PROCURE TO PAY
FROSTBURG STATE UNIVERSITY
AGENDA

- GENERAL INFORMATION
- PRO-CARDS
- REQUISITIONS
- INVOICES
PROCUREMENT STAFF

Alan Snyder
Coordinator of Procurement

Krista Warnick
Program Management Specialist

Floyd Kaylor
Storekeeper II

Cody Parsons
Storekeeper II

Located in the Stangle Building
PURCHASING LEVELS

- The University requires competitive bidding for all procurements greater than $5,000.
  - Unless specifically waived by USM Policy or by university personnel with delegated procurement authority.

- The Procurement Department may bid any purchase under $5,000 if deemed to be in the best interest of the University.

- Budget managers have delegated authority to purchase approved commodities or services with a value of up to $5,000 or less through the use of the State of Maryland Corporate Purchasing Card Program.
  - Excludes Computers, Printers, Tablets, Cell Phones and Firearms
  - Excludes restrictions defined in the General Accounting Division’s Policy and Procedures for the Corporate Purchasing Card Program, as well as, the university’s internal policies and procedures.
  - Does not delegate procurement authority to any university personnel other than referenced above.
  - Does not supersede requirements of State or USM Policies to purchase specific types of commodities such as furniture from other state agencies.
GENERAL INFORMATION

• State Agencies Are Required to Purchase Furniture Through Maryland Correctional Enterprises (MCE)

• FSU Promotes the Utilization of Minority Business Enterprises (MBE) and Small Business Reserve (SBR)
  • Find the Link to eMaryland Marketplace on the Procurement Website for Details

• Internal Purchases
  • Central Stores
  • Printing Services
  • Software (Consult with IT)

• State Contracts

• Cooperative Agreements
PROCURE TO PAY

QUOTE/BID

PRO-CARD

REQUISITION

PURCHASE ORDER

RECEIVING/SIGNATURE

- Goods – Receiving
- Services – Signatures

INVOICE

Send to Accounts Payable

PAYMENT
US BANK STATEMENT

- Arrives by the 5th of Each Month
- Due in the Procurement Office by the 12th of Each Month
- Must be Signed and Dated by You and Your Supervisor
- Please Attach to the Log
- Pro-Cards are Public Information
MONTHLY ACTIVITY LOG

- Details are Important!
- Needs to be Signed and Dated by You and Your Supervisor
- Completed Every Month

<table>
<thead>
<tr>
<th>ORDER DATE</th>
<th>SUPPLIER/CONTACT/PHONE #</th>
<th>DESCRIPTION</th>
<th>SUBOBJECT</th>
<th>COST REDUX</th>
<th>TAX</th>
<th>ENERGYSTAR Y/N</th>
<th>TOTAL TRANSACTION AMOUNT</th>
<th>DELIVERY DATE</th>
<th>RECON TO BANK STMT</th>
<th>RECON TO DSS</th>
<th>WBE/TESSAD</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/17/2019</td>
<td>Bonsey Business</td>
<td>Office Supplies</td>
<td>X</td>
<td>435.00</td>
<td></td>
<td></td>
<td>435.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2/28/2019</td>
<td>Hampton Inn</td>
<td>Out of State Travel</td>
<td>X</td>
<td>274.00</td>
<td></td>
<td></td>
<td>274.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2/17/2019</td>
<td>Bonsey Business</td>
<td>Pena, Folders, Tonior, Post-it, Hanging Folders</td>
<td></td>
<td>435.00</td>
<td></td>
<td></td>
<td>435.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2/28/2019</td>
<td>Hampton Inn</td>
<td>Procurement Conference</td>
<td></td>
<td>274.00</td>
<td></td>
<td></td>
<td>274.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTALS

The activity log is the key to managing and controlling the Purchasing Card Program. All purchases and credits must be recorded on this log. When the monthly summary statement is received, each charge must be verified with the log. The cardholder and cardholder's supervisor must review the Activity Log and reconcile the statement. To document this order, the invoice is to be noted on the Activity Log and the monthly summary statement. The original documentation, Activity Log, and reconciled statement are forwarded to the Agency Fiscal Officer or designated for retention.

Note to Cardholders: The University requires purchase of products and equipment that are Energy Star-certified or that meet other nationally accepted standards of energy whenever financially feasible. Departments should consider both short-term and long-term costs when choosing between highly efficient products and less efficient counterparts. Any person responsible for purchasing non-efficient products or equipment must provide a written explanation with this form indicating why the Energy Star-certified product was not chosen.

