

Florida State University Procurement Services

Office of Finance & Administration

Procurement Manual

**DISCLAIMER: Though this manual is updated on a regular basis, check** [**Procurement Service’s**](https://procurement.fsu.edu) **website for the most up to date information.**

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I. Overview of Procurement Services

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In this chapter of the manual, Florida State University’s Procurement Services department is explored in depth. Answers regarding the department’s responsibilities, mission, vision, and staff are all answered in this section.

I.1 Responsibilities, Mission, and Vision

Procurement Services is responsible for the procurement of goods and services for campus and strives to provide:

* Expertise to procure the right product and/or service at the right time and for the right price
* The best overall value (total cost of ownership) of goods and services
* Customer service, training and quality assurance for procurement tools and business processes
* Consultation services to help departments discover savings opportunities
* Negotiation and creation of large university-wide contracts
* Recommendations for business practices to save you time and money
* Guidance to ensure compliance with applicable policies & laws

Procurement Services’ mission statement:

***“Our mission is to serve, support, and collaborate with our customers and each other so we can deliver innovative, timely, and accurate solutions that create value and streamline processes in support of University goals and initiatives.”***

Procurement Services’ vision:

***“Our vision is to be a trusted partner who delivers outstanding customer service, fosters collaborative relationships, and provides significant value to be recognized as procurement experts and leaders within Higher Education.***

I.1.1 Authority

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[**BOG Chapter 1, Section 1.001**](https://www.flbog.edu/wp-content/uploads/1_001-PowersandDuties.pdf) Grants the Board of Trustees the authority to acquire real and personal property and contract for the sale and disposal of same and approve and execute contracts for the acquisition of goods and services.

The University President is responsible for all operations of the University. [**Section 1001.75(5), F.S.**](http://www.leg.state.fl.us/statutes/index.cfm?App_Mode=Display_Statute&Search_String=&URL=Ch1001/Sec75.htm&StatuteYear=2006) authorizes the University President to approve, execute, and administer contracts for and on behalf of the Board of Trustees, provided such contracts are within law and rules of the State Board of Education and in conformance with policies of the University Board of Trustees, and are for the implementation of approved programs of the University.

The President, through the Vice President for Finance and Administration, has delegated the FSU procurement function to the Director of Procurement Services to serve as the Chief Procurement Officer exercising the powers, duties and functions relating to the procurement of commodities and contractual services. The Chief Procurement Officer may execute purchase orders/contracts for the procurement of goods and services, limited to $5,000,000 in expenditures or liability.

**Authority Reference:**

[**BOG Chapter 1, Section 1.001**](https://www.flbog.edu/wp-content/uploads/1_001-PowersandDuties.pdf)

[**Florida Statutes 1001.75(5)**](http://www.leg.state.fl.us/statutes/index.cfm?App_Mode=Display_Statute&Search_String=&URL=Ch1001/Sec75.htm&StatuteYear=2006)

[**FSU Procurement Regulation 2.015**](https://regulations.fsu.edu/sites/g/files/upcbnu486/files/regulations/adopted/FSU-Chapter-2.pdf)

**FSU Procurement Responsibilities Reference:**

[**BOG 18.001**](https://www.flbog.edu/wp-content/uploads/18.001-Procurement-Regulation_FINAL-09-16-2020.pdf)

[**BOG 18.002**](https://www.flbog.edu/wp-content/uploads/18.002-Notice-and-Protest-Procedures_SRFinal2013_09_20.pdf)

[**BOG 18.003**](https://www.flbog.edu/wp-content/uploads/P2.BOG-Regulation-18.003-Bonding-Requirements.pdf)

[**FSU Procurement Regulation 2.015**](https://regulations.fsu.edu/sites/g/files/upcbnu486/files/regulations/adopted/FSU-Chapter-2.pdf)

[**FSU Procurement Policy 4-OP-A-6**](https://policies.vpfa.fsu.edu/policies-and-procedures/business-operations/procurement-services)

[**Published Procedures on Procurement website**](https://www.procurement.fsu.edu/policies)

**BOG Chapter 14** Outlines the construction program requirements for the University and authorizes the University to enter into a “Continuing Contract for Professional Services”, in accordance with Regulations [**14.004**](https://www.flbog.edu/wp-content/uploads/14_004-Public-Announcement-and-Qualification-Procedure.pdf) **and** [**14.005**](https://www.flbog.edu/wp-content/uploads/14_005-Certification-and-Competitive-Selection-Architects-Engineers-1.pdf). The FSU construction program and Continuing Contracts are subject to [**Section 287.055, F.S**.](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=Ch0287/SEC055.HTM&Title=-%3E2006-%3ECh0287-%3ESection%20055#0287.055)

**Design and Construction Policies Reference:**

[**4-OP-B-11 Facilities Design & Construction**](https://policies.vpfa.fsu.edu/policies-and-procedures/facilities-space/facilities-design-construction)

[**4-OP-B-12 Design Building Selection Process**](https://policies.vpfa.fsu.edu/policies-and-procedures/facilities-space/design-building-selection-process)

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[**4-OP-B-13 Construction Program Audits, Reviews and Attestations**](https://policies.vpfa.fsu.edu/policies-and-procedures/facilities-space/construction-program-audits-reviews-attestations)

[**4-OP-B-14 Administration of Design Build Agreements**](https://policies.vpfa.fsu.edu/policies-and-procedures/facilities-space/administration-design-build-agreements)

**Board of Governors (BOG) Procurement Regulations:**

[**BOG Chapter 18, Section18.001**](https://www.flbog.edu/wp-content/uploads/18.001-Procurement-Regulation_FINAL-09-16-2020.pdf) Authorizes each University Board of Trustees to adopt regulations establishing basic criteria related to procurement, including procedures and practices to be used in acquiring goods and contractual services, oversight of suppliers, utilization of negotiated competitive contracts let by the University or other governmental entities, not-for-profit cooperatives or consortia, or any college or university, and prohibits the University from soliciting donations from responding suppliers during the selection process, except for donations or other benefits expressly stated in the procurement document.

[**BOG Chapter 18, Section 18.002**](https://www.flbog.edu/wp-content/uploads/18.002-Notice-and-Protest-Procedures_SRFinal2013_09_20.pdf) Addresses protests arising from all University contract procurement processes for the purchase of goods, services, leases and for construction-related competitive solicitations which shall be handled in accordance with BOG Regulation 18.002

[**BOG Chapter 18, Section 18.003**](https://www.flbog.edu/wp-content/uploads/P2.BOG-Regulation-18.003-Bonding-Requirements.pdf) Addresses bonding requirements and allows for a certified, cashier’s or treasurer’s check, bank draft, bank official check or bid bond as a condition for participating in a competitive solicitation.

**FSU Procurement Regulation:**

[**FSU Procurement Regulation 2.015**](https://regulations.fsu.edu/sites/g/files/upcbnu486/files/regulations/adopted/FSU-Chapter-2.pdf): Supplemental regulations to Chapter 18 of the Florida Board of Governors’ Purchasing regulations. It provides a statement of intent and defines: Procurement Services’ duties, competitive solicitation process, purchasing actions that are not subject to the competitive solicitation process, Code of Ethics and the contract process. It also establishes the competitive solicitation threshold. When the BOG and BOT approves increases to these thresholds, it will automatically apply to Procurement Service’s Procurement Manual and procurement processes. FSU 2.015 authorizes the establishment of coordinated procurement policies, procedures and practices to be used in acquiring goods and services required by the University. It authorizes Procurement Services to carry out the duties outlined herein.

**Conflict of Interest and Ethics:**

Transactions relating to expenditures of public funds require the highest degree of public trust to protect the interests of the University and the taxpayers of Florida. All individuals participating in the procurement process are bound by the State of Florida Code of Ethics for Public Employees, [**Chapter 112, Part 3, F.S**](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=Ch0112/part03.htm&StatuteYear=2006&Title=%2D%3E2006%2D%3EChapter%20112%2D%3EPart%20III)., and the University’s policies, including but not limited to, policies on conflicts of interest, gifts and ethics in Procurement.

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All individuals taking part in the development or selection of criteria for evaluation, the evaluation process, and the contract award process in any purchase shall be independent of, and have no conflict of interest in the entities evaluated and selected. University employees and University direct support organization employees participating on a procurement selection committee for commodities or services are prohibited from soliciting donations from responding vendors during the selection process, except for donations or other benefits expressly stated in the procurement document.

It shall be a breach of ethical standards for any employee of the University to accept, solicit, or agree to accept a gratuity of any kind, form or type in connection with any contract for commodities or services. It shall also be a breach of ethical standards for any potential contractor to offer an employee of the University a gratuity of any kind, form or type to influence the development of a contract or potential contract for commodities or services.

[**Florida Statutes 112.313**](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=Ch0112/SEC313.HTM&Title=-%3E2006-%3ECh0112-%3ESection%20313#0112.313)

[**Reference Policy 4-OP-A-6**](https://policies.vpfa.fsu.edu/policies-and-procedures/business-operations/procurement-services)

[**FSU Procurement Regulation 2.015**](https://regulations.fsu.edu/sites/g/files/upcbnu486/files/regulations/adopted/FSU-Chapter-2.pdf)

[**Electronic Code of Federal Regulations (200.317 – 326) for Procurements under Federal Awards**](https://www.ecfr.gov/cgi-bin/text-idx?SID=9a23dd25104639367aa13c1b3c7288d1&mc=true&node=sg2.1.200_1309.sg1&rgn=div7)

[**Reference Guide for State Expenditures**](https://www.myfloridacfo.com/Division/AA/Manuals/documents/ReferenceGuideforStateExpenditures.pdf)

Provides guidance regarding the requirements applicable to the disbursement of funds from the State Treasury, regardless of the payment method (warrant, EFT, P-card).

[**Chapter 287**](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0200-0299/0287/0287.html) **Procurement of Personal Property and Services**

Defines the effective and ethical procurement of goods and contractual services through a system of uniform procedures to be utilized by state agencies in managing and procuring goods and contractual services; that detailed justification of agency decisions in the procurement of goods and contractual services be maintained; and that adherence by the agency and the vendor to specific ethical considerations be required. The definition of agency in 287 does not include the university or college boards of trustees or the state universities and colleges, except for certain subsections of 287 that specifically include the university or college boards of trustees or state universities and colleges.

[**Chapter 286**](http://www.leg.state.fl.us/STATUTES/index.cfm?App_mode=Display_Statute&URL=0200-0299/0286/0286.html) **Public Business**

With regard to competitive solicitations, any portion of an evaluation or negotiation team meeting where negotiation strategies are discussed, are exempt from FS 286.011, Public Meeting and Records. Meetings must be recorded and solicitation documents along with the meeting notes and recordings must be made available to the public 30 days from solicitation opening of final replies or recommendation of award whichever occurs first, per FS 119.07(1), Public Records. If the University decides to reject all solicitations and concurrently provides notice of intent to resolicit, the recording(s) of any exempt meeting(s) and all solicitation documents remain exempt for twelve months.

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[**Chapter 119**](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0100-0199/0119/0119.html) **Public Records**

Provides that any records made or received by any public agency in the course of its official business are available for inspection, unless specifically exempted by the Florida Legislature.

[**Florida’s Government in the Sunshine Manual and Public Records Law Manual**](http://myfloridalegal.com/webfiles.nsf/WF/MNOS-B9QQ79/$file/SunshineManual.pdf)**:**

Additional information about Florida’s Sunshine Laws, including answers to frequently asked questions.

**FSU Signature Authority:** Establishes standing signature authority for FSU officials and allows them to delegate such authority within the limits and conditions of this policy.

**Reference** [**FSU President Policy 2-7**](https://regulations.fsu.edu/sites/g/files/upcbnu486/files/policies/president/FSU%20Policy%202-7.pdf)

**Contract Administration and Management:** Establishes consistent guidance for composing, reviewing, approving, executing, amending, managing performance, and/or compliance with contract requirements throughout a contract’s lifecycle.

**Reference** [**FSU Policy 4-OP-D-4**](https://policies.vpfa.fsu.edu/policies-and-procedures/financial/contract-administration-and-management)

**Supplier Diversity:** Ensures and promotes qualified small business participation in state contracting, which includes small businesses owned by ethnic/racial minorities, veteran and women.

