Business Process Guide
Procuring Goods and Services Process
[December 2021]

Questions about the Guide's procedures? Contact:
Procurement Services
Merica Hall, Room 115
Phone: (307)766-5233
Email: procurement-card@uwyo.edu

Questions about the Guide's structure? Contact:
Financial Affairs Support Team (FAST)
Merica Hall, Room 206
Phone: (307) 766-4340
Email: Fast@uwyo.edu

I.   Overview

This guide classifies the methods and procedures applicable to purchasing goods and services at University of Wyoming to be compliant with the university's Procurement Services Manual, promote ethical business practices and ensure that federal government and/or sponsor requirements are met. It is intended for all employees who plan to procure and acquire any good or service at the university and will help determine the best method to procure goods and services.

Compliance with the procedures contained herein provides an efficient, effective, and consistent purchasing process and allows the university to achieve procurement related goals while following all University, State and Federal requirements.

Individuals procuring goods/services on behalf of their department should be familiar with the university's policies and procedures in addition to any requirements of sponsor funding agreements and donor restrictions on University of Wyoming Foundation held gift accounts. *If the department is unsure about the policies or procedures regarding a particular purchase, the individual should seek guidance from a procurement agent prior to entering into any type of agreement for the purchase.*

II.   Definitions

a) Cardholder

University employee or personnel authorized to make university purchases/commitments using a university-issued P-card.

b) Change Order

A change needed to a purchase order that has already been dispatched to the supplier. This change is initiated in the Financial Management System (WyoCloud). Appropriate changes to a purchase order can include: quantity, amount per unit or service, adding more lines, cancelling lines, or changing the charge account information.

c) Contract

A contract is an agreement (oral or written) between two or more parties where there is a mutual exchange of promises or other consideration upon defined terms and/or conditions.

Written contracts may take many forms including:

- Agreements for Services
- Letter of Agreement
- Purchase Orders
- Online Terms and Conditions
- Invoices
- Quote with a link to terms and conditions

d) Cost Center Approver

A designated university employee assigned responsibility to review and approve all transactions affecting their organization's budget. Typically, one of the first or second required approvals on any expenditure.

e) Encumbrance

A commitment of university funds recorded when a purchase requisition is submitted and approved in the Financial Management System (WyoCloud). An encumbrance is removed when a corresponding invoice is entered into the system and the actual expense is recognized, or the purchase order or line item is closed.

f) Goods

Supplies, materials, and equipment purchased by university departments. A good is a tangible item, something that you can touch.

g) Honorarium/Honoraria

A gratuitous payment to a person (or business) for their participation in a "usual academic activity*." Typically, these are a "thank you" and appreciation made to a guest speaker or lecturer that are not currently employed by the university and where there is no contractual agreement for payment. *There is a broad definition of usual academic activity that includes lecturing, teaching, sharing knowledge, and meetings of boards or committees that benefit the institution. It also includes performances, master classes and readings as long as there is not a commercial nature to the events, and they are open to students and the general public free of charge.* The individual or business must be a Supplier in the Financial Management System

(WyoCloud) and the [Honorarium Form](#) must be completed and attached to the Non-Catalog Requisition.

h) Non-Catalog Requisition Shopping List

An option to add non-catalog items that are purchased regularly to a shopping list that can be used each month (or however often) to create a new purchase requisition for the request. This simplifies the process by decreasing the manual entry for the same items that are purchased frequently.

i) Non-Catalog Requisition

The purchase requisition process of ordering goods and services not currently available in the Procurement Catalogs. In addition to paying for goods and services, it is used to pay for independent contractors, honoraria, and stipends.

j) P-Card (Procurement Card)

A payment method where approved card holders are permitted to deal directly with suppliers for purchases using a credit card issued by Procurement Services and to be used only for university business. A pre-established credit limit is in place for each card issued. Purchases made with the card must be in accordance with federal, state, and university statutes, regulations, policies, and procedures. **A p-card may be issued to a non-temporary university employee, a university department, or issued as a ghost travel card to a department.** The formal name of the p-card is Procurement Card.

k) Procurement Agent

A person within the Procurement Services department duly authorized to review and approve purchases on behalf of the University.

l) Procurement Catalog Requisition

The purchase requisition process that utilizes pre-negotiated pricing through specifically contracted and approved suppliers within WyoCloud.

