket TopShop
  - JPMC PaymentNet

\*Purchasing Agents have in-depth knowledge of state purchasing laws and contract information. They will assist in researching products, services, bids, RFPs, etc.

## **Competitive Sealed Bids**

- Kentucky Revised Statutes (KRS)45A.080, 45A.100 and 45A.365 stipulate that the University is required to solicit formal Invitation to Bids for commodities and services, including construction, which are expected to exceed \$100,000.00.
- Invitation to Bids shall state that awards shall be made on the basis of best value (KRS 45A.080(2)).
- WKU Procurement Services has been delegated this responsibility by the President and the Board of Regents and is the sole point of contact for the University during an open bidding process. The Procurement staff have also been given the authority to determine the method (i.e., bid, quote, etc.) of procurement for purchases under \$100,000.00 using the value-added principle.
- All Invitation to Bids shall have a specified opening date and time and are read on that date.
- Late bids are not accepted.
- A department shall not artificially divide or parcel purchases over a period of time for the purpose of evading the competitive bidding process (KRS 45A.100). For cases in which purchases are so divided or parceled, the department head shall be personally liable for the amount by which the total amount purchased exceeds the amount authorized to be purchased.

## **Request for: Information (RFI), Quotation (RFQ), and Proposal (RFP)**

- RFI – Request for Information – created to assist a department in gathering information about a product or service of interest. The information collected is then used to determine if the department would like to move forward with a RFQ or RFP.
- RFQ – Request for Quotation – process is the same as the Competitive Sealed Bid Process
- RFP – Request for Proposal – Committee reviews and awards the contract.

## **Contracts**

### PRICE CONTRACTS

Price contracts are established at the State and/or University level for certain frequently required commodities and services. Prices are established with a single vendor for a specific commodity or service and orders are placed for these items as needed. Sometimes, more than one vendor for a specific commodity may be awarded a price contract, such as promotional items.

Any department having an on-going need for items that are not on a price contract should contact Procurement Services to see if one can be established. An

established price contract will eliminate the requirement to request quotations or bids each time an item is purchased.

### PERSONAL SERVICE CONTRACTS

State law permits the purchase of professional, technical, scientific, or artistic services by means of Personal Service Contract if state personnel are not available or it is not feasible for state personnel to perform the service. State agencies shall determine whether another state agency or state university can reasonably provide the needed service prior to initiating the Personal Service Contract procedure.

**Personal service contracts must be established and approved prior to the services being performed and payment made.**

There are two types of personal service contracts:

Contracts \$10,000.00 and under:

- 1) Submitted to the Government Contract Review Commission,
- 2) Contractor Status Form (for individuals),
- 3) A signed and fully completed W-9 form (companies must indicate sole proprietor, corporation, partnership or other) from the payee (all contracts).
- 4) Proof that the vendor is registered with the Secretary of State. Must be competitively bid.

Contracts over \$10,000.00:

- 1) Must be approved by the Government Contract Review Commission,
- 2) Requires a proof of necessity,
- 3) Contractor Status Form (for individuals),
- 4) W-9 Form (all contracts),
- 5) Proof that the vendor is registered with the Secretary of State,
- 6) Evidence that the Purchasing solicited proposals or other appropriate actions taken.

**All services regardless of amount must be submitted to the Commission.**

The procedures for the establishment of personal service contracts vary depending on the amount of fees to be paid and the type of services to be provided. Call 5-4252 well in advance for specific instructions and assistance in establishing your personal service contracts. For specific guidelines go to the Purchasing website: [Information for Personal Service and Performance Contracts.](#)

### PERFORMANCE CONTRACTS

Performance Contracts are used for visiting speakers, expert witnesses, and performing artists. Performance Contracts must be signed by the

Controller/Treasurer of the University. Along with the signed contract, a signed and fully completed W-9 form (companies must indicate sole proprietor, corporation, partnership or other) from the payee, and an on-line requisition are to be submitted to the Procurement Services for processing. If payments are to be made to an individual, an approved Determination of Contractor Status form is also required. More information can be found on the Purchasing website: [Information for Personal Service and Performance Contracts](#).

## Obtaining Products & Services

Procurement Services sources contracts for frequently used commodities and services, such as office supplies, promotional products, and graphic design. These contracts provide standardization of products and services across the university which contributes to effective and efficient business processes.

Once established, contracted suppliers must be utilized and can be found within Guided Buying in TopShop. Departments may contact supplier representatives to obtain information on available products and services.

