



Procurement and Payment Services August Tidbits

Please see below important tidbits from Procurement and Payment Services:

Procurement Services

Suppliers

- All new supplier requests should be directed to new-supplier-request@uwyo.edu .
- **NEW!** The process for sending and receiving supplier ACH bank set-up has been modified. All requests must be generated and received through the Procurement Office. Forms sent by departments will no longer be accepted. Please send supplier name, email and telephone number to new-supplier-request@uwyo.edu and Procurement will contact the supplier.

Sole Source/Justification Request Form

This form has been updated. Please discard old forms and use the most current form. This needs to be signed-off by a Procurement Buyer before attaching to the requisition. The form can be found on the UW website under *Financial Affairs>Forms>Procurement and Payment Services>Procurement Services*.

Requisitions

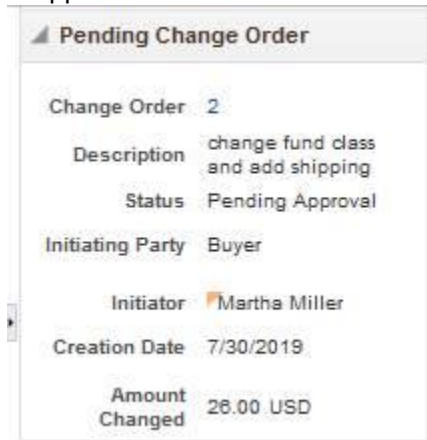
- **Line Types – Quantity vs Amount**
 - **Goods (or Goods or services billed by quantity)** - should always be chosen when purchasing a quantity (i.e., bolts, nuts, pencils, etc.). The specific quantity of what you are buying must be entered on the requisition.
 - **Services (or Goods or services billed by amount)** - should always be chosen when purchasing a service (i.e., conducting a survey, speaking at an event, etc.) for a specific price. There is no quantity associated with a service. The price will be entered as a total dollar amount for the service. Create one requisition for the total dollar amount of the service. Partial payments can be made during the life of the project.

Receiving Goods/Services

- Always review the invoice prior to receiving the goods/services
- **Receiving Goods** - Receive the **quantity** on the invoice against the specific line.
- **Receiving Services** - Receive the dollar **amount** of the invoice on the specific line.
- Do not receive the full quantity/amount of the PO unless the invoice is for the full quantity/amount. Partial receipts are preferred if partial payments are being paid.

Change Orders

- When creating change orders be sure to check that the status is Pending Approval. You are able to look at the Purchase Order (PO) to see this. If it is Incomplete your change order was not successful and you will need to fix the issue that caused the failure. Below is a screen shot of what you will see on the PO for the Change Order. In this case it is Pending Approval which is what is needed for it to move forward through the approval workflow.



- If a change order is processed, the department should wait until the change order is through all approvals before receiving the goods/services or sending the invoice to Payment Services.

Payment Services

Expense Reports

- The description area of an expense line should contain a brief description of what was purchased.
- Itemized receipts or invoices are required for each purchase. Payment receipts or payment confirmations *will not be accepted* as they do not indicate what was purchased.
- You **do not need** to itemize p-card transactions if you are using only one funding source. Simply change the **Expense Type** from P-Card to the appropriate Expense Type. This is the preferred method and will help process an expense report quicker.

PO Invoices

- Please review the **status of your purchase orders** periodically. If the status is:
 - **Closed for Invoicing** – The process a receipt by receiving the goods/services so the invoice will pay.
 - **Closed for Receiving** – An itemized invoice hasn't been received by Payment Services. Follow-up with the supplier for an itemized invoice and email the invoice to Payment Services (see below instructions).
- **NEW!** Invoices for purchase orders that suppliers send directly to Procurement Services or Payment Services **will now be forwarded to the department for review prior to entering in WyoCloud.** The department should review the invoice for accuracy. This will allow the department to process a change order if needed.
- As a reminder, Office Depot and CDW Government invoices are uploaded to WyoCloud directly by the supplier – requesters only need to receive the goods in the system.

Contact Information

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