m) Purchase Order (PO)

Written document sent to a supplier formalizing terms and conditions of a proposed transaction such as a description of the requested items, delivery of schedule, terms pf payment, and transportation. Once a purchase requisition is approved, it automatically dispatches to the supplier as a purchase order.

n) Purchase Order Life Cycle

The key milestones involved in ordering, obtaining, and paying for goods and services. The PO life cycle allows the end user to track and monitor the purchase order and manage change orders and cancellations. The PO life cycle ends when a purchase order has been fully received, delivered, and invoiced. The status of the order will then change to closed or finally closed.

o) Purchase Requisition

Internal document used to request procurement of goods and services prior to entering into any agreement with a supplier. When approved, the requisition becomes a purchase order. Two options are available: Procurement Catalog Requisition and Non-Catalog Requisition.

p) Request for Information (RFI)

A non-binding method used for gathering information and feedback from potential suppliers prior to issuing a solicitation. Generally, price is not requested from suppliers.

q) Request for Proposals (RFP)

The document used to solicit proposals from potential providers (proposers) for goods and/or services. Price is usually not a primary evaluation factor. Provides for the negotiation of all terms, including price, prior to contract award. May include a provision for the negotiation of best and final offers. May be a single-step or multi-step process.

r) Request for Qualifications (RFQu)

A document, which is issued by a procurement entity to obtain statements of the qualifications of potential responders (development teams or consultants) to gauge potential competition in the marketplace, prior to issuing the solicitation.

s) Invitation for Bids (IFB)

A procurement method to solicit competitive sealed bid responses, sometimes called a formal bid, when other factors being equal, price is the basis for award.

t) Request for Quote (RFQ)

Purchasing method generally used for small orders under $99,999.99. A request is sent to suppliers along with a description of the goods or services needed, and the supplier is asked to respond with price and other information by a predetermined date. Evaluation and recommendation for award should be based on the quotation that best meets price, quality, delivery, service, past performance, and reliability.

u) Requisition Categories

Specifies a requisition's purpose and is provided on the requisition, e.g. Capital Expenditures, Educational and Recreational Supplies, and Equipment. Requisition Categories tie to Natural Account numbers. To view the requisition categories currently available and the natural account they are mapped to, view the Requisition Categories document on the Financial Affairs website under Policies and Reference Material within the Procurement area.

v) Services

Labor, time, or effort furnished by a supplier to the university.

w) Sole Source

A non-competitive method of procurement used when only one supplier possesses the unique ability or capability to meet the particular requirements of the entity or because only one supplier is practicably available. Procurement Services may require written justification (Sole Source Justification Form) from the end user explaining why only this supplier can fulfill the requirement.

x) Supplier/Vendor

An external provider of goods or services.

y) WyoCloud Financial Management System

The Financial Management and Human Capital Management System, typically referred to as WyoCloud, is the university's cloud-based finance, human resource, administrative, research support, and reporting system.

III. Related Forms, Resources, and Departments

Procurement-Related Documents	
Documents are Located on Financial Affairs Website within *Policies & Reference Material* or the *Forms Section*	
Document Name	**Description**
Procurement Services Manual	This manual outlines the procedures that govern purchases at the university, including Authorized and Unauthorized Purchases, Gifts and Gratuities, and Conflict of Interest.
Procurement Card (P-Card) Policies and Procedures	Details the p-cards benefits, use, policies/procedures, and the importance of reconciliation.
Quote and Bid Threshold, Standard Administrative Policy and Procedure (SAPP)	This SAPP outlines the threshold for which goods and services must have solicited quotes, formal bids, or request for proposals in compliance with university policy, state and federal law. The policy applies regardless of the source of funds.
Purchase Order and Invoice Tolerance Rules Department, Administrative Policy and Procedure (DAPP)	This DAPP provides an overview of how invoice matching on purchase orders (POs) are handled by Payment Services and what the tolerance limits are in processing payments for matching discrepancies for overages
Capital Assets Purchases, Business Process Guide (BPG)	This guide provides specific information and processes pertinent to the purchase of university capital assets through the requisition process.
Employee/Independent Contractor Determination Worksheet (EIC)	Used in the requisition process when processing a personal services contract for an amount > $2,500. The worksheet determines the status of the business relationship – university employee or independent contractor.
Sole Source Justification Form	Provides justification request for the sole sourcing of goods or services from a supplier. The form requires various approvals based on dollar amount and is reviewed by the Procurement Services Office.
Statement of Work (SOW) Form	Utilized for service arrangements valued at $2,500 to $9,999 for which the supplier does not require its own contract. The Amendment to Statement of Work extends the timeframe or adjusts compensation of the original document
Additional Documents	Dispute Form, Hosting or Business Event Form, Procurement Card Reimbursement Form, Supplier Application, Substitute Receipt Form, Tax Exemption Certificate, Travel Card Agreement Forms, etc. All located within the Forms section of the Financial Affairs website.