[**BOG Regulation 1.001 (7)**](https://www.flbog.edu/wp-content/uploads/1_001-PowersandDuties.pdf)

[**FSU Procurement Regulation 2.015**](https://regulations.fsu.edu/sites/g/files/upcbnu486/files/regulations/adopted/FSU-Chapter-2.pdf)

[**FSU Policy 4-OP-A-8**](https://policies.vpfa.fsu.edu/policies-and-procedures/business-operations/supplier-diversity)

**Leasing of Off Campus Facilities:** Specifies the methods and responsibilities for obtaining lease agreements for off-campus space for a period of 121 days or more, and to set forth uniform provisions for the University and its subordinate units when entering into lease agreements.

[**BOG Regulation 17.001**](https://www.flbog.edu/wp-content/uploads/17_001_Lease_Authority.pdf)

[**FSU Policy 4-OP-B-3**](https://policies.vpfa.fsu.edu/policies-and-procedures/facilities-space/leasing-campus-facilities)

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**Rental of Off Campus Facilities:** Specifies the methods and responsibilities for renting off-campus space 120 days or less.

**Florida Statutes** [**1004.28**](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=Ch1004/SEC28.HTM&Title=-%3E2006-%3ECh1004-%3ESection%2028#1004.28)**,** [**1013.15**](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=Ch1013/SEC15.HTM&Title=-%3E2006-%3ECh1013-%3ESection%2015#1013.15)**,** [**1013.16**](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=Ch1013/SEC16.HTM&Title=-%3E2006-%3ECh1013-%3ESection%2016#1013.16)**,** [**1013.17**](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=Ch1013/SEC17.HTM&Title=-%3E2006-%3ECh1013-%3ESection%2017#1013.17) **and** [**1013.171**](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=Ch1013/SEC171.HTM&Title=-%3E2006-%3ECh1013-%3ESection%20171#1013.171) **and** [**Chapter 255**](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=Ch0255/titl0255.htm&StatuteYear=2006&Title=%2D%3E2006%2D%3EChapter%20255)

[**FSU Policy 4-OP-B-6**](https://policies.vpfa.fsu.edu/policies-and-procedures/facilities-space/rental-campus-facilities)

**Management of Contracts and Leases:** Sets forth procedures for managing contracts and leases that are initiated by employees of the University, its divisions, departments, institutes, or centers.

[**Florida Statutes 240.227 (12)**](http://www.leg.state.fl.us/statutes/index.cfm?App_Mode=Display_Statute&Search_String=&URL=Ch0240/Sec227.htm&StatuteYear=2000#:~:text=240.227%20University%20presidents%3B%20powers%20and,adopt%20rules%20pursuant%20to%20ss.)

[**FSU Policy 4-OP-B-4**](https://policies.vpfa.fsu.edu/policies-and-procedures/facilities-space/management-contracts-and-leases)

I.2 Procurement Services Organization Chart

To access the most current Procurement Organizational Chart, click here: <https://procurement.fsu.edu/about-us/organizational-chart>

I.3 Procurement Services’ Contact Information

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***For the most current listing of Procurement staff and contact information go to the Procurement Services “Meet the Staff” webpage located here:***

# <https://www.procurement.fsu.edu/about-us/meet-staff>

II. Overview of Buying Process

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In this chapter of the manual, an overview of the buying process is presented. Information regarding existing contracts, PCards, informal solicitations, formal solicitations, and sole sources can be found somewhere in this section.

II.1 Procurement Quick Reference Guide -

A screenshot of a social media post

Description automatically generated

\* Most Preferred Procurement Method

\*\* Contracts entered into after a public and open competitive solicitation by any State of Florida agency or department, the Federal Government, other states, political subdivisions, cooperatives or consortia, or any independent college or university for the procurement of commodities and contractual services, when it is determined to be cost-effective and in the best interest of the University (Board of Governors Purchasing Regulation 18.001(1)(c)) Note: Life of contract/PO or repetitive purchases determines the dollar threshold for all types of solicitations

II.2 Existing FSU Contract or SpearMart

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**Before searching any further, determine whether the goods or services you wish to purchase are available on a University, State or other contract**.

Buying on an existing contract is often the most efficient and most economical means to make your purchase. You can visit any of the links below for additional information on existing contracts.

* [SpearMart](https://procurement.fsu.edu/spearmart) - FSU's most preferred option for making your purchase. Visit the [participating suppliers' webpage](https://procurement.fsu.edu/spearmart/participating-suppliers) to view details of catalog suppliers available in SpearMart.
* [Contracts](https://procurement.fsu.edu/contracts/contracts-administration) - A searchable repository of FSU contracts by supplier, commodity, and supplier classification.
* [Shopping Guide](https://procurement.fsu.edu/how-buy/shopping-guide) - A webpage which organizes contract suppliers by the commodity(ies) and service(s) they supply.

**NOTE**: FSU may also purchase from cooperative contracts, other university contracts, and State of Florida contracts as well. You can visit Other [Available Contracts](https://procurement.fsu.edu/other_contracts) for additional information or Contact a Procurement Specialist/Strategic Category Manager.

II.3 PCards

**If the good(s) you seek are not available from a SpearMart catalog supplier and the amount is less than $2,500, you may use your University Purchasing-Card (PCard) to complete your purchase.**

II.3.1 PCard Program Contacts

|  |  |  |  |
| --- | --- | --- | --- |
| **Cardholder Training, Application Review, Processing & Setup** | | | |
| **Name** | **Position** | **Email** | **Phone Number** |
| Charles Mize | PCard Program Manager | [cmize@fsu.edu](mailto:cmize@fsu.edu) | 850-644-9725 |
| Tonya Price | PCard Program | [tlprice@fsu.edu](mailto:tlprice@fsu.edu) | 850-645-5637 |
| Ruth Tufarella | PCard Program | [rplevine@fsu.edu](mailto:rplevine@fsu.edu) | 850-644-9727 |

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|  |  |  |  |
| --- | --- | --- | --- |
| **Payment Processing, Audits** | | | |
| **Name** | **Position** | **Email** | **Phone Number** |
| Derrick Myrick | Payer/Approver | [dmyrick@fsu.edu](mailto:dmyrick@fsu.edu) | 850-644-3943 |
| Joy Henderson | Payer/Approver | [jhenderson3@fsu.edu](mailto:jhenderson3@fsu.edu) | 850-644-5481 |
| Blaine Fasone | Payer/Approver | [bsineath@fsu.edu](mailto:bsineath@fsu.edu) | 850-644-5294 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Help Desk (questions, report lost or stolen cards, etc.)** | | | |
| **Name** | **Position** | **Email** | **Phone Number** |
| Wells Fargo | N/A | N/A | 800-932-0036 |

II.3.2 PCard General Information

PCards may **only** be used for commodities for **official, state-related purposes**. Purchases must follow appropriate FSU policies, state laws and the published [**Expenditure Guidelines**](https://controller.vpfa.fsu.edu/sites/g/files/upcbnu1236/files/documents/Accounts%20Payable/Expenditure_Guidelines.pdf) and must be made with reasonable judgment. If there is a question about the official purpose of a purchase, or if the use of the PCard to make a purchase is questionable, contact the **PCard Administrators** for clarification **prior to making the purchase**.

It is recommended that all individuals involved in the PCard process join the FSU [**PCard Listserv**](https://lists.fsu.edu/mailman/listinfo/fsupcard).

**Cardholder and Cardholder/Approver Eligibility:** The FSU PCard will be made available to all permanent USPS, A&P, OPS (must provide current FSU Employee ID reflecting employment status and a statement from the Dean/Director/Department Head/Chair (DDDHC) with application) or Faculty members, with the consent of the person’s Dean or Department Head and supervisor. FSU PCard cardholders, and those who are appointed to approve the charges made to the card, must be individuals of unquestioned honesty and integrity, who have consistently demonstrated the ability and willingness to follow University policies and procedures. Individuals who do not meet all of the above criteria shall not be issued a PCard and shall not be named to approve the charges of others.

The PCard should be issued only to individuals who are responsible for making purchases on behalf of their departments. It requires the cardholder to know procurement rules and regulations and to be organized to the extent that complete records of all payments are available for audit at any time, without prior notification. Having a PCard is a privilege, not a right. The privilege may be withdrawn at any time, with good reason. The card may be suspended pending retraining, or it may be permanently revoked. As part of the cardholder application process, the cardholder will be advised of all their rights and responsibilities, including the possibility of employee termination for misuse of the card (See Violations).

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**ITEMS OR COMPARABLE ITEMS AVAILABLE ON FSU AND/OR STATE CONTRACTS MUST BE PURCHASED FROM THOSE MERCHANTS/SUPPLIERS REGARDLESS OF FUNDING SOURCE.**

Beginning October 8, 2018 PCard purchases with an approved FSU Amazon Business account will no longer require waivers for non-contract items. If you find an item that is normally available from our contract suppliers and you have researched FSU contract suppliers and cannot find it please contact a PCard Administrator with Procurement Services with the link requesting a waiver. Purchases will be audited to ensure compliance with contract suppliers and privileges may be suspended for FSU’s PCard and Amazon Business account for violations.

**Any employee who knowingly and willingly makes purchases or attempts to make purchases that violate state laws, university PCard policy, procedures or assists another employee in such purchases, or fails to report the violation, may be subject to disciplinary action in accordance with the Cardholder Agreement and the policies of the University. The Office of Inspector General Services will be notified of these attempts.**

Contact a **PCard Administrator** for non-routine or questionable purchases ***before*** the purchase is made. For example, computer software/hardware that must meet specific requirements, critical delivery schedules, or assurance of compatibility with existing equipment, requires the use of a purchase order to ensure that specifications are met.

All transactions conducted within the State of Florida are exempt from State Sales and Use tax. The tax-exempt number is listed on each PCard. Federal or local taxes are not exempt. The cardholder should ***always*** inform the merchant that the purchase is tax-exempt before the card is swiped and ensure they are not charged taxes before signing any receipt. If taxes are charged, the cardholder should ensure the merchant removed the taxes prior to signing any receipt. Online purchases shipped to a Florida address are tax exempt.

Merchants are not authorized to charge the PCard until they have shipped the merchandise to the cardholder. Cardholders must make the suppliers aware of this requirement.

The merchant should ship the delivery receipt and the item purchased directly to the cardholder or designated departmental receiving point. Items should be shipped to an FSU address. All receipts will be maintained at the department level.

**DO NOT INSTRUCT OR ALLOW ANY SUPPLIER TO SHIP ITEMS TO THE FSU CENTRAL RECEIVING OFFICE OR PROCUREMENT SERVICES.**

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University Controller, Office of Inspector General Services, Procurement Services and the State of Florida auditors will perform periodic post audits of PCard activity. These audits will be performed on an unscheduled basis and without prior notice to the department.

**PCards will be immediately cancelled and destroyed for the following reasons:**

* Cardholder terminates employment or transfers departments within FSU
* Cardholder no longer requires a PCard
* Cardholder reports the loss or theft of PCard

II.3.3 PCard Guidelines

**Card Issuance and Cancellation**

The PCard Administrators are responsible for all card issuance and cancellation.

* Eligible employees may apply for a card by using the [Cardholder Application Form](https://solutions.sciquest.com/apps/Router/FavoritesFormEdit?&FavoriteProductId=3934913&wantReloadOnClose=true&FavPageContext=2&tmstmp=1576687570676721) in SpearMart. The appropriate approvals will need to approve the form when submitted.
* Cards must be returned to the PCard Administrator on a [Cardholder Termination Form](https://solutions.sciquest.com/apps/Router/ShoppingDashboardUserDetails?tmstmp=1580805044367) when cardholder changes departments within the University or terminates employment with the University, or when cardholder no longer requires a card.

**PCard Limitations and Restrictions**

* Card profiles are determined and set by PCard Administrators. Card profiles determine how the card may be used.
* PCard Administrators are responsible for establishing and changing card profiles.

**Cardholder Transaction Limit**

The default individual transaction limit per cardholder is **$2,500**. Higher per transaction limits may be extended for limited purchases on an "as needed" basis or sometimes at the suggestion of Procurement Services. These requests are best made via email to the Procurement PCard Administrators, providing info about the purchase: supplier, items being purchased, department budget number to be charged, any necessary back-up documentation, and the approval of the cardholder's Dean, Director, or Department Head. If approved, the request, along with a copy of the email confirming the increase, must be maintained with the associated Statement of Account. Procurement Services will on a periodic basis review credit utilization reports to evaluate the overall program credit risk and may as a result reduce the transaction limit for those cardholders with low and/or infrequent usage.

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**Note**: Cardholders must ensure charges are not split to avoid the transaction limit (**Splitting a transaction is when a cardholder allows a merchant to take a higher dollar transaction and process it across multiple transactions, days or across other cards to avoid the transaction limit.**)

**Cash Advances**

Under no circumstances are cash advances on the FSU PCard allowed.