For non-contracted commodities and services, departments are encouraged to seek information from vendor representatives who are a valuable source of information. *Procurement Services should be advised of your needs so we can assist in locating vendors and developing a procurement plan.*

Guidelines for working with vendors and for avoiding common pitfalls:

- **A written quote from the vendor is always the best source of information to prepare a requisition.**
- Contact more than one vendor whenever possible. The more alternatives the better. Make it clear you are not purchasing at this time, only gathering information.
- Give the same information to all vendors, so each has an equal opportunity to compete.
- Discuss all aspects of your needs with the vendor.
- Do not commit the University by telling a salesperson he or she has the order unless you have a Procurement Card and the order falls within the limits of our Procurement Card program. *Beyond the Procurement Card only a **signed purchase order** can commit the University.*
- **NEVER** accept payments or gifts from vendors.
- Guard against overreaction to a vendor created crisis- “price goes up after the first of the month,” etc. and contact Procurement Services to assist you.

When you're ready to commit to a vendor:

- Submit a New Supplier Request in TopShop, if necessary and as early as possible, for the vendor registration process. Include representative name,

email address, telephone number, and attach product literature, quote, etc. You will be notified when the vendor set up is complete.

- Submit your requisition as early as possible. Providing sufficient time for the purchasing process allows for questions or concerns to be addressed with Procurement Services and the vendor.
- **State on your requisition a complete description of the item** and attach all pertinent information provided by the vendor (product literature, quote, etc.).
- **Justification** – add a business purpose in the Justification field on the requisition. The business purpose should answer the following questions: who, what, when, where, and why. *Be brief but specific.*

## Most Common Purchasing Methods

Depending on the nature of your needs most items can be obtained by one of the means listed below:

1) [Procurement Card:](#)

The Procurement Card Program is designed to delegate the authority and capability to purchase small dollar value purchases directly from the desired vendor. Please remember that contract vendors must be utilized when available. For questions concerning the permissibility of a particular purchase, please contact the Program Manager at 5-4260. Policy and additional information on the Procurement Card are available on the [Procurement Card](#) website.

2) [On-line Requisition:](#)

WKU uses the Unimarket TopShop e-Procurement system to process all requisitions for goods and services.

The person that enters on-line requisitions for my department is:

---

|      |        |         |
|------|--------|---------|
| Name | e-mail | phone # |
|------|--------|---------|

For more details on how to obtain materials, contact Procurement Services:  
[purchasing@wku.edu](mailto:purchasing@wku.edu).



## **TYPES OF PURCHASES:**

### **ADVERTISING – FACULTY/STAFF EMPLOYMENT**

**What is the proper procedure to follow in placing an ad for faculty and staff positions?**

All requests for position advertisements must be approved through the Department of Human Resources.

### **ADVERTISING - MISCELLANEOUS**

**How can a department place an advertisement in a newspaper or journal or on radio and television for official University purposes?**

Advertising for newspaper, journal, television, radio, or any other type of media with a contract should be submitted to Procurement Services on a requisition. The contract and a copy of the ad must be attached to the requisition for Procurement Services approval and authorized signature.

Advertising that doesn't have a contract can be paid on the Procurement Card. A copy of the ad and invoice must be kept with the card monthly statement.

### **BOOK PURCHASES**

**What is the proper procedure to follow in purchasing books for departmental use?**

Single copies of textbooks to be used by an instructor in the classroom may be purchased from The WKU Store by using a Procurement Card.

In most cases if the book is not available from the WKU Store, Amazon Business is available in TopShop. You will use a Procurement Card when purchasing from Amazon Business.

### **BOTTLED WATER**

Drinking fountains are provided in each building for use.

*It is not an allowable use of state funds to purchase bottled water and water coolers for departmental use.*

## **CATERING SERVICES**

**How do we obtain catering services? Can we have an outside contractor cater an on-campus event?**

All on-campus catering must be secured through the contracted firm that has the exclusive contract for all catering services on Western's campus. Currently, Aramark is the vendor awarded the Food Services Contract. Contact WKU Restaurant Group for information on how to obtain catering services. Charges are inter-accounted.

To allow for exceptions to the contract, and to alleviate liability to Aramark, WKU Restaurant Group has a waiver form that should be used. The waiver form should be kept with the Procurement Card food receipt and other event documentation, such as a roster of participants and an event email, with the card monthly statement.