CARDHOLDER SIGNATURE & DATE
CARDHOLDER MANAGER REVIEW SIGNATURE & DATE
PRO-CARD ADMINISTRATOR REVIEW SIGNATURE & DATE
AGENCY FISCAL OFFICER REVIEW SIGNATURE & DATE
<table>
<thead>
<tr>
<th>ORDER DATE</th>
<th>SUPPLIER/CONTACT/ PHONE #</th>
<th>DESCRIPTION</th>
<th>SUBOBJECT</th>
<th>COST/REFUND</th>
<th>SALES TAX</th>
<th>ENERGYSTAR Y/N</th>
<th>TOTAL TRANSACTION AMOUNT</th>
<th>DELIVERY DATE</th>
<th>RECON TO BANK STMT</th>
<th>MBE YES/NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/17/2019</td>
<td>Bontay Business</td>
<td>Office Supplies</td>
<td>X</td>
<td>435.00</td>
<td></td>
<td></td>
<td>435.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2/28/2019</td>
<td>Hampton Inn</td>
<td>Out of State Travel</td>
<td>X</td>
<td>274.00</td>
<td></td>
<td></td>
<td>274.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3/1/2019</td>
<td>Amazon</td>
<td>Book</td>
<td>X</td>
<td>19.99</td>
<td></td>
<td></td>
<td>19.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2/17/2019</td>
<td>Bontay Business</td>
<td>Pens, Folders, Toner, Post-its.</td>
<td></td>
<td>435.00</td>
<td></td>
<td></td>
<td>435.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2/28/2019</td>
<td>Hampton Inn</td>
<td>Procurement Conference</td>
<td></td>
<td>274.00</td>
<td></td>
<td></td>
<td>274.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>TOTALS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
KEEPING THE ACTIVITY LOGS

Use Procurement Website for Information and Necessary Forms

For Every Transaction and Credit Have:

- Activity Log
- US Bank Statement
- Documentation - Detailed Receipts

Note Discrepancies
Supervisor/Reviewer’s Duties

• Approve cardholders’ logs by the 10th of each month
• Ensure documentation is sufficient
• Ensure that a reasonable price is paid
• Remember that your signature means that you approve every transaction being charged to your budget
• Verify that redistributions have been completed in PeopleSoft
• Review spending limits and request changes as needed
TRAVEL REQUEST FORM

Any Out of State Travel Related Charges Should Have a Signed Travel Request Form Attached to the Activity Log

<table>
<thead>
<tr>
<th>Type of Travel (Check one):</th>
<th>In-State</th>
<th>Out-of-State</th>
<th>Foreign</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance Requested:</td>
<td>Yes</td>
<td></td>
<td>No</td>
</tr>
</tbody>
</table>

(Advance forms are not given for In-State Travel, Lodging, or any other expenses chargeable to a credit card. Advance requests must be submitted 15 days prior to the requested check date for domestic travel and 30 days prior for foreign travel.)

Employee Name: ____________________________  Empl ID: ____________________________

Title: ____________________________

Office: ____________________________

Day Phone: ____________________________

|--------------|------|-----|------|--------|--------|

Destination: ____________________________

Purpose of Travel: [ ] Instruction [ ] Business [ ] Professional Development [ ] Recruitment [ ]

Specific Purpose: ____________________________

Travel Dates/Times:

<table>
<thead>
<tr>
<th>Departure Date:</th>
<th>Return Date:</th>
</tr>
</thead>
</table>

Departure Time: ____________________________  Return Time: ____________________________

AM / PM  AM / PM

Method of Travel: [ ] State Vehicle [ ] Private Vehicle [ ] Bus [ ] Train [ ] Plane
FOOD SERVICE FORM

• Any Food Service from Chartwells at a Cost of $2,500 or Less Should be on Your Pro-card
• Each Chartwell Charge Should Have:
  • Receipt
  • Signed Food Service Approval Form
  • List of Names of Who Attended
PURCHASE OVERVIEW

All Purchases Should Be Tax Exempt
If you need a copy of our tax exempt certificate, please contact Krista.