Departments Involved with Procuring Goods/Services	
Department	**Role**
Procurement Services	Organizes and administers a centralized purchasing function in accordance with federal, state, and university regulations, policies, and procedures. This includes purchasing, renting, leasing, or otherwise acquiring any supplies, services, or goods: including all functions that pertain to the acquisition including description of requirements, selection and solicitation of sources, preparation and award of contract.
Payment Services	Reviews and administers payments for invoices.
Office of General Counsel (OGC)	Coordinates and supervises all legal services for the university by providing timely legal guidance. Also, reviews and approves all contractual agreements binding the university.
Risk Management Office	Responsible for overseeing insurance coverage, proof of insurance requirements, and the processing of insurance claims for the university. Will review contracts as needed for insurance purposes.

IV.   Prerequisites for Purchases

1. Quote and Bid Threshold Policy

Prior to purchasing goods or services on behalf of the university, employees must review the Quote and Bid Threshold policy to assess if additional documentation is needed prior to purchasing or agreeing to terms. This policy is based on the commitment amount of the purchase.

These documents must be obtained and approved prior to making the purchase or submitting the request for the purchase.

Purchase Amount	Services and/or Goods
0-$9,999.99	No quote or bid is required
$10,000-$99,999.99	1) At lease two supplier quotes[2], **OR** 2) Bid/Request for Proposal documentation[3], **OR** 3) Sole source justification[4]
$100,000+	1) Bid/Request for Proposal[3] **OR** 2) Sole source justification[4]

[2] Obtained by department
[3] Obtained by Procurement and Payment Services
[4] All sole source requests must be approved by Procurement and Payment Services

2. Contract and Agreements

After a university employee ensures all documentation is obtained and approved per the Quote and Bid Threshold Policy, the next step is to identify if a contract must be completed to bind the university and the supplier. Other documents may be required to be completed based on the commitment amount of the purchase and type of purchase.

If the purchase is for **services, a combination of goods and services, or if the supplier requires an external contract,** the employee must submit a contract for approval through the Contracts Module within the Financial Management System **PRIOR** to agreeing to any terms and proceeding with the purchase.

The following diagram outlines the documents and when a contract is required based on the type of purchase and the dollar amounts.

Access to the Contracts Module requires separate training to be completed. **See the** Financial Management Training website f**or training requirements**. Additionally, the following Quick Reference Guides are available for completing and searching for contract in the Contracts Module: Contracts Quick Reference Guides.