## **COMPETITIVE SEALED BIDS**

For goods and services subject to the bidding process:

- Contact Procurement Services when seeking initial cost, specs, and list of vendors that compete for sales of the products or services.
- Department verifies funding.
- Procurement Services works with the department to create the scope of the bid and will post the bid document to the [wkuplanroom.com](http://wkuplanroom.com) web site as an Invitation to Bid. A specified length of advertising will be based on the commodity or service requested.
- Bids will be opened and evaluated based on criteria established by Procurement Services and the department and as stated in the bid document.

A Notice of Award of a Price Contract and/or a purchase order will be sent to the winning bidder.

## **COMPUTERS**

All computers, including but not limited to desktop, laptop, iPad, Chromebook, etc., must be purchased through the requisition process in TopShop. Make sure to attach the quote to the requisition. Inventory Control will tag the equipment.

## **CONSTRUCTION & REMODELING SERVICES**

It is the policy of the University that all construction services and remodeling of any kind go through the Planning, Design & Construction. There is no project administration/management fee associated with any renovation of \$600,000 or less.

Please call 5-2316 to initiate project or complete the project request form on the PDC website: [https://www.wku.edu/pdc/forms/project\\_request\\_form.pdf](https://www.wku.edu/pdc/forms/project_request_form.pdf).

## CONSULTING SERVICES

### How do we contract for and pay a consultant?

Refer to the section on PERSONAL SERVICE CONTRACTS for instructions on hiring a consultant.

## COPIERS

### How can our department obtain a copy machine?

ITS handles managed print services: <https://www.wku.edu/mps/>. To request services with university printers, please contact ITS via a Printing Issue or Request ticket: <https://td.wku.edu/TDClient/34/Portal/Requests/ServiceCatalog?CategoryID=7>.

## EMERGENCY PURCHASES

### What constitutes an Emergency Purchase?

Purchases necessary to alleviate bona fide emergencies may be made by the Procurement Services. Purchases under this category include those items necessary for continuity of operations or programs that arise suddenly and cannot reasonably be anticipated.

***In accordance with KRS 164.A575 (12), emergency purchases must be approved by the University President.***

Emergency purchase procedures:

- Determine the items that are absolutely essential.
- Obtain 3 quotes locally, if possible, for the items needed.
- Prepare a requisition listing the items needed, prices obtained (preferably written or by fax) and the vendor's name and address. Submit the requisition along with a letter of justification signed by the department head to Procurement Services.

Once the request has been reviewed and the best vendor and prices have been obtained by Procurement Services, a purchase order will be issued. If an emergency arises contact Procurement Services for assistance.

## **EQUIPMENT:**

### **TRADE-IN OF EQUIPMENT**

**Our department has an old, outdated piece of equipment. Can we use it as trade-in on the purchase of new equipment?**

For the University to consider the trade-in of State-owned property on the purchase of new equipment advance approval must be obtained from the Board of Regents or the University Administrator who has been delegated this authority. Any items with an inventory control number must be reported as “trade-in” to Inventory Control.

A letter of justification must be submitted with the requisition to the AVP Business Services or Procurement Services **prior to any trade-in/purchase**. If the new purchase is a result of a bid, the trade-in must be listed as part of the bid specs. Contact Procurement Services for additional information and answers to your questions.

### **USED EQUIPMENT**

**Can my department purchase used equipment?**

Pre-owned, reconditioned and demonstrator-type equipment may sometimes meet the needs of the University when available at current and fair market prices.

**Contact Procurement Services for the proper procedures to follow before making a commitment to purchase used equipment.**

The University may elect to purchase this type of equipment provided a written determination is filed outlining the following:

- The purchase is fully justified.
- It is of proven value to the University.
- Bona Fide statements of the condition of the equipment are included.
- If the total purchase is estimated to exceed \$5,000.00, independent appraisals of all items attesting to current market value must accompany the request. Complete description, age, model number, serial number, manufacturer and accessories must also be included.
- In every circumstance the vendor must provide a minimum 30-to-60-day warranty and/or return provision if the items are not in the condition as represented.

Procurement Services will review the request and determine if the purchase is in the best interest of the University.

## **FLOWERS AND DECORATIONS**

### **When can flowers and decorations be purchased with university funds?**

University funds may be used to purchase flowers for use as classroom materials (for example, labs). Educational use should be documented. A Procurement Card or requisition can be used.