Separate Amazon Accounts
FSU Account linked to FSU email
Personal Account linked to Personal email

If you would like to have access to your online bank statement, please contact Alan.
NOTIFY PROCUREMENT IF:

- You Lose Your Card
- You Leave the Department or the University
- You are on Extended Leave
- Your Reviewer Changes
- Your Department Moves
- Your Purchase Exceeds $5,000
- You Have a Contract to Sign
- You Need to Purchase Hazardous Material
- You Need to Purchase Furniture
- Your Purchases Need to Be Delivered Off Campus

Contact:
Alan Snyder
x4243
Krista Warnick
x4242
PROHIBITED PRO-CARD TRANSACTIONS

- Purchases over $5,000
- Gift cards
- Alcohol
- Sharing card
- Personal purchases
- Gifts/flowers
- Restaurants
- Airline/bus & train tickets
- Split orders
- Entertainment
- Computers
- FSU bookstore purchases
- Appliances for offices
- Social functions
- Office decorations
- Delivery off campus
- Maryland state sales tax
Requisition – official or a formal request for a university approved purchase. You are requesting to purchase materials or pay for a service.

Send Requisition to Purchasing for the Following:

<table>
<thead>
<tr>
<th>All Purchases Over Your Pro-Card Limit</th>
<th>Any Purchase Involving Signing of Agreements, Licenses, and Contracts</th>
<th>Purchases Excluded from the Pro-Card Program</th>
</tr>
</thead>
</table>

**REQUISITIONS**
REQUISITIONS

- Requisitions should match your quote. Line for Line.
- Remember Details!! Who, What, Where, When and Why?
- Use the comment section of the requisition. Any specific instructions that Procurement needs to see should go here! Be sure to add your name/department so receiving knows where the order is to be delivered.
- Remember that you can attach quotes to the requisition.
- It is best NOT to copy from an old requisition. Too many errors can occur when doing this.
- If you know the supplier/vendor is new, please request a current W-9 tax form. The completed W-9 form should be sent to Accounts Payable. This speeds up the process.
CONTRACTS

- Paying a Performer/Speaker or Service on Campus
- Done Through the Contract Request/Reimbursement Process
- Fill Out Both Forms and Send to Patti Lewis in Accounts Payable
- Then, Enter the Requisition

- Payments of $1,000 or Greater Require a Written Contract with Paperwork for Procurement
- Payment Occurs After the Engagement
- For Payment on the Same Day as the Performance, the Contract Needs to be Received at Least 45 Days Prior
ACCOUNTS PAYABLE STAFF

Linda Burl
Accounts Payable Manager

Todd Burke
Accounting Associate

Patti Lewis
Accounting Associate

Located in the Hitchins Building
VENDORS

- Anyone who is Issued Payment though the Accounts Payable System (Suppliers, Employees, and Students)
- W-9 Form Required to Add or Activate a Vendor
  - Tax ID and Name Combination Must Agree to IRS Records
  - Personal Identification Information Must Be Kept Confidential
• Maryland law that requires all invoices to be paid within 30 days (State Finance and Procurement Article of the Annotated Code of Maryland Section 15-103)
• Invoices should be received by Accounts Payable in 7 days.
• Processed invoices must be received by Comptroller of Maryland’s General Accounting Division within 25 days (Title 21.07.01 of the State Procurement Regulations).
Must be the Original and Mailed or Emailed to Accounts Payable

Must be Itemized (must sufficiently describe the details of the goods or services, the quantities, the unit prices, and extended prices)

Must Clearly Show the Name of the University and its Address as the Bill To

Purchase Order Number Required

Payee Name and Remit to Address is Required
PAYMENT METHODS

Check
- All checks are drawn in U.S. currency and mailed to the vendor.
- Select checks may be returned to the University for distributions. (Primarily for Performers)

Direct Deposit (ACH/EFT)
- Employees with direct deposit will have AP payments automatically direct deposited.
- Vendors with U.S. bank accounts may elect to have their payments sent via ACH by registering with the state. The link is available on the AP website.
- Vendors who have a contract with the state with $200,000 or more must have ACH.

FED Wire
- This is used for wire payments for foreign bank accounts.
- Payments must be U.S. currency.
PAYMENT INQUIRY

• Departments are responsible for monitoring their budgets to verify that payments have been processed.
  • This can be done through the PO activity summary, document status, or voucher queries.

• Once invoices have been processed by the University and received by the State, vendors may inquire on the status of their payment by registering and logging into the State’s Vendor One Stop Inquiry.
QUESTIONS