**PCard Security**

* **Use of the PCard is limited to the University employee whose name appears on the face of the card.** **The PCard should not be loaned to another person under any circumstances.** If a cardholder is absent for a period of time, the department should seek to obtain another card for a different designated employee, either temporarily or permanently. **Any cardholder sharing their card information or allowing another individual to use their card for purchases may have their cardholder privileges revoked.**
* **CARDHOLDERS MUST NEVER GIVE THEIR PCARD TO ANYONE ELSE TO MAKE PURCHASES OR SHARE THEIR CARD INFORMATION WITH ANYONE.**
* **Each cardholder is responsible for the security of his/her card.** All precautions should be used to maintain confidentiality of all information relating to the card, such as the cardholder account number and expiration date. The account number should **never** be left in a conspicuous place.

**Receipt Requirements**

Receipts are a critical part of the PCard program. Accurate, detailed records of PCard purchases ensure verification and audit of charges for compliance with University and State policies, rules and statutes. Receipts and other documentation must be kept for all purchases.

A receipt may be a(n):

* Cash Register or Sales Receipt
* Invoice
* Registration Form
* Packing List – with cost listed for each item
* Depending on the circumstances of the purchase:
  + Confirmation – for payment
  + E-mail

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* + Completed web or mail order form/confirmation – indicating purchase paid with credit card

Receipts must include the following specific information. If the receipt provided does not contain the following, the Cardholder must contact the supplier to obtain a more detailed receipt:

* Unit cost of each item purchased
* Description of each item purchased
* Total cost of purchase
* Supplier name and preferably a supplier address
* Date of purchase

Lost or Missing Receipts:

* Cardholder is responsible for obtaining a duplicate receipt from the supplier
* If a duplicate cannot be obtained, the cardholder must use the Replacement Receipt Form
* Excessive use of the [Replacement Receipt Form](https://procurement.fsu.edu/sites/default/files/media/doc/Forms/Replacement%20Receipt%20Form%20-%20Fill%20In.pdf) may result in suspension of card privileges (Replacement Receipt Forms cannot be used for charges against Contracts and Grants (C&G) or Foundation funds)

Receipt of the goods or services purchased on the PCard is certified by the cardholder’s signature on the monthly reconciliation form.

Other important receipt requirements:

* Cardholders must sign the monthly PCard reconciliation before the reconciliation is due. These signatures certify that the attached documentation represents payment for PCard charges that have been received, that are appropriate expenditures in accordance with PCard training and provide a direct benefit to the University.
* Cardholders MUST give their receipts and any other purchase documentation to their Proxy immediately upon making a purchase.
* Cardholders MUST ensure that full credit card numbers are blacked out on any receipts.
* Handwritten totals are not acceptable documentation of the cost on any receipts.

**Reconciliation of Charge Receipts**

* Reconciliation between the cardholder’s charge receipts and what is reported as being charged by Wells Fargo must be prepared monthly.
* The Proxy must prepare the monthly reconciliation. The cardholder, proxy and the cardholder’s supervisor or Dean/Director/Department Head (DDDH), or their designee, must sign the monthly reconciliation attesting that all charges are valid and initiated by the cardholder. Anyone deemed the DDDH designee must be listed on the FSU Authorized Signature List. No individual may sign more than one line on the reconciliation (as either a Proxy, Cardholder, Supervisor/DDDH, or Budget Manager). Three unique signatures are required.

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* Reconciliations are prepared with reports generated within the OMNI Financials Reconciliation.
* PCard Payers and department managers are responsible for ensuring each cardholder account is reviewed and approved monthly.
* The Proxy is responsible for maintaining the system prescribed for receipt retention and reconciliation.
* Internal controls call for periodic internal audits of the program. Audits may take place without prior notice to the department.

**PCard Monthly Reconciliation Policy**

* PCard proxies are responsible for submitting the Monthly Reconciliation for each cardholder via [OMNI Financials PCard Reconciliation](file:///C:\Users\kgibson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\5E2898FL\New%20Recon%20Form%20Instructions.docx). This should include the signed Monthly Reconciliation Form and the corresponding list of charges. The information received provides essential data needed to audit and monitor transactions by cardholders.
* PCard documents must be legible and clear for uploading into OMNI Financials.
* Prompt completion of the reconciliation process is essential. Reports are generally due within 30 days of the month being reconciled. Delays in completing the reconciliation process may be cause for PCard suspension. In addition, related Travel Cards may also be suspended.
* Cardholders with no monthly activity will need to have the reconciliation process completed as well.

**The Payment Process**

* The University is responsible for assigning persons (Proxies) to authorize payment of PCard charge receipts weekly.
* The PCard Proxy must be independent of cardholders, must be knowledgeable regarding card procedures. Proxy should recommend corrective action to the cardholder if inappropriate charges have been made on the PCard.
* PCard charges are received by the University each Tuesday and should be approved no later than the next Monday at noon. Proxies will be notified via email of any charges that have not been approved.
* Payments must be approved as soon as possible, but no later than noon on the next Monday. Proxies must put the charges in “Approved” status for payment. Proxies are responsible to enter an appropriate account code, descriptions of goods purchased, attach the receipt and verify the budget information for all charges they process to “Approved” status.

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* If the charge is to be formally disputed or if the charge is fraudulent, the Proxy can put the charge in “Verified” status. To formally dispute a charge, the cardholder must fill out the Dispute Form, sign and fax it to Wells Fargo immediately after the Proxy has put the charge into “Verified” status. If the charge is fraudulent, the cardholder must call the bank to report the fraud, rather than file the dispute form.
* Failure to process the charges by noon on Monday, will result in PCard Payers putting a “Forced” status on that charge against the default dept id/fund assigned to the card in the OMNI system.
* The PCard Proxy should make every attempt to obtain confirmation of receipt of goods from the cardholders before payment can be authorized. Note: The Proxy cannot put charges in “Verified” status pending receipts from cardholders or verification of goods received. If the Proxy is unable obtain verification, they should approve the charge and then have the cardholder file a dispute after the fact, if there is a problem with the charge. The cardholder must file the formal dispute within sixty (60) days of the charge post date.
* If goods have been returned for credit a Wells Fargo credit should appear for approval on a subsequent transaction file. If the credit is not processed by the supplier, a dispute can be filed within 60 days of the original transaction.
* PCard Proxies are responsible for notifying the PCard Payers when they and their back up will be absent or unable to process card charges for any reason. PCards should not be used immediately prior to and throughout the period that both the Proxies are absent.
* Default accounting codes are automatically assigned to a given cardholder's default budget. Proxies have the capability to distribute charges to a different budget at the time of approval. If the charges must be put into “Forced” status by the PCard Payer, the default Dept Id and Fund will be used.

**Training and Renewal**

* All cardholders and Proxies must accomplish on-line training on the policies and procedures associated with the PCard Program and are responsible for the information found in this User Manual. They must be informed on PCard requirements and other sources of information relevant to the program. Cardholders and Proxies are responsible for enforcing all PCard policies.
* Cards are renewed every three (3) years for the first renewal and then every two (2) or three (3) years after that. All cardholders are required to re-accomplish the on-line training when notified by a PCard Administrator. The card cannot be issued to the cardholder until they have accomplished the re-training and passed the test. If the cardholder has accomplished training within less than two (2) years, this requirement is waived.

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**Encumbrance**

The PCard Program was established, in part, to lessen the amount of paperwork and processing time currently needed for small dollar purchases. Therefore, PCard charges are not encumbered.

**PCard Departmental Internal Controls**

Sufficient internal controls must be in place for all University departments utilizing a PCard. Each department must ensure compliance with applicable laws, rules and regulations, PCard Policies and Procedures, and other governing instruments. Each department is required to develop and document internal control procedures that ensure PCard usage is consistent with this manual and to develop guidelines for distribution to cardholders. In those cases where it is determined that internal controls are not adequate, the PCard Administrators and Payers have the authority to request improvements and/or place PCard restrictions on the department until such controls are established, documented and implemented.

**Segregation of Duties**

Each department must ensure:

* No cardholder can buy, receive, approve and reconcile a PCard charge for his/ her own card.
* All charges on the cardholder’s PCard are approved and reviewed by a trained Proxy.
* The Proxy should not be subordinate to the cardholder unless there is a third level of review by a direct supervisor or another appropriate University representative who is independent of the cardholder and Proxy duties.

**Proper Oversight**

The department’s budget manager or department head must ensure proper oversight of PCard use within his or her department. This includes developing internal controls that ensure a thorough review of the department’s PCard transactions and assurance that each transaction is for official state business. This is documented by signing off on the monthly PCard reconciliation.

**Physical Controls**

Physical controls should be present to ensure security of PCards and records. Records must be stored in a secure location to which only authorized individuals have access.

II.3.4 PCard Violations

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**Abuse/Misuse/Negligence**

* Examples of abuse, misuse, and negligence include:
* Buying products from a source other than the university’s contracted supplier(s) without written authorization from a PCard Administrator even if using Foundation funds
* Making Prohibited Purchases and/or not following appropriate procedure listed under Special Conditions
* Intentionally splitting a purchase to circumvent delegated authority or the transaction limit
* Failing to follow departmental internal controls related to the use of the PCard
* Failing to maintain original receipts and other documentation, or obtain approvals
* Other breaches of procurement and PCard policies or procedures

**Fraudulent Use**

ALL transactions must be for the use and benefit of Florida State University. **Personal purchases are strictly forbidden**. General Counsel will determine which cases warrant criminal prosecution.

**Corrective Actions for Violations**

* PCard suspensions are placed and removed at the discretion of Procurement Services and paths to reactivation are individualized by circumstance
* Revocation of any PCard is at the discretion of Procurement Services

**Personal Use of PCard – If the offense is found to be accidental, the cardholder should have the supplier credit back the purchase. If the supplier cannot issue a credit, the cardholder is required to reimburse the University. (More than one accidental personal use may lead to the PCard being revoked). If the offense is judged to be fraud, progressive administrative and/or disciplinary action, including criminal prosecution may result.**

II.3.5 Supervisor and Budget Account Manager Responsibilities

* Recommend potential Cardholders, Proxies and appropriate backups for the program.
* Ensure that potential cardholders are not assigned to Proxies who are related to them.
* Ensure that potential cardholders are not assigned Proxies who report to the cardholder(s) without a third party available to ensure all charges are appropriate and within the program requirements.

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* Periodically review the list of his/her department’s cardholders by monitoring the OMNI query **FSU\_DPT\_PCARD\_HOLDERS** to assure the continuing need for the PCard.
* Ensure that each cardholder has signed the Cardholder Agreement and completed training to use the purchasing authority appropriately.
* Ensure that statements and source documents are retained for a period of five (5) years after the year in which the purchase was made, unless the funding source dictates a longer period.
* Ensure employee cooperation with transaction/desk reviews, bank investigations of suspected fraud or university investigations of alleged improper governmental activities.
* Report suspected improper activities to the Office of Inspector General Services and the PCard Administrator.
* Review Internal Control Responsibility and Accountability policy OP-A-9.
* Ensure that cardholders who terminate employment or transfer stop using the PCard and surrender the PCard immediately upon notification of the termination or transfer and review all outstanding PCard transactions with the appropriate individuals prior to termination or transfer.

II.3.6 Cardholder Responsibilities

* Accomplish University PCard training to acknowledge the responsibilities with respect to use of the card. The cardholder will be required to sign a Cardholder Agreement, when the card is issued, acknowledging these responsibilities.
* Follow appropriate state laws, FSU policies and procedures, and use good judgment when making purchases. Abuse or misuse of this privilege can subject the cardholder to disciplinary action, up to and including dismissal from the University.
* Ensure the physical security of the PCard and protect the account number. The PCard number must not be posted in the cardholder’s work area. **Under no circumstances will a cardholder allow another individual to use the card or provide another individual with their card information.** If a PCard is lost or stolen, the cardholder will immediately notify the Wells Fargo at 1-800-932-0036 **AND** the PCard Administrator. Lost or stolen cards reported missing over the telephone to Wells Fargo will be closed immediately.
* Contact the PCard Administrator. to obtain a replacement card through the bank if the bank did not already order the card for you when you notified them of the loss of the card.