University funds may be used to purchase flowers and decorations for use as table centerpieces and as decorations for official University functions only. Justification should be documented (example: event notification). A Procurement Card or requisition can be used.

***University funds shall not be used to purchase flowers for funerals, illnesses or for congratulatory purposes.***

***University funds shall not be used to purchase decorations for individual offices.***

## **FOOD PURCHASES**

### **How do we purchase food products?**

Food and meals may be purchased by departments when hosting a guest(s) of the university, for specific student events, or for prospective faculty & staff interviews. Procurement cards and T & E cards are available for such purchases. The Discretionary Spending Policy should be consulted if there are questions about food purchases.

To allow for exceptions to the contract, and to alleviate liability to Aramark, WKU Restaurant Group has a waiver form that should be used. The waiver form should be kept with the Procurement Card food receipt and other event documentation, such as a roster of participants and an event email, with the card monthly statement.

***It is not an allowable use of state funds to purchase food products for office parties, meetings for Western employees, and/or other personal use by employees.***

It is not an allowable use of state funds to purchase bottled water for departmental use. Drinking fountains are provided in each building for this use.

## **FURNITURE**

### **How do we purchase new furniture?**

Furniture is an investment for the university. You want quality pieces from reputable companies that will withstand the wear and tear of everyday use. When purchasing furniture, the university looks at best value: price, item quality (including warranty), customer service, and delivery. Contract vendors are listed under Guided Buying on the

TopShop Home Marketplace screen. Contact Procurement Services if you have any questions.

*When purchasing furniture, you must obtain a quote from the vendor PRIOR to entering your requisition. Attach the quote to the requisition.*

## **GIFTS**

**Can our department use University funds to purchase gifts for friends, guests or retiring employees?**

No. *University funds are not to be used to purchase gifts for friends, guests or retiring employees per the Discretionary Spending Policy.*

## **MANAGED PRINT**

**Our department wants to purchase a printer. How do we do that?**

ITS handles managed print services: <https://www.wku.edu/mps/>. To request services with university printers, please contact ITS via a Printing Issue or Request ticket: <https://td.wku.edu/TDClient/34/Portal/Requests/ServiceCatalog?CategoryID=7>.

## **MEMBERSHIP DUES IN ORGANIZATIONS**

**What types of dues can and cannot be paid from University funds?**

The University may pay “Institutional” dues to professional organizations related to the employee’s specific field. All dues and memberships must be in the name of the University; however, a representative’s name may be supplied. A Procurement Card or a requisition can be used. The membership can only be paid once in a fiscal year.

*Personal membership dues are not allowed per the Discretionary Spending Policy.*

## **MOVING – EMPLOYEE RELOCATION**

**How do we pay moving expenses for a new faculty member?**

All Employee Relocations must have 3 quotes and the signed Moving Expense Reimbursement Agreement attached to their requisition.

## OFFICE SUPPLIES

The university purchases over \$100,000 each year on office supplies which requires a contract per state law. The contract vendor for Office Supplies can be found under Guided Buying on the TopShop Home Marketplace screen. The Procurement Card is the designated method of payment for office supplies.

## PLAQUES, TROPHIES AND AWARDS

**How do we go about purchasing plaques, trophies, certificates or other award or recognition items?**

The University does not have a contract vendor for these items. A Procurement Card or requisition may be used.

## POSTAGE STAMPS

**How can we obtain postage stamps for departmental use?**

Postage stamps may be obtained with a Procurement Card or a requisition.

## PRINTING

**Can I have the printing done off campus by a private printer?**

To see established contracts for printing please go to the WKU Printing Services web page: <http://www.wku.edu/printing/>

The on-campus Print Center can provide you with brochures, posters, newsletters, as well as more unique printing services such as embroidery and screen printing. This is located on the ground floor of Downing Student Union.

The WKU Printing Services website has six printing vendors who offer offset services for your more detailed printing needs.

The **Kentucky Revised Statutes (57.091)** require that each printing job performed by an outside contractor receive the specific approval of the Governor of the State of Kentucky. *The University cannot have printing performed by an off-campus printer without first going through the bidding process and receiving the approval of the governor.* This process is very time-consuming and makes the need for advanced planning even more important. *All printing must go through Procurement Services before requesting bids.*

## PROMOTIONAL ITEMS

Promotional items include but are not limited to: t-shirts, apparel, all give-a-way items, name tags, and small signage. *It is highly encouraged to get quotes from multiple contracted vendors to ensure you are getting best value from your purchase.* Contract suppliers for promotional items are listed under Guided Buying on the TopShop Home Marketplace screen. A requisition should be entered in TopShop with the quote attached.

