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.