Summary of Required Documents based on Quote & Bid Threshold Policy & Contracts

Required Documents per Quote & Bid Threshold Policy **Goods & Services:** PreRequisities Prior to Starting the Contract Process (*based on the dollar limits outlined below*) [1]	1) Any Itemized Documentation Showing Cost and Description		1) Two Separate Supplier Quotes, **or** 2) Bid/Request for Proposal, **or** 3) Sole Source Justification	1) Bid/Request for Proposal, **or** 2) Sole Source Justification	
Required Documents per Contract Process for _Services_ Only (*all documents listed are required for their dollar limit section*)	**(1)** Supplier Documentation & **(2)** Employee Independent Contractor (E/IC) Determination Worksheet	**(1)** Supplier Documentation, **(2)** Employee Independent Contractor (E/IC) Determination Worksheet, & **(3)** Statement of Work Form or Agreement of Services Form [2]	**(1)** Supplier Documentation, **(2)** Employee Independent Contractor (E/IC) Determination Worksheet, & **(3)** All Agreement of Services Form		Notes
	$0- $4,999	$5,000-$9,999	$10,000 - $99,999	$100,000 +	
# Description	Contract Process Required (Y= Yes, Blank = No)				
1 Supplier _Requires_ External Contract (Service and Software License Agreements, **Excludes** Goods). Only need the suppliers contract and our addedum. Complete fields in WyoCloud per QRG and attach pdf of supplier contract.	Y	Y	Y	Y	Many different forms including: An invoice or quote with binding conditions (usually in very small print or provided as a link); separate page that includes terms and conditions (even if no signature required); letter of agreement; purchase order; or formal agreement for service.
2 Supplier _Does Not_ Require its own External Contract (Services Only, **Excludes** Goods)			Y	Y	Agreement for Services template can be used for any amount, and for certain services valued at less than $10,000. If used, the template must be completed and submitted for review through the WyoCloud Contracts Module.
3 Goods and Services are Combined (Treated as a Service, Follow Items 1 or 2 above)	Y	Y	Y	Y	Contract process required depending if the supplier requires or does not require an external contract and also based on amount.
4 Hotel Agreements			Y ($20,000+)	Y	Hotel agreements under $20,000 must be approved by Procurement and Payment Services.
5 Facilities Use/Rental agreements	Y	Y	Y	Y	All rental agreements or use of non-uw facilities, requires the contract process.
6 Memorandum of Understandings (MOUs)	Y	Y	Y	Y	Either UW template or supplier template, even for no money, must go through the contract process.
7 Technology Purchases	Y	Y	Y	Y	Utilizing the Procurement Catalog through CDW-G or ordering Apple Products through UW Bookstore does not require the contract process.
8 Agreements between UW Departments	UW departments _do not_ need develop contracts between each other				

[1] The purchase of Goods only do not need to go through the contract process; however, based on the cost of the good (over $10k), additional information is needed to be gathered prior to the commitment of purchasing.

[2] Certain situations require an Agreement of Services form instead of a Statement of Work form on the UW template to be completed.

3. Catering Agreements

If a department is entering into a catering agreement, there are a few things to note:

- Some caterers have been authorized to perform catering for all departments on campus, including the Wyoming Union and have furnished all their necessary paperwork, which includes proof of insurance and a food permit or restaurant license. **See** Catering Information **for a list of these caterers**.
- Caterers not currently authorized must complete the University of Wyoming Catering Agreement for Procurement Service's approval.
- The UW Catering Guidelines for Off-Campus Activities provides additional guidelines for R&E Centers and other off-campus entities/events. **See Appendix I.**
- University Catering should be given first rights of refusal.

4. Suppliers

Prior to submitting a contract through the Contracts Module or submitting a request for purchase or payment, the supplier must be setup in the Financial Management System. To determine if a supplier is currently setup or to set up a new supplier, users should follow the Looking up Current Suppliers or Setting up New Suppliers Quick Reference Guide.

V. Purchasing Methods Overview, Effective July 1, 2021

Once those prerequisites are determined, the request for purchase of the goods/services can be completed. Below is an overview of the purchasing methods at the University of Wyoming:

Purchasing Methods Overview		
Procurement Method	**$ Amount**	**Notes**
Procurement Card (P-Card)	Max Transaction Limit = $4,999 Total Monthly Limit = $7,500	• Ease of use for simple procurements • Individual, Department, and Travel Cards available • Tax exemption accounts set up for Office Depot and Amazon Business Prime purchases • Mandatory 30-day reconciliation process or hold will be placed on the card.
Non-PO Invoice	Invoices <u>under</u> $5,000 *Exceptions apply	• Ease of use to pay for goods/services that do not require procurement approval through the purchase requisition/purchase order process • Exceptions apply to the $5,000 threshold and the Non-PO Invoice Processing QRG outlines these exceptions. • Invoice must be attached when processing through the approval workflow in WyoCloud
Procurement Catalog Requisition	Any dollar amount	• Ease of use/one-stop for purchases of office supplies, lab supplies, furniture, and computers with negotiated prices that provide cost savings. • Check out process is simple and automatically generates a requisition to review prior to submission for approval. • Purchasing a capital asset (per unit cost of $5,000+) via this method, users must complete the asset fields in the purchase requisition fields and contact Asset Management immediately after placing the order.
Non-Catalog Purchase Requisition	Any dollar amount	• Used for purchasing goods/services not available in Procurement Catalogs or those that are not allowable via any other payment methods. • Purchasing a capital asset, users must follow the Capital Asset Business Process Guidelines apply for purchases > $5,000 and the Quote and Bid Threshold policy.