## REGISTRATION FEES

### **How do I pay a registration fee required to attend a meeting or conference?**

You may use a Procurement Card or submit a requisition along with the registration form. The names of the individuals registering must be documented.

## RENTAL VEHICLES

Enterprise/National Car Rental is the current contract vendor for rental vehicles. The reservation portal is listed on the WKU Travel website: [Division of Strategy, Operations and Finance - Travel](#) or you can go directly to the reservation portal: [Enterprise for Western Kentucky University](#).

When reserving a rental vehicle through the portal, choose “Pay at the Counter”. This will allow you to pay at the counter with your procurement card. As with all travel, the Procurement Card is the recommended method of payment.

When 15-passenger vans are needed, make the reservation as early as possible to secure the vehicles. Contact Procurement Services if there are issues with these reservations.

## SUBSCRIPTIONS

### **How do I subscribe to a newspaper, magazine, journal, or periodical?**

If for a single year use a Procurement Card or enter a requisition on-line and attach the order form. If the amount is over the normal limit on a Procurement Card, you can submit an Account Maintenance form to have the limit increased. Send a copy of the order form or renewal form with the maintenance form.

Payment authorizations may not be used for subscriptions.

## TRAVEL

Travel includes airfare, hotels/motels, conference registration, rental vehicle, taxi services, etc. The Procurement Card has been designated as the primary method of



payment for all travel. Policy and additional information on the Procurement Card are available on the [Procurement Card](#) website.

Personal expenses from official university travel will be reimbursed on a travel expense voucher.

## **WKU STORE**

**Can I purchase from the WKU Store and if so, how? Are there any restrictions on what can be purchased from the WKU Store?**

The WKU Store is regarded as a retail business. You may purchase from the WKU Store with a Procurement Card.

Please note that contracted vendors for promotional items and office supplies are found in TopShop.

Equipment such as computers should not be purchased from the WKU Store. Use an on-line requisition for all equipment requests.

## **TOPSHOP e-PROCUREMENT:**

- **TopShop is the WKU e-Procurement tool provided by Unimarket.**
- **The TopShop system allows for easy, convenient procurement of goods and services through a Marketplace environment.**
- **Premium suppliers have catalogs or punch-out sites as well as non-catalog orders. Regular and Lite suppliers may be used for non-catalog orders.**
- **Some Premium suppliers can accept credit card payments through the system while most suppliers will require the creation of a requisition to begin the ordering process.**
- **[Contract Vendors can be found under Guided Buying on the Home Marketplace screen.](#)**
- **Departments can track their orders throughout the process: requisition, approval, purchase order, receiving, and payment.**
- **TopShop training is available.**
- **Community Message pop-up: [Please read when you see this pop up on the Home Marketplace screen.](#) This is how we get important information and events quickly to the campus community.**

## Tracking Requisitions and Purchase Orders

Departments can track their requisitions and purchase orders in the TopShop system. If there are questions or issues, please contact Procurement Services for assistance.

### Regular Orders

**What is a regular order and how do I do one?**

A regular order is the placement of a departmental purchase requisition with Procurement Services **in advance** for supplies, equipment or services. From this requisition a purchase order is created and sent to the supplier.

**Regular orders are signed by a Purchasing Agent in Procurement Services, creating a legal and binding contract with a vendor.**

### Blanket Orders

**What is a blanket order?**

Blanket orders should be issued **in advance** for small monthly charges that are acquired for a given year for orders which are to be paid monthly on a continuing basis or small items that must be purchased on a repetitive basis, such as radio pagers, animal food, etc. Procurement Services will issue blanket orders to the vendor.

**If the repetitive orders have a consistent price a regular order can and should be used.**

- The department must initiate a purchase requisition to encumber funds in an amount estimated to be used in the current fiscal year.
- The requisition must state the period of time the order is to cover and the location. If the order is for maintenance, state the model and serial numbers of the equipment.
- The department should notify Procurement Services immediately if goods were not received or were unacceptable.

### Retrofit Orders

A retrofit order (formerly known as a Confirmation Order) is an order that has already occurred, and the work is already completed or is a pre-payment. This type of order usually occurs as a result of some type of maintenance service, or for pre-payment of orders such as registrations, membership dues, or subscriptions.