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* At time of purchase, request State Sales and Use Taxes not to be charged to the PCard account. Cardholders must show (read, if on telephone) the merchant the sales tax exemption number on the front of the PCard. The Tax-Exempt Certificate copies are available to you on the web under the Controller’s web site. (If merchant insists on charging tax, purchases may still be made at the cardholder’s discretion if tax is minimal).
* Obtain and forward PCard receipts immediately upon making the purchase to their Proxy for monitoring of charges. If the cardholder cannot obtain a receipt, complete [Replacement Receipt Form](https://procurement.fsu.edu/sites/default/files/media/doc/Forms/Replacement%20Receipt%20Form%20-%20Fill%20In.pdf) documenting each item that was purchased for the transaction, item by item, with the cost of each item listed and a statement that the purchase was for official business. The cardholder will then forward the replacement form to the Proxy immediately. Cardholders who continually lose receipts may be subject to loss of PCard privileges. **Special Note: The Replacement Receipt Form is not an acceptable receipt for any Contract & Grants (C&G) or Foundation expenditures. Alternate funds may be required to pay for charges where the cardholder cannot obtain a valid receipt.**
* Sign the monthly PCard reconciliation. Signature certifies the attached documentation represents payment for PCard charges that have been received, and purchases are appropriate expenditures in accordance with PCard training and are a direct benefit to the University.
* Identify disputed items and contact merchant directly to resolve disputes; document all attempts at dispute resolution. If a cardholder returns merchandise, a credit should be issued to the cardholder’s PCard account and a credit receipt obtained. **Under no circumstances may a cardholder receive cash or a store credit or gift card for a return**. If the merchant refuses to resolve the dispute, the cardholder must complete and sign a Cardholder Statement of Disputed Items Form and forward the original form to a PCard Payer and send a copy to the cardholder’s Proxy. For canceled orders, obtain a cancellation number and include it on the dispute form.
* A fraudulent charge is when a merchant that you have never contacted or done business with before places charges on your card without your knowledge. You may see multiple charges hit your card when this occurs. This means your card has been compromised and must be closed immediately. Should this occur, contact Wells Fargo immediately at 1-800-932-0036 to notify them of the fraudulent charge(s). The bank will close your card and order a new one to be sent to the PCard Administrator. Then notify the PCard Administrator of the fraud and that a new PCard will be forthcoming. Have your Proxy place any charges in “Verified” status if they post to the OMNI system.

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* Upon termination of employment or transfer to another position within the university:
  + **Stop using the PCard at least two (2) weeks prior to departure**.
  + Return the PCard to the PCard Administrator in Procurement Services using the [Cardholder Termination Form](https://solutions.sciquest.com/apps/Router/FavoritesFormEdit?&FavoriteProductId=3934911&wantReloadOnClose=true&FavPageContext=2&tmstmp=1576687570676721)
  + Review all outstanding PCard transactions with the appropriate Proxy prior to leaving the department.
* **If an inappropriate item(s) was purchased and cannot be authorized, it must be returned to the merchant for a full refund. Otherwise, the charge must be paid and the Cardholder must provide reimbursement to FSU by a personal check or a check from the FSU Foundation.** The PCard Administrator must be notified immediately. If reimbursing FSU from a personal check, the Cardholder must submit a personal check to the FSU Cashier’s Office in Student Business Services (payable to “FSU”) along with the Department Expense Refund Form within ten (10) working days upon notification of the inappropriate charge. The receipt from the FSU Cashier must be attached to the PCard receipt documentation. The identical Dept Id, Fund, account code and charge amount must be reimbursed.
* Ensure they do not exceed the limits assigned to their PCard by splitting charges or exceeding allowed amount per supplier per day.
* Read and familiarize themselves with spending limits that require quotes, bids, or other competitive solicitations and with the suppliers that have established a contract with FSU and/or the State of Florida. **These suppliers are to be used first when purchasing goods regardless of the funds used to pay for the transaction and only if they cannot provide items or comparable items needed, can the cardholder go outside of the contract.** Beginning October 8, 2018 PCard purchases with an approved FSU Amazon Business account will no longer require waivers for non-contract items. If you find an

item that is normally available from our contract suppliers and it is currently not

available or is preferred over our contract suppliers please contact a PCard Administrator

with the Amazon link for approval. Purchases will be audited to ensure compliance with contract suppliers and privileges may be suspended for FSU’s PCard and Amazon Business account for violations.

II.3.7 Proxy Responsibilities

* Accomplish training on the use of PCard and Proxy responsibilities.
* Maintain two separate folders for each individual cardholder where purchase receipts are retained until they are accounted for in the departmental ledger. Proxies should have an “Unpaid” and “Paid” folder for each cardholder. When the cardholder provides receipts for their purchases, they are put into the “Unpaid” folder. When the charge is loaded into the OMNI system, coded and put into approved status by the proxy, the receipt is moved to the “Paid” folder and maintained there to await the receipt of the monthly report.

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* Monitor PCard transactions to ensure all charges are authorized and within the program requirements, agree with the receipt in folder, and cardholder has received the items. Monitor the PCard module to ensure all transactions are processed immediately when notification is received. All charges must be placed in either an “Approved” or “Verified” status immediately when email notification is received. Proxy must ensure the record reflects the correct information as per the cardholder receipt on file and correct information was entered into the electronic PCard System. Proxies must ensure they enter a description of items purchased, an accurate account code is used, and verify the budget information for each charge they put into “Approved” status.
* Track any disputed or fraudulent PCard charges awaiting credits or placed in “verified” status to ensure that the appropriate credit is received and/or dispute is settled. Notify cardholder if expected credit is not received on the next monthly report. When the disputed charge is credited back, change the status on the charge in “verified” status to approved and type “credit received” in the description. Then process both the charge and credit through OMNI.
* Research all transactions that may be questioned by the PCard Payers or that may have a budget error and provide corrected information immediately. If rejected charges/budget errors are not corrected by the department proxy, the PCard Payers will find a Dept Id and Fund that have sufficient funds for that department, change the information on the charge, and the department proxy must process a correction with a Journal Transfer Form.
* Notify the PCard Program Administrator when unusual or restricted transactions appear in the electronic PCard System and work with cardholder on resolving problems.
* Assist in collecting FULL reimbursement, from the cardholder for unauthorized purchases, and ensure they deposit the reimbursement to the Cashier’s Office, then send a copy of the reimbursement receipt immediately to the PCard Payers.
* Ensure that monthly Reconciliations are completed, reviewed, and approved by the due date. Reports should be completed and maintained as follows:
  + Complete the Reconciliation Form for all cardholders. Attach list of charges. Have Cardholder, Proxy, and Cardholder’s DDDH or their designee sign each report and file report, clearly labeled with the cardholder and department name, month and year.
  + All reports must be retained for five (5) years or until after state audit for that specific period of time, whichever comes later.

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* + Reviewed/Approved reports and receipts should be retained in the same location as other departmental official business records and be in a secured and locked file due to the card information being sensitive.
  + All reports must be made available to the PCard Payer and/or PCard Administrators for audit upon request.
* Ensure compliance with this manual.

II.3.8 Special Conditions

The following commodities **are authorized purchases** under the FSU PCard Program, **but only after specific procedures, mandates, or authorizations are obtained PRIOR TO THE PURCHASE regardless of the funding source.** Those specific requirements are listed next to each item listed. If the specific conditions are not met or the approvals are obtained after the purchase was made, the purchase may be considered unauthorized and the cardholder will be required to return all items or reimburse FSU for the purchases.

|  |  |
| --- | --- |
| **Item Purchased** | **Additional Documentation** |
| Refrigerators, Coffeemakers & Servers, Fans, Portable Heaters, Stoves, Microwaves, Air Conditioners, Air Purifiers, or Other Equipment for Classroom, Health Care, Film Storage, Laboratory or Housing Use | Written authorization from Department of Environmental Health & Safety – [www.safety.fsu.edu](file:///C:\Users\kgibson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\5E2898FL\www.safety.fsu.edu) / 644-6895 |
| Gasoline or Diesel Fuels or Auto Repairs, Service, Detailing, etc. | **FSU Vehicle License Plate #** must be included in OMNI description and on receipt |
| Memberships | Approved [University Membership Justification Form](https://controller.vpfa.fsu.edu/forms) **AND** Approved [Certification With Public Funds Form](https://controller.vpfa.fsu.edu/forms) prior to the purchase |
| Uniforms / Safety Clothing | Approved [Perquisite Form](https://www.hr.fsu.edu/PDF/Forms/PerquisitesofGoods_fill.pdf)from Human Resources |
| Furniture | Items must be purchased from an established furniture contract supplier. If furniture is needed that is not under an established furniture contract, a written authorization/waiver from a PCard Administrator is required. |
| Personal Medical Devices | Written authorization from HR to satisfy ADA requirements **AND** written authorization from PCard Administrator must be obtained prior to purchase |
| Food | Food can be purchased **ONLY** if the department has an appropriate budget that allows food and the expenditure falls within the [Expenditure Guidelines](https://controller.vpfa.fsu.edu/sites/default/files/media/doc/AccountsPayable/Expenditure_Guidelines.pdf). Cards have to be opened to a special profile to allow for food purchases. |
| Promotional Items (flowers, knick-knacks, t-shirts, cups, trophies, giveaways, etc.) | Items must be purchased using the correct fund type. See [Expenditure Guidelines](https://controller.vpfa.fsu.edu/sites/default/files/media/doc/AccountsPayable/Expenditure_Guidelines.pdf)for details. |
| Congratulatory & condolence flowers | Items must be purchased using the correct fund type. See [Expenditure Guidelines](https://controller.vpfa.fsu.edu/sites/default/files/media/doc/AccountsPayable/Expenditure_Guidelines.pdf)for details. |
| Telephone or any device connected to a phone line at FSU, or cellular phones and services | Requires ITS approval. |
| Software purchases, IT Services, domain hosting, or domain registrations | Software [Checklist](https://its.fsu.edu/it-policies-guidelines#Checklists) must be approved by ITS and the PCard Administrators (Procurement) with a written waiver prior to the purchase unless the software is being purchased from the FSU ITS website directly. |

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II.3.9 Prohibited Purchases

The following are Prohibited PCard purchases regardless of the funding source. If a cardholder has a special need, they must contact the PCard Administrators **PRIOR TO THE PURCHASE.** Waivers can be made for bona fide emergencies, but without prior approval from the PCard administrators, the cardholder will be charged with a violation of program rules.

**NOTE: Please consult the Expenditure Guidelines to ensure your purchase is in compliance as some items are only permitted with certain restrictions.**

* **Items Prohibited by State Law and/or FSU Regulation or Policy** ([OP-D-2-C](https://policies.vpfa.fsu.edu/policies-and-procedures/financial/payables-and-disbursements))

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* **Aerial Drones**
* **Alcoholic Beverages or products with alcoholic content for consumption**
* **Cash Advances, Cash Awards, or Gift cards** (including Honorariums or Stipends)
* **Computers** (desktops, laptops, and tablets utilizing Microsoft operating systems)
* **Construction, Remodeling, Renovations**
* **Contractual Services:** (such as consulting services, training services, maintenance, etc.)
* **Controlled Substances:** Prescription or Legend Drugs and U.S. Drug Enforcement Agency Controlled Substances
* **Copiers**
* **Copying/Printing/Photocopying at any supplier other than The UPS Store on in FSU’s Union – (Merchant Codes are locked out and will be declined)**
* **Defibrillator Equipment**
* **Employee Benefits: entertainment, tuition, gifts, Gift cards**
* **Fines, late fees, penalties** (including parking tickets)
* **Food/Beverages** – Catering and restaurant charges are authorized ONLY if specifically allowed on individual card and appropriate budget is used. **NO PERSONAL EMPLOYEE MEALS ARE ALLOWED - THIS INCLUDES STUDENT EMPLOYEES.** See [Expenditure Guidelines](https://controller.vpfa.fsu.edu/sites/default/files/media/doc/AccountsPayable/Expenditure_Guidelines.pdf)
* **Gasoline put into a personally owned vehicle** (regardless of travel status)
* **ift Cards**
* **Hazardous Material**
* **Medication/Drugs**
* **Online auction sites/purchases** – (eBay or other on-line auction sites)
* **Payments in Advance (Deposits)**
* **Personal purchases/Personal use items, including tissues, decorations, personal clocks, plants, lamps, picture frames, break room supplies, medications, etc. Purchases must be for the official business use of the University.**
* **Shipping items to a home address without prior approval from the PCard Administrators.**
* **Automatic renewals for publication subscriptions, internet publications, on-line subscription charges, on-line services, etc.** (Subscriptions are allowed as long as renewals are not automatically placed on card)
* **Rent (Recurring Charges)**
* **Travel/Travel related Expenses: (Must be charged on Travel Card ONLY)**
* **Weapons/Firearms**

II.4 Formal and Informal Solicitation

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**If your purchase does not fit under the last two sections, use the** [**Total Contract Value**](https://procurement.fsu.edu/definitions#:~:text=Total%20Contract%20Value%20%2D%20means%20the,terms%20with%20a%20specific%20supplier.) **of your purchase to determine the method of procurement noted in the chart below.**

As a public entity, FSU must ensure fair and open competition exists in all procurement activities (excluding [Authorized Exemptions](https://procurement.fsu.edu/how/buy/buying-exemptions)) in order to avoid the appearance of and prevent the opportunity for favoritism and to inspire public confidence that contracts are awarded equitably and economically.

|  |  |
| --- | --- |
| $10,000 - $74,999 | Informal Solicitation - at least 3 quotes (written quotes required $10,000 - $74,999) |
| $75,000 + | Formal Solicitation - either Invitation to Bid or Invitation to Negotiate |

II.4.1 Informal Solicitation

**For the best outcome, Departments should contact Procurement Services at the beginning of any project/procurement, before obtaining quotes or speaking with respective vendors.**

It is the responsibility of Procurement Services to obtain quotations from prospective suppliers; however, for budget purposes, a department may obtain cost information from catalogs, prior orders or suppliers. Procurement Services is not bound to accept quotations secured by departments. When a department chooses to secure quotations, the quote must contain the name of the supplier, the supplier representative who gave the quote, the date of the quote, the payment terms and the price of each item(s).