VI. Purchasing Methods Explained

Procurement Card (P-Card)

The university p-card program is a credit card program administered by the Procurement Services Office, procurement-card@uwyo.edu. P-Cards offer a simple, streamlined method of purchasing for the University of Wyoming.

a) **Governing document detailing allowable and prohibited uses, and procedures:**
   - Procurement Card Policies and Procedures

b) **Type of P-Cards**

   - **Individual**

     o Issued in the individual's name
     o Individual responsible for all card activity and ensuring transactions are reconciled within 30 days
     o Individual can delegate another employee to reconcile transactions within WyoCloud
     o Used for any expense that falls under the allowable items within the Procurement Card Policies and Procedures unless restricted by the college/department
     o Monthly limit of $7,500 and single transaction limit of $4,999

   - **Department**

     o Cards are issued in Department or Lab's Name
     o Works well for labs or departments with employees who don't purchase items often and don't need a permanent individual card
     o Tied to an individual in WyoCloud for reconciling within 30 days
     o Labs and Departments may request multiple cards for their area
     o Check out process managed by the individual tied to the card in WyoCloud
     o ***Cannot*** be used for travel expenses
     o Used for purchasing goods/services on behalf of the department
     o Monthly limit of $7,500 and transaction limit of $4,999

   - **Travel (Ghost) Card**

     o There is no physical card, only a card number on a paper sheet
     o Each department may have one central travel card in the department's name
     o Tied to an individual in WyoCloud for reconciling. This individual is responsible for the validity of the purchases and the travel card should be limited to who has access to the card
     o Used ***only for*** travel expenses: hotel, commercial transportation, baggage fees, etc.
     o For employees that travel occasionally and don't need an individual card
     o The Travel Card can be used by a Travel Agent or on the internet *(Please ensure, in advance, that a supplier will accept the "ghost" travel card. The Procurement department can provide an authorization letter to the supplier if necessary, on a case-by-case basis)*

- o Travel cards do not have a single transaction limit and have a higher starting cycle limit of $15,000 compared to individual or department cards.

c) **Obtaining a P-Card**
  - **Individuals:** Complete the *Procurement Card Agreement Form, Individual* and email it to procurement-card@uwyo.edu. Upon approval of the request, cardholders must successfully complete the online p-card training before receiving the card.
  - **Department:** Complete the *Procurement Card Agreement Form, Department* and email it to procurement-card@uwyo.edu. Upon approval of the request, individuals responsible for the card must successfully complete the online p-card training before receiving the card.
  - **Travel (Ghost) Card:** Complete the *Travel Card Agreement Form* and email it to procurement-card@uwyo.edu. Upon approval of the request, the Department Travel Card Manager must successfully complete the online p-card training before receiving the card.

d) **Transaction Processing, Roles/Responsibilities, Card Cancellation, Card Misuse**

  - Detailed information about these and other topics may be found in the Procurement Card Policies and Procedures.

e) **P-Card Reconciliation Process**
  - Posted p-card transactions are uploaded daily to the Expenses Module in the Financial Management System.
  - The P-Card Expense Reconciling/Reporting QRG includes step-by-step instructions for the reconciliation process.
  - All p-card transactions must be reconciled within 30 days of the posted date. P-Cards with transactions that have not been reconciled within 30 days of the posted date will be temporarily suspended from use until those transactions in question are reconciled, and the Expense Report submitted, approved by all required approvers, and paid.

f) **Amazon Business Prime**
  - Amazon Business Prime offers free shipping on many items used for university business purposes, advanced analytics and dashboards, centralized tax exemption, and business pricing and quantity discounts.
  - **If your department does not have an amazon business prime account and you would like to request one, please email** procurement-card@uwyo.edu**. All accounts must be setup by the Procurement Services department. Departments should not setup their own business accounts.**
  - Although it is preferred that departments order goods through the university's Procurement Catalog suppliers (Office Depot, CDW-G, Fastenal, Fisher Scientific, and Fisher Chemical) the university understands that there are circumstances where departments will save dollars by using Amazon Business Prime.