The University does not prepay for equipment.

## Credit Card Orders

A credit card order can be placed through TopShop with a premium supplier if the supplier accepts credit card payments through the system. Credit Card will be an option in the Payment Method section of the Checkout screen.

The Procurement Card single transaction limit and monthly credit limit do apply.

Once the credit card payment is completed, TopShop will automatically issue an Order to the supplier. There is no additional approval process since these are contract vendors.

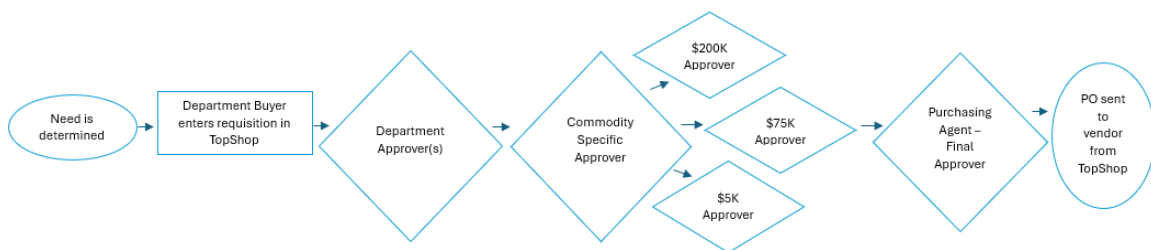
No receiving will need to be completed in TopShop.

Transaction reconciliation will occur in JPMC PaymentNet. All documentation should be given to the card Record Keeper and kept with the card monthly statement.

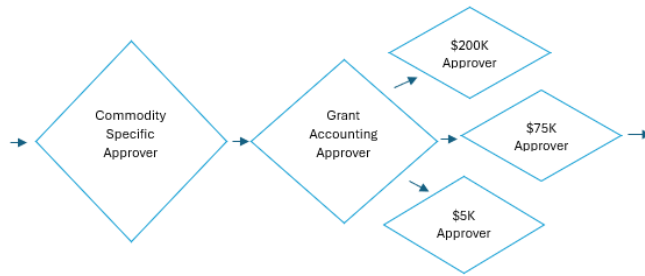
## Creating a Requisition

- If using a new vendor, make sure to complete the New Supplier Request in TopShop early enough so that the vendor has time to register and Purchasing can set up the supplier in the system.
- Determine the type of order you will place in the system: Regular, Blanket, Retrofit, or Credit Card.
- Include a complete description of each item and when delivery is needed.
- The Justification field is required for the addition of a Business Purpose. The business purposes should be brief but specific, answering the questions: who, what, when, where, and why. *The justification explains the business need and supports the mission of the university.*
- Depending on the commodity and/or value of the purchase, quotations or bids may still need to be solicited. Quotes, agreements, contracts, or other documentation must be attached to the requisition.
- Shipping should never be listed as a line item. There is a shipping field on the Checkout Screen in TopShop where the amount should be listed.
- Purchase orders will be emailed upon final approval by the Purchasing Agent in TopShop.
- Call Procurement Services if you have any questions.

\*The non-grant approval process follows:



\*Grant Accounting approval changes in the process:



\*Any approver can decline and send the requisition back to the Department Buyer.

## Approvers Responsibilities

Approvers are the first line of defense against internal misuse or fraudulent purchasing activity.

**Financial Manager** – Responsible for:

- \*knowing if the requested purchase is appropriate and/or within the guidelines for the budget/grant
- \*ensuring there are no other options to accomplish task/need
- \*following the university purchasing policy, utilizing contract vendors when available, and consulting with Procurement Services with questions/concerns
- \*verifying there is money available in the budget for the requested purchase
- \*allocating the correct expense code(s) for the purchase
- \*confirming payment has been made

**Department Head/ Dean** – Responsible for:

- \*overseeing that all purchase requests are aligned with the department/college priorities
- \*verifying purchase requests align with university purchasing policies and/or Procurement Services has been consulted with questions/concerns
- \*verifying the requested purchase is the only option to accomplish task/need
- \*confirming budget is available

**Commodity Approver (specifically ITS)** – Responsible for:

- \*verifying the requested purchase is the only option to accomplish task/need
- \*ensuring requested purchases align with university goals/mission
- \*confirming that safeguards are in place for data security

**Grant Accounting** – Responsible for ensuring the purchase request aligns with the grant priorities and budget.

**Budget Office** – Responsible for ensuring university cash flow can accommodate large dollar requests and payments.

**Procurement Services** – Responsible for:

- \*compliance with KRS, university policies and other applicable regulations
- \*compliance with contractual agreements
- \*leveraging contracts to reduce risks and cost

## **Multiple Indexes**

**If more than one departmental account number is used on a requisition does someone from each area have to do an on-line approval?**

If more than one departmental Index/Account number is used on a requisition, the Financial Manager of the index from each area must approve the requisition.