Under most circumstances, the Procurement Specialist/Strategic Category Manager will attempt to secure competitive pricing by fax, email, written quotations, telephone or a competitive solicitation. The turn-around time for securing written quotations normally will not exceed three to five days, depending on the circumstances. If a department believes that a commodity or service is available from only one source, or an emergency situation exists, justification in support of that belief must be entered on the Comments section for that requisition. It will be at the sole discretion of the Procurement Specialist involved as to whether the [sole source](https://procurement.fsu.edu/how/buy/buying-exemptions#SS) or emergency justification is accepted. The Procurement Specialist/Strategic Category Manager will determine whether or not it is in the best interest of the University to secure competitive pricing, but will at all times determine, in his or her professional opinion, that the requisition price is fair and reasonable before issuing a Purchase Order.

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II.4.2 Formal Solicitation

[**FSU Regulation 2.015**](https://regulations.fsu.edu/sites/g/files/upcbnu486/files/regulations/adopted/FSU-Chapter-2.pdf) **requires that all purchases with a** [**Total Contract Value**](https://procurement.fsu.edu/definitions#TCV) **of $75,000 and above shall be competitively procured by Procurement Services**, except under certain circumstances as outlined in the Regulation, Procurement policy, and these procedures. (See [Authorized Exemptions](https://procurement.fsu.edu/how/buy/buying-exemptions)). Requisitioning departments without specific delegated authority MAY NOT, under any circumstances, issue formal solicitations without coordinating with Procurement Services. Attempts to split items among different Requisitions to keep the total below the competitive solicitation threshold is against FSU Procurement Regulation FSU-2.015, Board of Governors Regulation (BOG) 18.001 and Florida Statute 287.057 (9) and is prohibited. FSU utilizes two primary methods of competitive solicitation:

**1. Invitation to Bid**

An Invitation to Bid (ITB) is used primarily for standard off-the-shelf goods or services when a department can define precise specifications or a specific scope of work for a contractual service. ITBs are awarded to the [responsible](https://procurement.fsu.edu/definitions#Responsible) and [responsive](https://procurement.fsu.edu/definitions#Responsive) bidder who submits the lowest cost.

The requisitioning department develops a specification for the commodity or service desired and submits it to Procurement Services in the form of a Requisition in OMNI, unless arrangements are made with the Procurement Specialist to submit the bid specs in another format. The requisitioning department may be asked to send the specifications to Procurement Services to facilitate preparing the bid. Procurement Services applies the appropriate terms and conditions, develops, along with the requisitioning department, a list of bidders. Bid responses are formally received at the prescribed date and time indicated in the ITB. In accordance with Ch. 119, Florida Statutes, Procurement Services may choose not to make the contents public for thirty (30) days after opening, or until FSU has posted notice of a decision, whichever occurs first. After the bidders' responses to the Invitation are opened, the department may be asked to review the bids in an effort to determine the lowest bidder meeting the specifications.

**2. Invitation to Negotiate**

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An Invitation to Negotiate (ITN) is used to determine the best method for achieving a specific goal or solving a particular problem and identifies one or more [responsive](https://procurement.fsu.edu/definitions#Responsive) suppliers that FSU may negotiate in order to receive the best value. An ITN is extended to a list of potential Respondents notifying them of the University's interest in receiving suggestions and solutions in regard to an acquisition problem or issue. The potential Respondents submit responses that give broad outlines of the type and size of the solution that they could offer. These responses are evaluated by a small committee of University personnel to select the Respondent that will be asked to participate in the final round of negotiations. Oral and written negotiations may be held with the finalist(s) in the process to determine which firm(s) offers the best solution for the University's problem. After negotiations are complete, FSU shall award the contract to the [responsible](https://procurement.fsu.edu/definitions#Responsible) and [responsive](https://procurement.fsu.edu/definitions#Responsive) supplier(s) who will provide the best value to FSU as determined by the consensus of the evaluation committee.

II.5 New Supplier Setup

In an effort to comply with Internal Revenue Service reporting requirements and the University's ongoing efforts to build a diverse, qualified supplier database, Procurement Services created the [FSU Substitute IRS W-9 Form](https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=ef16ab86-1772-4375-9cce-a58229de51a5) which is the default application process for all supplier types requesting to be input into OMNI (See Exceptions below)

The process requires suppliers to complete and certify relevant federal reporting requirements to include that there are no conflicts of interest and no employee-employer relationships between the supplier and the University or FSU department. The FSU [Substitute IRS W-9 Form](https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=ef16ab86-1772-4375-9cce-a58229de51a5) is required to comply with IRS Taxpayer Identification Match rules and IRS Form W-9 supplier certifications; it also reduces the University's exposure to penalties resulting from the misreporting of supplier information to the IRS. In addition, this form allows the University to evaluate potential suppliers before we approve them to do business with the University.

The process for approving suppliers to do business with the University, whether the new supplier is to be paid on a Purchase Order or as an allowable unencumbered payment, is as follows:

**Purchase Order-related Suppliers**

* Potential supplier must first complete and sign the online FSU Substitute IRS W-9 Form.
* If Procurement Services determines the potential suppliers should become a PO supplier, Procurement Services will enter the supplier into OMNI as long as the information on the form is verified as complete and accurate.

**Non-Purchase Order Suppliers**

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* Supplier should first complete the Payables and Disbursement Services Supplier Authentication Form.
* Submit this form to Payables and Disbursement Services.

**Exceptions**

**Note**: If the form is not complete with accurate information, the supplier’s payments may be subject to 28% federal income tax backup withholding. If the supplier is an individual and not a US Citizen or permanent US resident, you must contact Payroll Services for additional guidance.

* Honorariums.
* Artists/Entertainers: Department should enter a SpearMart requisition with Supplier Not Available and forward any Artist/Entertainer contract/agreement to Supplier Relations at [Supplierrelations@fsu.edu](mailto:Supplierrelations@fsu.edu) , noting the requisition number for review along with a signed IRS Form W‐9 to Procurement Services or have the Artist/Entertainer complete the online [FSU Substitute IRS W-9 Form](https://procurement.fsu.edu/sites/default/files/media/doc/Training/Substitute_W-9_Form_Instructions.pdf).
* Foreign Suppliers: Department should fill out an SpearMart requisition with Supplier Not Available and also have the supplier provide the appropriate signed IRS Form W‐8 to Procurement Services. See IRS Form 8 Instructions for additional details as there are 5 types of the W-8 Form ([https//www.irs.gov/forms-pubs/about-form-w-8](https://www.irs.gov/forms-pubs/about-form-w-8)):
  + Form W-8BEN (use if other W-8 forms are not applicable)
  + Form W-8BEN-E (use if the foreign entity is receiving a withholding payment from a withholding agent, receiving payment subject to chapter 3 withholding, or if an entity maintaining an account with an FFI requesting this form)
  + Form W-8ECI is applicable if the foreign entity has a trade or business in the United States;
  + Form W-8IMY is applicable if foreign entity acts in the capacity of a custodian, broker, nominee or any other person that acts as an agent for another person; or
  + Form W-8EXP is applicable primarily when the foreign entity is a foreign government, foreign bank, foreign tax-exempt organization or foreign foundation.
* Subcontract Suppliers through SRAS: Department must work with Sponsored Research Accounting Services if it’s a subcontract supplier. The Subcontract Supplier must complete the online FSU SRA Substitute IRS W-9 Form.
* Facilities Suppliers (For orders that Facilities Maintenance generates): Facilities will work with their suppliers to have them complete a online FSU Substitute IRS W-9 Form.

For questions regarding the new supplier setup process email [SupplierRelations@fsu.edu](file:///C:\Users\kgibson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\5E2898FL\SupplierRelations@fsu.edu).

II.6 Requisitions

When a department has a requirement for equipment, supplies, services or materials, the first step is to enter a Requisition for that requirement into SpearMart **A contractor should never be allowed to provide a service or deliver a commodity before a requisition is prepared and a PO issued**. The Requisition and subsequent PO must spell out in complete detail all elements of the contract to include:

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* **Technical Specifications**: Brand name, model or part number, complete description of the item itself and any accessories you expect to receive.
* **Performance Specifications**: Task or capabilities the item should have (e.g. a LCD projector that is compatible with both MAC and PC computers) must be stated in the requisition.
* **Delivery Requirements**: For items that must be received by a certain date. Please be sure the date is realistic AND that it allows time for purchasing to perform all the necessary tasks required of us.

For details of how to enter Requisitions into SpearMart, contact Procurement Services to schedule a date and time to attend a training class or visit the [Training](https://procurement.fsu.edu/Training) section of this website and/or [FAQs](https://procurement.fsu.edu/FAQs) for additional information. In addition, reference the Procurement Quick Reference Guide located [here](https://procurement.fsu.edu/sites/default/files/media/doc/Procurement%20Quick%20Reference%20Guide.pdf).

**NOTE: If the items on the Requisition are being used to purchase equipment for already existing tagged equipment, the department will need to list the FSU property tag number of the property to which the component will be added, on the Requisition, so that Asset Management will know that the cost of these components will need to be added to the cost of the original property in the inventory record. Visit Accounting and Property Services for additional information on the purchase of property and property tags.**

**Exceptions**

There are several instances where a Requisition is not always required.

* **Subscription Renewals**: Initial subscription purchases may be processed on a General Requisition, [Payment Request Form](https://controller.vpfa.fsu.edu/forms) or University PCard. Subscriptions may be renewed without submitting a General Requisition to Procurement Services. Departments should submit the reorder card or subscription renewal notice from the publisher, along with a [Payment Request Form](https://controller.vpfa.fsu.edu/forms) to the Payables and Disbursement Services. Payables and Disbursement Services will send the supplier a check for the subscription with the subscription renewal notice. Subscriptions and renewals may also be paid on the PCard. All subscriptions, whether paid via [Payment Request Form](https://controller.vpfa.fsu.edu/forms), PCard or PO, must meet the following criteria:
  + Subscription time period should be set up for one year at a time, unless the department has evidence that a longer period of time results in a significant savings for the University.

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* + Subscription cannot be sent to the individual's home address
  + Must have the name of the University on the subscription
* **Shipping Services**: For overnight letter or package delivery services, the University has contracted rates for both domestic and international courier services, that benefit the FSU main campus, as well as off campus sites like Panama City and Sarasota campuses. Departments can setup an online account or an individual account by contacting Postal Services to ensure you get the University contracted rates. You may be able to have your own account set up if you have special needs such as multiple projects, funds and hazmat materials. **NOTE: having your own account would be determined by Postal Services and your account would need to be set up to receive the University contract rates**. Contact Postal Services to get an account number to insure it is connected to the University contract rate structure. You will need to create a blanket PO referencing this account number and the FSU contract number. Your department will be responsible for paying all bills to Contractor. If a department wants to use air bills then they will need their own account number and will be responsible for paying their bills. When filling out an air bill, make sure that the departmental shipping account number to be charged is clearly listed on the air bill. Getting set up through Postal Services online system provides ease of creating shipping labels on your desktop, ability to manage and view all shipments from your department, automatic billing and less paperwork. You do not need to do a blanket purchase order. Postal Services will pay all bills and automatically charge your department fund number for payment. Make sure that you include your dept. id and fund in the reference code so that Postal Services can properly bill back your department. It is important to include your department id and fund in the reference code when shipping items. Review all bills for any discrepancies or incorrect charges. Make sure individuals in your department are not using the contract for personal shipping needs. For more information regarding the University Courier Services, visit Postal Services.