Non-PO Invoice

Used for purchases under $5,000 that do not require multi-level approval through the purchase requisition/purchase order process in WyoCloud.
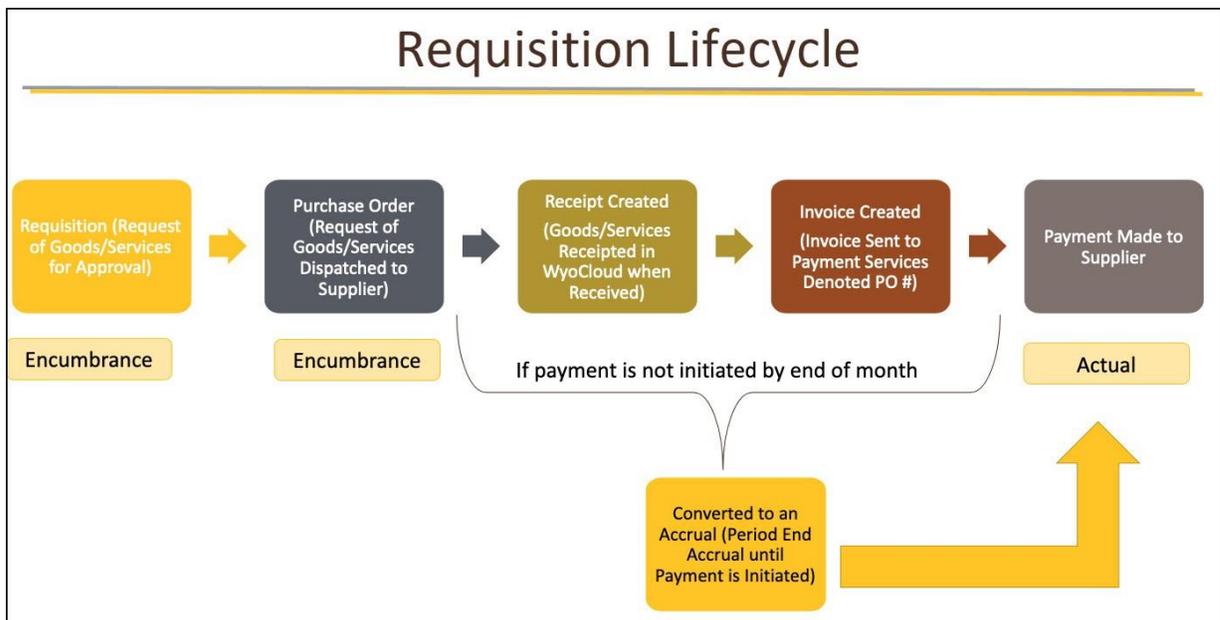
- Exceptions apply – **See** Non-PO Invoice Processing QRG for further information.
- Invoice must be attached when processing through the approval workflow in WyoCloud.
- If the remit address is not currently listed in the supplier's profile, email new-supplier-request@uwyo.edu to have the supplier profile updated.
- Office supplies, lab supplies & computers should be purchased through the Procurement Catalog when available and at a competitive cost.
- Step-by-Step processing instructions are detailed in the Non-PO Invoice Processing QRG

Purchase Requisitions: Procurement Catalog and Non-Catalog Requisitions

The Purchase Requisition Process is the standard mechanism for the ordering of goods and services in WyoCloud.

- There are **two types of requisitions** that are processed through WyoCloud:

    1. **Procurement Catalog Requisition Process**

    2. **Non-Catalog Requisition Process**

Both types of requisitions result in the issuance of a Purchase Order and the lifecycle is the same for both processes:

Stage of Lifecycle	Stage Description	Completed By
Purchase Requisition[1]	Requesting approval to purchase goods/services on behalf of the university	Submitted by department personnel
Purchase Order	Automatically converted to a PO after all approvals are completed on the purchase requisition. The PO is automatically dispatched to the supplier	System Generated
Receipt (Receiving of Goods/Services)	When goods are received or services are completed, the purchase requisition must be received for ONLY the portion delivered/completed.	Receipted in WyoCloud by the requester or person who completed the requisition
Invoice	Procurement catalog invoices are typically automatically sent to Payment Services upon delivery. Non-catalog requisition invoices must be sent to Payment Services (accounts-payable@uwyo.edu) denoted the PO # on it. Payment Services will match the invoices to the POs in the system.	System generated for catalog requisitions or sent by department personnel if they receive the invoice
Payment	Purchase requisition must be both receipted and invoiced matched for the system to generate payment.	System generated

[1] Depending on the amount and type of purchase, prerequisites are required prior to submitting a purchase requisition. These prerequisites are outlined in section VI Contracts and Agreements.