## **Grant Funds**

**If I am awarded a special or research grant by the University, State or Federal government, must I follow purchasing procedures?**

Grant funds are considered state funds. Commonwealth of Kentucky Purchasing Statutes and University purchasing policies must be followed to the extent they do not conflict with the terms contained in the grant. **If your grant contains special terms or restrictions contact Procurement Services prior to the associated purchase.** Grant Accounting must approve the requisition.

## **Development Funds**

**Do I have to follow purchasing procedures if I have Development Funds to spend?**

The expenditure of all Unrestricted Development Funds must be in accordance with Commonwealth of Kentucky Purchasing Statutes and in accordance with the University's purchasing policies as approved by the Western Kentucky University Board of Regents.

The expenditure of Restricted Development Funds will be in accordance with these same statutes and policies to the extent they do not conflict with restrictions placed on these funds by the donor.

The Discretionary Spending Policy (DSP) is a resource that can be used to determine if a purchase should use state funds or foundation funds. The DSP can be found in the Business & Finance Policies 3.1 CFO: [Discretionary Spending](#)

## Timely Submission of Pay Documents

### *Receiving*

TopShop automatically emails a copy of each Purchase Order to the department buyer at the time the PO is issued. If a PO is less than \$1,000, TopShop automatically receives the items.

Receiving should be entered in TopShop immediately upon receiving the items to effect prompt payment to the vendor. **The receiving date should coincide with the date the product was received from the vendor.**

When a supplier makes a partial shipment on an order, the quantity received should be recorded in TopShop. Keep the original email copy of the Purchase Order to record future receipt of goods until complete. There are no partial payments.

If receiving is requested by Accounts Payable, the department should verify that the goods or services have been received and complete the receiving in TopShop.

**Timely submission of accurate receiving information is essential to effect prompt payment.** Late payments may result in a penalty being charged to the department responsible for the delay. This will also void any time discounts that you may have received.

### *Invoices*

We are **all** responsible for the prompt payment of invoices.

**All original invoices are to be emailed to: [wkuap@wku.edu](mailto:wkuap@wku.edu)**

**or mailed to:**

**Western Kentucky University**

**Accounts Payable**

**1906 College Heights Boulevard #11099**

**Bowling Green, KY 42101-1099**

**If a supplier mails an original invoice to your department, you can keep a photocopy, however the original invoice should immediately be forwarded to Accounts Payable.**

***The only exception to this policy is invoices for goods or services ordered on a procurement card.***

If a vendor mails an original invoice to your department, you can keep a photocopy, however the original invoice should immediately be forwarded to Purchasing.

### *Three-Way Matching*

When the cost of goods or services exceeds the amount encumbered on the purchase order by \$25.00 or more, the Department will be notified. If a quote or bid was obtained before the Purchase Order was issued prices must match exactly. The Purchasing Agent will work with the department and vendor to resolve any errors in invoices.

An invoice will not be paid until Purchase Order, Receiving Report, invoice prices and quantities all match. When a supplier makes a partial shipment on an order, the quantity received should be recorded in TopShop.

## **Invoices – Prompt Payments**

### **What are the guidelines on getting an invoice paid?**

Pursuant to KRS45.453 (Kentucky Law) all invoices must be paid within 30 working days after receipt of the invoice or receipt of the goods depending upon which one is later. A penalty of 1% per month will be assessed for any invoice not paid within the 30-day guideline unless there is written documentation of improper performance or improper invoicing.

The penalty shall be assessed against the appropriate department budget responsible for the delay in payment.

In case of Federal and State grants, the penalty is not allowable per OMB Circular A-21. The corresponding home department shall be assessed the penalty. The penalty charge will be applied by the account code 71935 (Late Payment Penalty).