**NOTE: Whenever incurring shipping for University purchases and it’s possible to do so, provide the supplier with your department contract account number to charge the shipping as the cost may be less than what the supplier charges for standard or overnight shipping.**

* **Stamps from U. S. Postmaster**: Send a [Payment Request Form](https://controller.vpfa.fsu.edu/forms) to Payables and Disbursement Services or use your PCard to make payment.

For a listing of other items that do not require a PO, visit [Allowable Unencumbered Disbursements](https://procurement.fsu.edu/how/pay/unencumbered-payments).

II.7 Trade-In of Equipment

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Per University Property policy 4-OP-D-2-F, when University property (capital or expendable) is traded-in or exchanged for the acquisition of new property, the following information should be included on the Purchase Requisition:

* Description of property traded
* A statement of condition
* Details on the Trade-in allowance • FSU property decal number(s)
* Serial number(s) • Model number(s) • Age of the property
* Location of the property

If the [Capital Property Accountability Release Form](https://controller.vpfa.fsu.edu/sites/g/files/upcbnu1236/files/documents/Forms/Asset%20Management/Accountability%20Release%20Form.pdf) is approved and involves the trade-in of capital property, the form should be attached to the SpearMart requisition. The department should ensure that the property decal and all other references to FSU Property are removed or destroyed at the time the property is released to the vendor. If the trade-in is not properly documented on the Purchase Order and sufficient documentation cannot be obtained to support the trade-in, the item will be treated as lost or unaccounted for in the department’s annual inventory.

II.8 Buying Exemptions

There are limited circumstances that warrant exemption from the competitive solicitation process. These include any of the following:

* Emergency Exemption
* Sponsored Research Exemption (SRE)
* Sole Source Exemption
* Annual Certification Exemptions
* Construction Direct Purchase Program
* Miscellaneous Exemptions

**Note:** **Departments, including departments with delegated procurement authority, are not to assume that an exemption will be made until Procurement Services reviews all necessary information concerning the purchase and makes the official determination. Exemptions are not allowed for sponsored activities and FSU must follow the Uniform Guidance, 2CFR, 200 Procurement Standards for those transactions.**

II.8.1 Emergency Exemption

When the delay resulting from or in lieu of the competitive solicitation process would result in a condition which threatens the health, safety of persons or animals, the preservation of property, or a vital University function, the department must prepare an Emergency Exemption Requisition using the Emergency Request form within SpearMart. The Vice President of Finance and Administration is the final approval authority for emergency purchases of $75,000 or more.

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II.8.2 Sponsored Research Exemption (SRE)

When the Principal Investigator certifies that a purchase from a particular supplier is necessary for the efficient or expeditious prosecution of a research project, purchases using Contract and Grant funds may be exempted from the competitive solicitation requirement. To initiate such a request, the requisitioning department must submit a memorandum with appropriate documentation detailing the circumstances and conditions pertaining to the research project to the [Vice President for Research](https://www.research.fsu.edu/about/about-the-vp/) and complete a [Sponsored Research Exemption Request Form](https://www.research.fsu.edu/research-offices/sra/forms/). At the same time, the requisitioning department must enter a Requisition for the covered commodity or service into SpearMart and submit it to Procurement Services. To alert Procurement Services that the department has applied for an SRE, there must be a note to that effect in comments. An SRE will not be issued if a contractor is allowed to begin a contractual service before the SRE is approved.

As part of the SRE approval process, the Principal Investigator will provide sufficient information to allow the Vice President for Research to conduct a cost and price analysis to document that the price charged is acceptable. Once the SRE is approved, Procurement Services will post the proposed purchase for 72 business hours. After the posting period has expired and no objections have been filed, Procurement Services will immediately issue a PO. If the SRE is not approved, Procurement Services will proceed with the competitive solicitation process unless the requisitioning department opts to cancel the requisition.

II.8.3 Sole Source Exemption

When a [commodity](https://procurement.fsu.edu/definitions#com) or service is in excess of $10,000 or more and only available from one source in which no suitable equivalent is available, the Chief Procurement Officer or a designee may waive the competitive solicitation requirement. The term "Sole Source " is strictly construed to mean absolutely no other source for the commodity or service is available, including dealers, resellers, or distributors. The "Sole Source" process is not a quick process and should not be adopted by requisitioning departments in order to facilitate getting a PO issued quickly. If the department wishes to purchase a specific brand of equipment, the department must advise the Procurement Specialist and the two will work together to determine if a competitive solicitation is needed or if further documentation to support the Sole Source needs to documented. In many instances, it is quicker to issue a competitive solicitation than to document a sole source. The University follows the Federal Uniform Guidance, 2CFR, 200 Procurement Standards, which are furnished to ensure that such materials and services are obtained in an effective manner and in compliance with the provisions of applicable Federal statutes and executive orders. Therefore, for all funds (federal grant and non-federal grant), when purchasing goods or services, especially with grant funds, the purchase is subject to the Federal Uniform Guidance (UG) and University procurement procedures and requires stringent detailed documentation. Requirements are even more stringent if $75,000 or greater and must include the following:

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* **Equipment Use per UG 200.313(2)**: During the time that equipment is used on the project… for which it was acquired…must also make equipment available for use on other projects…currently or previously supported by the federal government…provided use will not interfere with the work on the projects for which it was originally acquired…
* **Supplies per UG 200.314(a)**: Must retain the supplies for use on other activities or sell them, but must, in either case, compensate the federal government for its share.
* **Procurement of recovered materials per UG 200.322**: Must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act.
* **Contracting with small and minority businesses, women’s business enterprises, and labor surplus firms per UG 200.321**: Must take all necessary affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible.
* **Procurement Records per UG 200.318 (i)**: The University must maintain records sufficient to detail the history of the procurement. These records must include:
  + Rationale for the method of procurement (i.e. Why Sole Source?)
  + Selection of contract type (i.e. How this meets definition of Sole Source)
  + Contractor selection or rejection
  + Basis for the contract type (i.e. documentation to support Sole Source)
  + Suspension and debarment checks of suppliers selected for Sole Source award

Departments must distinguish between situations where the commodity or service itself is available from only one supplier, and situations where the commodity or service may be available from more than one supplier, but the requisitioning department can justify not considering alternate or equivalent products for this purchase. In a "no substitutes" situation the Sole Source process is not applicable. However, prior to preparing a "no substitutes" requisition, Procurement Services recommends that the department contact the appropriate Procurement Specialist to discuss the "no substitutes" issue prior to preparing and submitting a requisition in SpearMart. The requisitioning department may proceed with entering the requisition(s) so long as a detailed justification is entered in the Comments section.

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To initiate a Sole Source request, the requisitioning department must submit one of the applicable from within SpearMart:

* Non-Catalog Request - Sole Source (for products or services)
* Services Request - Fixed (paying supplier a fixed $ amount - complete the Sole Source Section)
* Services Request - Variable (paying supplier a rate [$/hr or $/day etc.] - complete the Sole Source Section)
* Software Request (for software - complete the Sole Source Section)
* For sole sources $75,000 or greater, the requesting department must provide Procurement with an independent estimate before receiving a proposal or quote from a supplier. This can be accomplished by referring to previous contracts or publicly available contracts such as those published by a government or public university, web prices, or other published price schedule documentation

Sole Source justifications must provide detailed documentation that the commodity or service is not available from another source and must not simply restate that the item or service is not available from another source. In addition, continuity of research nor price is a justification for approval of a Sole Source. Requisitioning departments should contact the appropriate Procurement Category Manager to work out the logistics of Sole Source requests on a case-by-case basis.

Procurement Services must research and benchmark each Sole Source request. This may involve activities such as contacting suppliers deemed capable of supplying the requisitioned commodity or service to determine in writing, if they can offer a commodity or service that will meet the specifications on the Requisition. This can be a lengthy process and may take up to several weeks to complete. If a supplier other than the one listed on the General Requisition as the Sole Source for the purchase appears to meet the required specifications, a competitive solicitation may be required. If no other possible supplier is identified, Procurement Services will:

* Obtain a written quotation from the sole supplier if not supplied by the requisitioning department.
* Prepare a Cost & Price Analysis; based on information supplied by the requisitioning department and the supplier, documenting the fact that the price offered by the supplier is reasonable and acceptable when compared with a similar item.

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* Obtain benchmarking from other peers.
* Prepare documentation for the file justifying the Sole Source status and the method used to establish that status.
* If the purchase is $75,000 or more, publicly post for 72 hours (not counting weekends and holidays) a notice of the decision to issue the Purchase Order without a competitive solicitation.
* Issue a Purchase Order.

As a rule of thumb for Sole Source:

* The item is available only from a single source or only one solution exists to meet the University’s needs and only one supplier can provide the technology and/or services required for the solution which is considered unique.
* Competition is not available and deemed inadequate after Procurement issues a formal solicitation.
* The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.
* A law or grant requires a single source and specifies a specific contractor.

Examples of circumstances which do not justify a Sole Source procurement:

* Single supplier’s capability to deliver in the least amount of time.
* Proprietary solutions. Proprietary procurements are defined as those in which there is only one solution available to meet the University’s needs; however, multiple suppliers may provide the technology goods and/or services required for the solution.
* Lack of advance planning for adequate transition. In other words, creating an emergency does not support urgent and compelling circumstances.
* Price: Any price components, including preferred pricing, claim of best price, and/or budgetary constraints or historical precedence or claim of best price. Only current competitive bidding in the open market substantiates best possible pricing.
* Department/Researchers/Faculty working with a specific supplier to create custom/specialized equipment, thereby bypassing a competitive market.

II.8.4 Annual Certification Exemptions

Florida State University Board of Trustees Regulation [FSU-2.015](https://regulations.fsu.edu/regulations/adopted-regulations) authorizes the Chief Procurement Officer to develop an Annual Certification List to serve as a waiver of the competitive solicitation requirement for commodities/services that are frequently purchased and are available from a single source.

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**Departments, including departments with delegated procurement authority, are not to assume that an exemption will be made until Procurement Services reviews all necessary information concerning the purchase and makes the official determination. Exemptions are not allowed for sponsored activities and FSU must follow the Uniform Guidance, 2CFR, 200 Procurement Standards for those transactions.**

Annual Certification List of Exemptions:

* Maintenance service and repair or replacement parts available from a single source for existing equipment and systems when no other manufacturer’s parts or services can be utilized.
* Copyrighted and single source instruction materials, tapes, publications, manuscripts, films and personal library collections.
* Live animals and animal feed for instructional and research efforts wherein the selection must be determined by the “expert opinion of the buyer,” in consideration of genetic background, quality, body weight, and special diet condition to attain the research or instructional objective.
* Proprietary computer software, accessories and supplies, including expendable items from a single source for existing equipment and systems where no other manufacturer’s product can be used. This includes software licenses.
* Technical instruments and supplies for medical instruction, medical research and health care wherein the single source selection is determined by the “expert opinion of the user directly responsible for the establishment of the objective served by the acquisition.” The file of each such purchase will be adequately documented to support the determination.
* Services involving officiating during sport events or activities pursuant to educational accreditation.
* Used equipment and supplies.
* Renovations, modifications, maintenance or repair services for leased office or laboratory space which are specifically provided for in the lease agreement and/or are required to be accomplished by the owner/landlord and subsequent reimbursed by the University.
* Memberships / Subscriptions (excluding software)

II.8.5 Construction Direct Purchase Program

Commodities to be incorporated into any public work (as that term is defined in FL Admin. Code R. [12A-1.094](https://www.flrules.org/gateway/ruleNo.asp?id=12A-1.094) as authorized under Section 212.08(6), F.S.[tax-exempt purchase] which are procured by the University in accordance with the requirements of the University’s direct purchase program are not subject to any further competitive solicitation.