1. **Procurement Catalog Requisition**

   The Procurement Catalog Requisition process is a streamlined requisition process with the ease of use attributed to the integration of suppliers' catalogs in WyoCloud and the university's contractual price agreements with the suppliers. This is the preferred method of purchasing specific **goods** such as:

   - Computers and peripherals (CDW-G)
   - Office Supplies (Office Depot)
   - Lab Supplies (Fisher Scientific)
   - Lab Chemical Supplies (Fisher Chemicals)
   - Construction, Industrial and Safety Products (Fastenal)

Quick Reference Guides
Create Procurement Catalogs Requisition

2. Non-Catalog Requisition

The non-catalog requisition process is for the request to purchase goods or services that are not available through the procurement catalog. Non-catalog requisitions must be used for purchases that are not allowed on non-po invoices or p-cards. Additional forms and approvals may be needed depending on the type of purchase. **See Section VI below**.

This process is always used when issuing contracts, honorariums, and certain requisition categories regardless of dollar amount.

Quick Reference Guides
Create a Non-Catalog Requisition
Capital Asset Business Process Guidelines

3. Purchase of Multiple Pieces that Comprise One Unit

    a.   Purchase Orders that involve separate "pieces" that comprise one unit, e.g., desk unit with desk, shelves and drawers, may be entered on one WyoCloud Requisition Line versus multiple lines.

    b.   If multiple lines on a supplier quote comprise one complete capital asset, they should be entered as one line item on the requisition. Otherwise, the supplier quote should match the line items on the requisition

4. Changes to Requisitions or Purchase Orders

    a.   **Change of Requestor on Requisition in an Open Status**

        i.   Occasionally, an employee may need to transfer open requisitions/POs to another employee due to leaving the university or transferring departments.

        ii.   To transfers all requisitions, the employee can follow the Changing the Requestor on Requisitions QRG. This process moves all requisitions from one requestor to another.

        iii.   If the mass requestor change function is not an option (i.e., requestor has done requisitions for various departments) and only a handful of open requisitions needs to be changed, the Procurement Services department can manually change each requisition requestor. Please contact them with this request, including the requisition number and who the new requestor should be, by emailing procurement-card@uwyo.edu.

    b.   **Changing/Cancelling an Approved Purchase Requisition/Purchase Order**

        i.   There are many circumstances where changes are needed to an approved Requisition that has been dispatched as a Purchase Order that is still open. Some examples include:

- Quantity changes
- Amount changes
- Adding additional lines or canceling lines
- Charge account string or project number needs changed
- Removing an encumbrance

ii. Depending on the type of change needed, some will route through the approval workflow (ex. change to the amount) and others will not need to go through approval (removing an encumbrance).

iii. Purchase orders must reach a Closed or Finally Closed status; otherwise, the encumbrance will continue to be carried forward on that organization's account. (Note: Finally Close status means that Procurement had to manually close the Purchase Order to remove an outlying encumbrance).

Quick Reference Guides
[Edit a Purchase Order](#)

VII.   Appendices

Appendix I

1. UW Catering: Guidelines for Off-Campus Activities

Reimbursement for groceries:

UW employees can purchase groceries and prepare food at a UW facility for a UW-sponsored event for the general public and/or invited guests.

 Often when food is served at a UW function it is catered and it is necessary to use an authorized caterer. Food that is ordered from a restaurant or caterer for a UW-sponsored event will be reimbursed only for caterers on the authorized list. This is regardless of whether the food is delivered or if a UW employee picks it up.

- Example:
    - o Muffins from the grocery store that are sold for the general public do not require an authorized caterer. A Hosting form is required.
    - o Muffins custom ordered from a bakery requires an authorized caterer. A Hosting form is required.
- Example:
    - o Ordering from the menu where you eat in the restaurant does not require an authorized caterer. A Hosting Document is required for all forms of payment; personal reimbursement, p-card, or requisition.
    - o Ordering food from a restaurant and bringing it back to a UW event does require an authorized caterer. If the employee is using a personal vehicle, this falls under the UW Private Vehicle Use Policy. A Hosting form is required.

