

BEBC PURCHASING QUICK REFERENCE GUIDE

Several options exist for purchasing supplies for OSU. Please contact the School Accountant to help you get started.

BENNYBUY

On-line e-procurement system for OSU. Students with a graduate student appointment will be assigned a "Shopper" role to place orders.

Shoppers: By default, all OSU employees (with a few exceptions) will have access to shop in the BennyBuy marketplace for supplies and services. After creating a "shopping cart" with their selected goods and/or services, a Shopper assigns their cart to their department or Business Center "Requestor" (Lea Clayton) to place the order into workflow.

Instructions and login are here: <http://pacs.oregonstate.edu/eProcurement>

Purchasing Card (PCard)

The PCard is a quick and convenient way for units to obtain many of the items needed for day-to-day operations. However, their usage requires management and oversight. Contact the business center (BC) accounting staff to make purchases using the PCard.

PCards may be used **only** to purchase goods and some services for the institution. Such purchases must comply with OSU policies governing purchasing and credit card usage. There is a \$4,999 dollar limit per transaction.

Restrictions: The following are prohibited uses of the card:

- Cash Advances
- Inter-Departmental Expenses
- Any Travel or Hosting Related Expense:
 - Transportation Fares - e.g. airfares, bus fares, train fares, ferry, etc.
 - Misc. Lodging Charges e.g. room service, movies, phone, laundry service, etc.
 - Meals
 - Food / Groceries
 - Alcoholic Beverages
 - Entertainment
- Weapons / Ammunition
- See total listing of prohibited transactions at:
http://oregonstate.edu/fa/businessaffairs/accountspayable/visa_prohibited_uses

Auto Pay Vendors

OSU has store accounts at various local businesses where OSU faculty and staff may charge business expenses. The monthly statement of all invoices from the vendor is processed by central Accounts Payable rather than by individual business center.

- Obtain Index and Activity codes from BC accounting staff before using store account; vendor will require OSU ID when making purchase;
- Make purchase, get itemized receipts, forward to BC accounting staff;
- Major participating Vendors are: Office Max, Office Depot, Grainger, VWR, Azumano Travel, Teel's Travel Planners, Enterprise Car Rental, Robnett's Hardware, Bi-Mart, & Corvallis Napa Auto Parts;

OSU Internal Service/Supplies

Below are OSU departments who provide supplies or services to other OSU departments and bill the receiving department. Check with your business center accounting staff before you purchase or make reservations for:

- | | | |
|--------------------|------------------------|--------------------|
| • BeaverStore | • Chemistry Store | • Motor Pool |
| • Surplus Property | • Printing and Mailing | • Catering Service |

- Hazardous Waste

- Space Rental-
Memorial Union,
LaSells Stewart Center,

CH2MHill Alumni
Center

Direct-bill to OSU

Vendors send individual invoices to OSU department for supplies or services purchased by authorized personnel for operations.

- Check with vendors to ensure they will bill OSU before ordering
- Check with business center accounting staff for purchasing procedures
- Make purchase and submit receipts/packing slips to BC accounting staff
- BC will process individual invoices for payment as they are received

Services < \$5,000

Check with business center accounting staff before engaging any professional service provided by a vendor. Personal/Professional Service **Contract** (PSC): Can be a single or a long-term contract that include multiple payments. Agreements must be approved by Contract office before work can begin.

Other Services Agreements: Equipment rentals/leases, credit applications, maintenance and other service related agreements must be reviewed and signed by an authorized OSU contract officer only, NOT at departmental or business center level.

Personal Reimbursements

Use of a Departmental Procurement Card or OSU's Auto Pay Vendors are the preferred methods for OSU business related purchases. On the occasion when logistical reasons or extenuating circumstances occur that preclude the use of normal OSU purchasing processes or protocols employees may (with approval from their manager) make small purchases (normally less than \$100) with personal funds and then subsequently be reimbursed by OSU.

- Only purchases related to OSU business purpose will be reimbursed;
- Get itemized receipts, a personal credit card charge slip alone is NOT valid;
- Submit reimbursement request and backup documents to business center accounting staff for processing.
- All reimbursements must be submitted for payment within 60 days of incurring the cost or within 60 days after the conclusion of the travel/field-work during which the expenditure was made
- **Restrictions:**
 - NOT for purchase of gift certificates/gift cards
 - NOT for test incentive payments
 - NOT for incentive payments to Institutional Review Board (IRB) human subjects
 - NOT for equipment rental

Purchases that have been made with personal funds will be reimbursed by OSU when the following documentation is provided.

- Documentation showing purchase and payment by the employee;
- Statement of University business purpose, including intended use

Hosting Groups or Guests

Employees may host official guests of the university with departmental approval. Examples of official guests include: job candidates, seminar speakers, dignitaries. This policy does not apply to departmental meetings, student group meetings, or meetings where all attendees are OSU guests.

Payment methods

In situations where it is not practical or convenient for direct bill, employees may pay the establishment and claim reimbursement for expenses.

For direct billing or reimbursement, the following apply:

- Always get an itemized receipt/bill. Any alcohol purchased should be submitted on a separate receipt.
 - For direct bill, the bill must indicate items purchased and indicate balance due.
 - For reimbursement, the receipts should indicate items purchased as well as proof of payment.
- Complete list of attendees and affiliation is required or an agenda/announcement for larger group gatherings along with documentation of business purpose. Number of attendees should be reasonable for the occasion.
- Hosting rates are averaged per person and exclusive of tip. Rates below as of June 2013:
 - College of Engineering - Breakfast \$15, Lunch \$18, and Dinner \$45.
 - College of Business - Breakfast \$15, Lunch \$20, and Dinner \$40.
- Reimbursement for a tip of up to 15% of the charge is allowable when hosting groups or guests. The 15% limit does not apply when the establishment adds a service charge for larger groups in lieu of gratuity.