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II.8.6 Miscellaneous Exemptions

Miscellaneous exemptions include:

* [Artistic services](https://procurement.fsu.edu/definitions#artsrvcs)
* Academic reviews
* Lectures
* Auditing services
* Legal services, including attorney, paralegal, expert witness, appraisal, arbitrator or mediator services
* Health services involving examination, diagnosis, treatment, prevention, medical consultation or administration. Prescriptive assertive devices for medical, developmental or vocational rehabilitation including, but not limited to prosthetics, esthetics, and wheelchairs, provided the devices are purchased on the basis of an established fee schedule or by a method that ensures the best price, taking into consideration the needs of the client
* Training and education services
* Advertising, except for media placement services
* Services or commodities provided by governmental agencies, another University in the State University System, direct support organizations of the university, political subdivisions or independent colleges and universities
* Contracts entered into after a public and open competitive solicitation by any State of Florida agency or department, the Federal Government, other states, political subdivisions, cooperatives or consortia, or any independent college or university for the procurement of commodities and contractual services, when it is determined to be cost-effective and in the best interest of the University
* Goods or services purchased with auxiliary funds authorized for such purchases, in direct support of specific programs, conferences, workshops, or continuing education events offered to the general public, for which fees have been collected to pay all expenses associated with the program or event
* Purchases from firms or individuals who are prescribed by state or federal law or specified by a granting agency
* Regulated utilities and government-franchised services

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* Regulated public communications, except long distance telecommunication services or facilities
* Extension of an existing contract
* Renewal of an existing contract if the terms of the contract specify renewal option(s)
* Purchases for resale
* Accounting Services
* Implementation/programming/training services available only from the owner of copyrighted software or its contracted supplier
* Contracts or services provided by not-for-profit support and affiliate organizations of the University, direct support organizations, health support organizations, and faculty practice plans

II.9 Contacts by Commodity

For a current listing on who to contact by commodity type, go to the Procurement Services webpage located at: <https://www.procurement.fsu.edu/how/buy/contacts-commodity>

III. How to Pay

In this chapter of the manual, an overview of the paying process is discussed. Information regarding ePayables, foreign supplies and unencumbered payments are also explored. For the majority of payments, the key is ensuring a 3-way match between the purchase order, supplier's invoice, and department's receipt in OMNI. Contact [Payables & Disbursement Services](https://controller.vpfa.fsu.edu/services) for questions or for additional details.

III.1 Paying Process Step 1

**Ensure all supplier invoices are sent directly to Payables & Disbursement Services**

Invoices that end up at any other destination here at FSU may unnecessarily delay the payment process. See [details of an "ideal invoice"](https://procurement.fsu.edu/suppliers#Invoices) for the critical components that will help facilitate prompt and accurate payment. In the event a supplier sends an invoice directly to your department, please write the purchase order number on the invoice if it is not already included and forward it to Payables & Disbursement Services.

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Florida State University

UCA 5607 University Center

Tallahassee, FL 32306-2391

[accountspayable@fsu.edu](file:///C:\Users\kgibson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\5E2898FL\accountspayable@fsu.edu)

850-644-5021

III.2 Paying Process Step 2

**Enter a receipt in OMNI to signify either goods received or services satisfactorily performed.**

See OMNI Job Aids on the [Training webpage](https://procurement.fsu.edu/training) for details on how to process a receipt in OMNI. Departments must only complete a receipt in OMNI when the goods have actually been received or in the case of services, only after services have been satisfactorily performed.

III.3 Paying Process Step 3

**Use PCard when possible and as authorized. Otherwise complete the** [**Payment Request Form**](https://controller.vpfa.fsu.edu/forms) **for Allowable Unencumbered Expenses or initiate the procedures for a** [**Confirming Order.**](https://procurement.fsu.edu/policies#Confirm)

See [Guidelines for Unencumbered Payments](https://procurement.fsu.edu/how/pay/unencumbered-payments) for details.

III.4 Unencumbered Payments

**The only Authorized buying means for campus are an Official University Purchase Order (PO) or a University PCard Number unless it meets one of the below unencumbered payment exceptions.**

Although the items and services noted on this webpage are allowed as an unencumbered payment, if a supplier requires a purchase order or needs a contract signed by FSU, you will need to request for a contract/PO through the normal requisition process. This includes suppliers wanting their terms and conditions to be considered as part of our agreement or they do not accept the University’s terms and conditions.

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**AP Central Office/ UBA/ Decentralized Sites:**

* Accreditation fees
* Background checks by Florida Law Enforcement agencies
* Bond payments
* Building Leases / Rentals (as approved by University Lease Administrator, 645-6744)
* Cadavers for Gross Anatomy laboratory
* College of Medicine’s clinical rotation payments
* Conference registrations within Tallahassee area
* Health Insurance
* Homeland Security fees as required by the Federal Government
* Insurance payments to other Florida state agencies--Bid and quote laws must be adhered to when doing business with a private insurer
* Land purchases
* Legal services as approved by General Counsel’s office
* Management Data activity
* Management Data rejected payments from MAXIMUS on Purchase Orders
* Medical services for student athletes
* Merchant credit card charge fees
* Memberships & Registrations (fees for professional organizations and events)
* Non-duty Stipends/ Scholarships/ Fellowships – to the exclusion of honoraria, for which Purchase Orders are required.
* Notary/insurance/stamp services for benefit of the University
* Postal services via the US Postal Services (stamps, meters, packaging)
* Publication charges/ Page charges/ Scientific reprint fees
* Purchasing card and Travel card transactions
* Revolving Fund payments processed in General Accounting
* Settlement Agreements for settlements with vendors or employees as outlined in the agreement, approved by the appropriate Vice-President with appropriate Signature Authority.
* Subscriptions and Renewal Subscriptions (see criteria)
* Utilities (water, electric, sewer, gas, refuse disposal)
* Vehicle tags for University vehicles. This can include tags or licenses for boats, cars, vans and trucks.

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**Travel Office:**

* Conference registrations outside the Tallahassee area
* Hotels’ Direct Billings

III.5 ePayables

Florida State University is in the process of initiating several new strategic initiatives to improve the efficiency and effectiveness of our daily transactions with our supplier base. One such initiative is the introduction of Wells Fargo ePayables product (our “ePayables Program”) which will enable us to replace check payments with electronic card payments.

Supplier benefits include:

* **Saving time and money.** Reduces the labor, hassle, expenses, and risk associated with checks
* **Enhancing cash flow.** Expedites the receipt of cash by eliminating mail and paper check float
* **Expedited payments.** Typically, ePayables’ payments are available within 48 hours of payment processing compared to lengthy time of issuing checks (standard net 40 terms)
* **Enhanced reporting.** You will receive enhanced remittance information for more efficient back-end reconciliation
* **Going green.** Paperless, electronic payments are more secure, save money and also help conserve the environment by eliminating printing and mailing paper checks
* **Preferred supplier status.** Enjoy priority status for invoice approval

We believe the use of one standardized payment system with all suppliers will improve our on-time payment performance and our long-term relationship with our suppliers. **All suppliers who do not enroll in the ePayables Program will have their payment terms changed to our standard net 40-day terms, where contractually applicable.**

Enrolling in the program is simple. You will be contacted by our supplier enrollment partner, Wells Fargo, to guide you through the enrollment process and answer any questions you may have. In the meantime, if you are interested in learning more about ePayables and its benefits, please visit our [ePayables Frequently Asked Questions](https://procurement.fsu.edu/faqs/ePayables) webpage and/or visit <https://www.wellsfargo.com/com/treasury-management/payables/electronic/>.

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We value your partnership and look forward to continuing our relationship. Our conversion to this ePayables Program is a major initiative and participation in this program may be a consideration in future procurement decisions. Should you have any additional questions or concerns, please email [CTL-AccountsPayble@fsu.edu](file:///C:\Users\kgibson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\5E2898FL\CTL-AccountsPayble@fsu.edu) or you may contact: **Michelle M. Pohto** ([mmpohto@fsu.edu](file:///C:\Users\kgibson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\5E2898FL\mmpohto@fsu.edu)), Assistant Controller.

III.6 Foreign Supplier Payments / Wire Transfers

When a foreign supplier does not take a US check or requests payment by electronic means, a wire transfer is necessary. A SpearMart Requisition is required like any other order. Once the goods/services have been physically received and payment is ready to be made, the department should receive upon the appropriate line(s) on the Purchase Order in OMNI. The department will also need to submit the [Foreign Supplier Payment Request Form](https://controller.vpfa.fsu.edu/forms) to Payables & Disbursement Services so payment can be issued via wire transfer.

III.7 Advanced Payment / Check with Order

In order to safeguard public funds, Florida Law requires, with few exceptions, that goods and services be received and inspected before payment is made. When the University commits to a purchase from a supplier, the supplier is expected to have adequate resources or working capital in order to provide the requested goods/services. Advance payment to a supplier can incur additional costs for the University, present risk of loss of the funds advanced, and reduce the University’s ability to negotiate in a dispute. Advance payments requires Procurement Services approval. Written University Controller approval is also required for advance payments that is equal or exceeds $5,000. Procurement Services will facilitate University Controller approval if necessary.

Advance payments may be made for maintenance agreements, software license agreements, subscriptions and other purchases, which meet one of the following criteria:

* The advance payment will result in a savings which is at least equal to or greater than the interest which the University would earn by investing the funds and paying in arrears.
* Commodities or services are essential to the operation of the University and are available only if advance payment is made. Note: This advance payment provision applies only when there is no supplier available that will accept a Purchase Order, not just that the recommended supplier will not accept a purchase order.

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The requisitioning department must provide documentation that the payment request meets one of the above criteria. The Procurement Specialist/Strategic Category Manager will review to ensure that the advance payment vs. deliverables is fair and reasonable. In addition, the request must include the following:

* Written quote from supplier
* Savings obtained by making payment in advance
* Note established business practices of the specific industry requesting advance payment
* Fund used on the payment and whether the purchase and advance payment(s) cross fiscal year(s)
* Whether a supplier is providing a good built to FSU specifications

Orders that require an advance payment portion or full advance payment should be entered on a Requisition in SpearMart and have line items for each payment listed. All line items to be prepaid must be received in OMNI by the department and the supplier must submit an invoice for the prepayment amount(s). In the event that the prepaid item is not received, then the department must follow-up with the supplier, Procurement Services and/or Accounts Payable to resolve the issue.

IV. Procurement Procedures

In this chapter, different procurement procedures are reviewed. Procedures are regulations enforced by Florida Law that Florida State University procurement services must adhere to.

IV.1 Amazon Business

**Amazon Business for FSU**

The University has created a central Amazon Business account for the FSU community. FSU’s new Amazon Business account will offer the familiar marketplace user experience that personal shoppers have enjoyed for years, where you can register for an FSU Amazon Business account, add your PCard information, and shop for items not offered by our contracted suppliers. Features of the program include:

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* **Automatic tax-exempt purchasing** on items sold by Amazon.com LLC and participating 3rd party sellers
* **Business pricing and quantity discounts** on millions of items
* **Access to a specialized business only Customer Service team at 866-486-2360**
* Beginning October 8, 2018 PCard purchases with an approved FSU Amazon Business account will no longer require waivers for non-contract items. If you find an item that is restricted, and you have researched FSU contract suppliers and cannot find it please contact a PCard Administrator with Procurement Services. Purchases will be audited to ensure compliance with contract suppliers and privileges may be suspended for FSU’s PCard and Amazon Business account for violations.

**Participating in FSU’s Amazon Business Program**

1. **Please be sure to check the contracts section of the Procurement Services Website** (<https://procurement.fsu.edu/how-buy/shopping-guide>) before purchasing from Amazon or contact Procurement Services. When University SpearMart contracts are not available, Amazon may be utilized. If you have questions, please call 850-644-6850 or e-mail [procurement@fsu.edu](file:///C:\Users\kgibson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\5E2898FL\procurement@fsu.edu).

2. **Only employees who are participating in the University's Amazon business account will be authorized to use the University’s sales tax exemption for Amazon purchases**. Therefore, employees who would like to purchase from Amazon and are not members of the University's Amazon business account should contact procurement services to determine who should make purchases on their behalf.

3. **No personal purchases may be made from University email addresses in the business account**. Personal use or any unauthorized use of the University’s sales tax exemption is prohibited. Non-compliance with this usage may be considered misuse of the FSU PCard.

**How to Get Started:**

**1. Request an Amazon Business Account**

All Amazon Business purchases should be placed through FSU’s centralized FSU Amazon Business account. To access FSU’s Amazon Business account, please email [Procurement@fsu.edu](mailto:Procurement@fsu.edu) with the subject as “Amazon Business”, with your request for your FSU Amazon Business account. Make sure to include your name, department, FSU email address, and have a valid FSU PCard in your name.