The steps to become an authorized caterer may take time to complete so begin several weeks prior to the event. To become an authorized caterer, a food vender must complete the following steps:

- Complete the **Catering Agreement** http://www.uwyo.edu/procurement/catering-information/. This agreement is designed for both on-campus and off-campus catering.
- Complete the **Vendor Application Form** if not an existing supplier in WyoCloud. http://www.uwyo.edu/procurement/vendor-guide/index.html
- Provide a copy of **Restaurant License** or Food Permit issued by the Wyoming Department of Agriculture. In some circumstances, a temporary permit issued is by the overseeing city or the appropriate authorized agency outside of the State of Wyoming.
- Provide a copy of **Certificates of Insurance** and original endorsements showing the amount of business coverage.
- If food is being delivered by the caterer, a copy of automobile liability insurance will also be required.
- If alcohol is being served, a copy of liquor liability insurance is required.

Benefits of being on the list of authorized caterers:

- Caterer agreements are for a set two-year period which means an authorized caterer will be on the list for two years or less depending when they are approved during the designated period. UW Procurement will contact authorized caterers when their food license and insurance expire to obtain new copies. If they don't supply these pieces of information they will be removed from the authorized caterer list. At the end of the contract term, UW Procurement will contact the current authorize caterers for renewal of the contract. It is responsibility of the caterer to submit all required documents to be put on or remain on the authorized list.
- Once a caterer is on the authorized list, all UW entities can utilize that caterer.

Other important items:

- Insurance coverages are listed in the Catering Agreement. Limits are consistent with most business insurance policies. Caterers with different insurance limits are requested to provide insurance documentation to be reviewed by UW Risk Management for possible exceptions.
- Employees transporting and/or preparing food for UW-sponsored events are encouraged to participate in safe food handling training.
- Outside entities using UW facilities should complete a Facilities Use Agreement that includes terms and conditions transferring liability to the user. Office of General Counsel can assist. No templates currently available.
- If expenses have followed these guidelines and are rejected, follow up with Procurement, Risk Management, and/or General Counsel is encouraged. Risk Management can assist with this process.
- UW employees are allowed to purchase and prepare food for both employee-only and employee and public events subject to procurement rules and your budget. Food should be prepared using UW facilities and not brought from home.

Prepared 11/26/18 by Mary Kay Wardlaw, Associate Director for UW Extension in consultation with UW Procurement, General Counsel and Risk Management.

Appendix II

2. Purchase Requisition Approval Workflow

Purchase Requisition Workflow

| Requestor | Tier 1 Approval Based on Type of Goods/Services & Grant Funds | Tier 2 Approval Cost Center Approver | - Tier 3 Approvals Procurement Agent (PA) - Procurement Services & Amount Approvers | Supplier | Auditor Payment Services |

Need for Goods/Services

Catalog or Non-Catalog?
- Catalog
- Non-Catalog

Select goods through Procurement Catalog

Complete fields in Non-Catalog Requisition

Add to Cart

Checkout Cart

Requisition Created

Requestor receipts goods/services received on PO in WyoCloud

Requestor emails Payment Services the supplier invoice

Tier 1 Approval:

Technology → IT Receives an FYI, No Approval Needed

Hazardous Materials → Risk Management Receives an FYI, No Approval Needed

Professional Services → Tax Office Approval

Asset → Asset Management Approval

Grant/Project Funds → PI (Principal Investigator) Approval

Tier 1 Approval = Y Routes to Next Tier

None of the Above

Tier 2 Approval:

Catalog & Non-Catalog Cost Center Approval (for Organization Number in Account String)

Tier 3 Approvals:

PA Approval (Non-Catalog Requisition Only, Catalog Req/PO < $100K is sent directly to supplier)

Is the Catalog or Non-Catalog Requisition >= $100K?
- N
- Y

$100K-$249K → Dean or Associate Vice President Approval

$250K-499K → Vice President Approval

$500K-999K → President of University Approval

$1M+ → Board of Trustees for University Approval

Purchase Order (PO) Created

Supplier:

PO Dispatched to Supplier

Supplier Fulfills Request for Goods/Service

Goods/Services are Received

Supplier Invoice Sent to Requestor

Auditor Payment Services:

Payment Issued to Supplier

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The End of This Business Process Guide