
PURCHASE ORDERS (P.O.)

- **How do I create a purchase order?** Instructions can be found at this website: <http://www.mnsu.edu/busoff/purch/index.html> P.O.'s should include a subject line with a short description, e.g. – MH #102 – Upgrade Video Equipment; Biology Dept. – Guest Speaker/Lecturer; Grounds – Toro Lawnmower – followed by detailed information from the quote or proposal.
- **What object code do I use?** See Object Code Listing at the above website; questions, call Business Services Purchasing Coordinator, #5017.
- **How do I get a vendor number?** See above website
- **When do I need to get multiple quotes?** See MnSCU Board Policy 5.14.5 Purchasing <http://www.mnscu.edu/board/procedure/5-14p5.pdf>

Follow these basic Minnesota State Mankato guidelines:

- ◆ \$0 - \$25,000 – At least two written quotes are **recommended**. Send quote(s) to Business Services Purchasing, WA 236 (note P.O. # on quote). Contact Business Services Purchasing Coordinator at #5017 for assistance.
- ◆ \$25,001 - \$50,000 – A minimum of two written quotes are **required** either upon sealed bids or by direct negotiation (advertising is not necessary). Send quote(s) to Business Services Purchasing, WA 236 (note P.O. # on quote). Contact Business Services Purchasing Coordinator at #5017 for assistance.
- ◆ \$50,001 and above – Advertising by public notice is **required**. Contact the Facilities Purchasing Coordinator at #5016 for assistance.
- ◆ \$100,000 and above – MnSCU approval is **required**. Contact the Facilities Purchasing Coordinator at #5016 for assistance.

When soliciting quotes, inquire if the vendor is a certified targeted business as these vendors receive a 6% preference per Minnesota Statute 16C.16.

Bid solicitation/quotes are not required for purchases from vendors who are part of MnSCU approved Cooperative Purchasing agreements. See this website: <http://www.finance.mnscu.edu/contracts-purchasing/purchasing/cooperative/index.html>

CONTRACTS

- **When is a contract needed?** A contract is needed for any **service/maintenance/repair/construction/professional-technical/speakers/rentals** provided by a vendor who comes on campus. A fully executed contract and proper proof of insurance is needed before any work by an outside vendor is performed.
- **Finance & Administration Contracts Coordinator** – creates contracts for all speakers/lecturers on campus; student/faculty activities; internships; software agreements.
- **Facilities Purchasing Coordinator** – creates contracts for construction, maintenance and services for Minnesota State Mankato Facilities.

ACCOUNTS PAYABLE

When submitting invoices, what information do I need for processing payment?

- Always reference the purchase order (P.O.) number.
- Please include the words **“OK TO PAY”** along with an **approval signature and date**.
- Also, include the date the goods were received; or if it's a service, please include the beginning and ending date the services were provided.
- If there is more than one cost center number on the P.O., reference the cost center number to be charged for the payment.
- Completed invoices should be submitted to Cindy Rossow, Accounts Payable, Business Services, WA236.