# INDEX

| <u>Topic</u>  | <u>Page #</u> |
|---|---------------|
| <a href="#">Code of Ethics</a>  | 1             |
| <a href="#">Procurement Services Staff Information</a>                              | 2             |
| <a href="#">Legal Authority to Purchase</a>   | 2             |
| <a href="#">Violation of Purchasing Policy &amp; Unauthorized Acts</a>              | 2             |
| <a href="#">Socially Responsible Purchasing</a>                                     | 3             |
| <a href="#">Purchasing from University Employees</a>                                | 3             |
| <a href="#">Procurement Services</a>  | 3             |
| <a href="#">Competitive Sealed Bids</a>   | 4             |
| <a href="#">Request for: Information (RFI), Quotation (RFQ), and Proposal (RFP)</a> | 4             |
| <a href="#">Contracts</a>   | 4             |
| <a href="#">Price Contracts</a>   | 4             |
| <a href="#">Personal Service Contracts</a>  | 5             |
| <a href="#">Performance Contracts</a>   | 5             |
| <a href="#">Obtaining Products &amp; Services</a>                                   | 6             |
| <a href="#">Most Common Purchasing Methods</a>                                      | 7             |
| <a href="#">Types of Purchasing</a>   | 8             |
| <a href="#">Advertising – Faculty/Staff Employment</a>                              | 8             |
| <a href="#">Advertising – Miscellaneous</a>   | 8             |
| <a href="#">Book Purchases</a>  | 8             |
| <a href="#">Bottled Water</a>   | 8             |
| <a href="#">Catering Services</a>   | 9             |
| <a href="#">Competitive Sealed Bids</a>   | 9             |
| <a href="#">Computers</a>   | 9             |
| <a href="#">Construction &amp; Remodeling Services</a>                              | 9             |
| <a href="#">Consulting Services</a>   | 10            |
| <a href="#">Copiers</a>   | 10            |
| <a href="#">Emergency Purchases</a>   | 10            |
| <a href="#">Equipment</a>   | 11            |
| <a href="#">Trade-in Equipment</a>  | 11            |
| <a href="#">Used Equipment</a>  | 11            |
| <a href="#">Flowers and Decorations</a>   | 12            |
| <a href="#">Food Purchases</a>  | 12            |
| <a href="#">Furniture</a>   | 12            |
| <a href="#">Gifts</a>   | 13            |
| <a href="#">Managed Print</a>   | 13            |
| <a href="#">Membership Dues in Organizations</a>                                    | 13            |
| <a href="#">Moving – Employee Relocation</a>  | 13            |
| <a href="#">Office Supplies</a>   | 14            |
| <a href="#">Plaques, Trophies, and Awards</a>                                       | 14            |
| <a href="#">Postage Stamps</a>  | 14            |
| <a href="#">Printing</a>  | 14            |
| <a href="#">Promotional Items</a>   | 15            |
| <a href="#">Registration Fees</a>   | 15            |
| <a href="#">Rental Vehicles</a>   | 15            |
| <a href="#">Subscriptions</a>   | 15            |
| <a href="#">Travel</a>  | 15            |
| <a href="#">WKU Store</a>   | 16            |
| <a href="#">TopShop e-Procurement</a>   | 16            |



| <b><u>Topic</u></b>  | <b><u>Page #</u></b> |
|--|----------------------|
| <a href="#"><u>Tracking Requisitions and Purchase Orders</u></a> | 17                   |
| <a href="#"><u>Regular Orders</u></a>                            | 17                   |
| <a href="#"><u>Blanket Orders</u></a>                            | 17                   |
| <a href="#"><u>Retrofit Orders</u></a>                           | 17                   |
| <a href="#"><u>Credit Card Orders</u></a>                        | 18                   |
| <a href="#"><u>Creating a Requisition</u></a>                    | 18                   |
| <a href="#"><u>Approvers Responsibilities</u></a>                | 19                   |
| <a href="#"><u>Multiple Indexes</u></a>                          | 20                   |
| <a href="#"><u>Grant Funds</u></a>                               | 20                   |
| <a href="#"><u>Development Funds</u></a>                         | 20                   |
| <a href="#"><u>Timely Submission of Pay Documents</u></a>        | 21                   |
| <a href="#"><u>Receiving</u></a>                                 | 21                   |
| <a href="#"><u>Invoices</u></a>                                  | 21                   |
| <a href="#"><u>Three-Way Matching</u></a>                        | 22                   |
| <a href="#"><u>Invoices – Prompt Payments</u></a>                | 22                   |