Once processed, you will receive an activation email directly from Amazon.com with the subject line, “Welcome to Amazon Business”. The activation period is time sensitive; please act as soon as possible. For questions on activating your account, please reference the Registration guide posted here: [Registration Guide](https://procurement.fsu.edu/sites/default/files/media/pdf/AmazonBusiness%20first%20time%20setup%20guide.pdf).

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Important note: All previous, stand-alone, Amazon Business accounts must be migrated under the centralized FSU account. Prior to joining the FSU business account, you will need to de-register your existing Amazon business or Amazon corporate account, if applicable, and if it is associated with your FSU employee e-mail address. Please note, the migration of your account will not impact your purchasing process and you will log in using your same user credentials.

**BEFORE you take the following steps to de-register your account, please contact Procurement Services if one or more of the following is applicable to you:**

* You are on an account with multiple users
* You have workflow approvals established on your account
* You have a shared payment method established on your account
* If you have any other specific features or customizations enabled on your account

**If NONE of the above is applicable to you, please take the following steps:**

1. Log onto your Business Account and download an order history report for the past 6-12 months (recommended best practice)

2. If applicable, remove all users from the account.

3. Click the following link to deregister your existing account

(it will not remove any information on the account, simply the Amazon Business account tag): <https://amazon.com/gp/b2b/manage/deregister>

Once this process is complete, please email Procurement Services and you will be sent an activation email to join the main FSU account. If you remove any users on the account, please include their names in the body of your email.

If you do not remember your Password, please call Customer Service and ask for a link to reset your Password. Customer Service can be reached at 866-486-2360.

**2. Activate Your FSU Amazon Business Account**

1. Click **Accept the Invitation** within the “Welcome to Amazon Business” e-mail.

2. If you do NOT have an existing Amazon account tied to your FSU email address, you will be prompted to enter a name and create a password.

3. Please be sure to use your full name when completing this form (First Last).

4. Select Create Account and then select Complete on the following page to complete your account activation and start shopping.

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**If your Florida State University email address is already associated with an Amazon.com account:**

1. Click **Accept the Invitation** within the “Welcome to Amazon Business” email.

2. Sign in using the same password that you already use for your existing Amazon.com account.

If you **utilize this account solely for University purchases**, you can migrate this account, including order history by selecting the right-hand option: **Use My Existing Account**.

If you **utilize this account for personal purchases**, we recommend changing your existing account to a personal email address in order to prevent your personal purchase history from migrating over to the Business account. When prompted to Choose an Account option, select **Create a Separate Account**. Update the email on your existing account to a personal, non-work email address. The new email address cannot be associated with an existing Amazon.com account.

3. Select Confirm and Continue to confirm that you will be using this account for Business purchases only.

4. **Complete** your account activation and **Start Shopping**.

**Shopping on FSU Amazon Business**

1. **Allowable purchases on FSU Amazon Business**

FSU has established a centralized Amazon Business account to make purchases of items not available through SpearMart and other contracts easier. Through Amazon Business FSU has access to all items available on the standard Amazon.com site, plus additional business-specific items as well as other items.

2. **Requesting a Sales Tax Refund**

You should not be charged sales tax on an order because the FSU Amazon Business account is setup for tax exempt purchasing. However, in the event tax is charged on a purchase, if your item is sold or fulfilled by Amazon, you can request a tax refund directly from Amazon by calling Amazon Business customer service at 866-486-2360 or [auto-exempt@amazon.com](mailto:auto-exempt@amazon.com) . If you purchased your item from a 3rd party seller, go directly to “Orders”, locate the item that was charged tax, and click Contact Seller. Please give the seller two business days to respond.

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3. [**Click here to shop!**](https://www.amazon.com/b2b/info/amazon-business?layout=landing&ref=b2b_dm_fsltrctrl)

IV.2 Blanket Purchase Orders

A Blanket Purchase Order (BPO) is a purchase order that is not line‐item specific. It is a means to set aside a lump sum of money to a specific supplier that a department may use on a recurring basis to order low dollar, repetitive services/consumable supplies for a specified period of time. Some BPOs are used for miscellaneous PURCHASES, and other blankets are used for miscellaneous PAYMENTS.

* BPOs for PURCHASES are used to buy a wide range of unknown items, in unknown quantities, at unknown prices, throughout the year. (Example: Blanket order for miscellaneous electronic parts and supplies from Techtronics).
* BPOs for PAYMENTS are used to buy specific items at specific prices, but for unknown quantities, throughout the year. (Example: Blanket order for tanks of helium @ $\_\_\_\_ per tank, from Matheson Tri‐Gas).

BPOs by their “blanket” nature do not contain specific product information. This greatly reduces the University’s ability to utilize product information to negotiate and obtain better quality and pricing for the products ordered. **Procurement Services may sparingly approve BPOs on a case‐by‐case basis with a maximum term of one year.**

IV.2.1 Blanket Purchase Orders Restrictions

* **SpearMart Participating Suppliers**: Requisitions for BPOs will not be issued to suppliers who have a Hosted or Punch-Out Catalog in SpearMart.
* **Non‐Contract Suppliers**: Requisitions for BPOs will not be issued to non‐contract suppliers if there is an existing Campus or University Contract for the same or similar product. Individual, line‐item specific purchase requisitions/purchase orders may be processed to the non‐contract suppliers for those materials/services that are out of stock or unavailable from the contract suppliers or P‐Card may be used (see Exceptions below).
* **Equipment**: BPOs shall never be used to order equipment.
* **Equipment Maintenance Program**: If the procurement request is for maintenance of equipment, first refer to the University Equipment Maintenance Program to determine whether or not Equipment Maintenance Program provider can save your department money on maintenance coverage. If you choose to convert to the Equipment Maintenance Program, purchase orders will not need to be created.

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* **Unencumbered Disbursements**: Use an Electronic [Payment Request Form](https://controller.vpfa.fsu.edu/forms) (e-PRF) in lieu of a BPO for items on the [Allowable Unencumbered Disbursements List](https://procurement.fsu.edu/how/pay/unencumbered-payments).

IV.2.2 Blanket Purchase Orders Exceptions

* **Food** (i.e. Winn Dixie, Publix)

IV.2.3 Blanket Purchase Orders Requisition

* Each requisition that is approved as a BPO shall contain a description to identify it as a BPO, together with a brief description of the types of product/services to be ordered, and the effective dates; for example, “Blanket Order for miscellaneous food type items such as nutrition snacks, fruit, bread…, effective July 1, 2019 through June 30, 2020 to Winn Dixie.”
* Each BPO issued shall contain a list in the item description field of the requisition of those individuals who are authorized to order and pick up merchandise against it. Should you run out of room in the item description field, you can continue in the line comments.

Note: All blankets will be closed at the end of each fiscal year.

IV.3 Change Orders

The issuance of a PO initiates a binding contract between the University and the supplier. After a PO is dispatched, both parties cannot unilaterally change it and it cannot be changed without just cause. **It is the ordering department’s responsibility to secure the supplier’s approval of a correction or cancellation of a PO**. Once the supplier’s approval is secured, the department that initiated the underlining requisition must create and submit a Change Order Request in SpearMart. Change orders are used to:

* Finalize and close a purchase order ‐ Note: all items must be received – receipts processed through OMNI, invoiced (vouchered) and matched (paid).

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* Decrease or increase purchase order quantities when absolutely necessary (excludes catalog orders)
* Add or cancel items on a purchase order (excludes catalog orders);
* Make any substantial changes on a purchase order that will result in a cost differential;
* Cancel the purchase order (Note: supplier must agree to the cancellation and will not charge any restocking fees). Catalog orders must have the cancellation confirmation from the supplier attached to the change order.
* Adjust the Purchase Order to conform to the supplier’s invoice (note exceptions below);
* Extend or amend dates of service, if not already past the ending date and has not been received/vouchered against
* Change the Ship-To Location: (Note: once a PO has been dispatched, the Ship To Location should not be changed. The PO should be canceled and you should submit a new requisition);
* Change due date, if delivery has been delayed by supplier – fill out the [PO Due Date Extension/Roll Request Form in SpearMart](https://solutions.sciquest.com/apps/Router/FavoritesFormEdit?&FavoriteProductId=4984456&wantReloadOnClose=true&FavPageContext=2&tmstmp=1613750644531789).

**Note: Invoice payments should not be paid “unencumbered” or via PCard when a PO already exists and is still valid/active.**

IV.3.1 Merchandise Returns

If a return is needed, it - is important to know if an item has already been shipped because a restocking charge might be involved. An item cannot be returned to a supplier until the ordering department has secured a return authorization (RA) from the supplier. Contact Procurement Services for further instructions on returning items to a supplier.

IV.3.2 Invoice Price Discrepancies

Departments are encouraged to promote a “zero overrun” tolerance policy when dealing with invoice price discrepancies. Invoice price discrepancies should be approved by Procurement Services prior to providing authorization to pay the additional amount. Procurement Services will research the PO to determine the appropriate course of action depending on how the pricing was established and to secure the integrity of the solicitation process if based on a competitive solicitation.

IV.3.3 Special Conditions

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* For **Internal (Auxillary) Purchase Orders**, complete the Internal Purchase Order Change Request Form. For all others, use the Change Order Form Request within SpearMart.
* **Two most critical items on the Change Order Request Form in SpearMart:**
  + Assign the commodity code from the PO you are intending to change
  + Assign the accounting (chartfields) from the original PO to ensure the appropriate workflow approvals. If adding a line with different accounting information, please enter the new account information for routing purposes.
* **Supplier Name/Address Changes:** Changes to supplier name, address, etc. should be handled by canceling the PO and entering a new requisition to the correct supplier.
* **Blanket POs:** Departments should create a new Blanket Order Request in lieu of requesting an increase. Increases to blanket POs over $10,000 must be approved by a Procurement Category Manager.
* **Contracts:** Do not increase price if the PO was the result of a quote, competitive solicitation, such as a an ITB or ITN and/or contract. This includes all SpearMart catalog suppliers. Paying above the PO price may be in violation of the existing agreement between the University and the supplier. Procurement Services must review any invoice which varies from the contracted amount to determine the correct course of action prior to payment.
* **C&G Projects:** In addition, for any changes to a PO being paid via C&G Projects, Sponsored Research Accounting must approve to ensure compliance with the grant/project.
* **Invoice Payments:** Payments should not be paid “unencumbered” when a PO already exists and is still valid/active.
* **SpearMart Catalog Orders:** SpearMart catalog orders should not be changed. The prices in SpearMart are contract prices and supplier invoices must match the PO price. If a supplier’s invoice doesn’t match, please contact Procurement Services immediately. Do not submit a Change Order Request to increase or decrease the price and/or the quantity. Issuing change orders to SpearMart Catalog Suppliers must be handled carefully as they may cause the order to be reissued and the supplier to refill the order.
* **Shipping Charges:** Shipping charges may or may not be valid on a PO. Do not increase or pay unencumbered without first checking to see if the purchase was made using an established procurement method (i.e. Quote, Bid, Contract, etc.). These charges may not be valid per contract and there may be times when the University should not be paying shipping charges. If in doubt, check with Procurement Services.
* **Contractual Services:** Additional compensation for contractual services is not allowed under the laws of Florida. Pursuant to Section 215.425, F.S., additional compensation may not be granted after a contract has been executed or a purchase order issued, unless the original purchase order or purchase order/contract combination were structured to (1) allow for additional compensation and (2) set forth specific details as to how the payment amounts will be calculated. Contact a Procurement Category Manager for details. Contract amendments increasing the total purchase order/contract amount are permissible under the following circumstances only:

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* + Additional services are being provided that are within the original scope of work and,
  + If the rate of pay remains the same, and
  + If the scope of work remains the same except for additional instances of identical services performed in the original contract.
  + If you need to extend the dates of service, this request shall be made prior to the expiration of the period of service.
  + If the additional services are clearly supplemental to the original contract and not an attempt to expand the scope of work beyond its original intent

IV.3.4 Examples

1. Dept. discovers original supplier was incorrect (PO in Dispatched Status)

* Cancel original PO – this may require coordination with Procurement Services

2. Need more quantity than originally ordered (PO in Dispatched Status)

* Ensure PO is still open and valid. Then check to see if supplier has shipped. If PO is valid and active and supplier has not shipped against the PO, submit a change request to increase to the quantity required. (This does not apply to catalog orders.)
* If the PO has already shipped, or is no longer open and valid, create a new requisition for the additional quantity required.

3. Need less than quantity ordered (PO in Dispatched status)

* If supplier sends less than the quantity on the PO, process a receipt for all items that were shipped. If the remaining items are on backorder, then process a receipt when the backordered items are received later and leave PO open. No change order is required.
* If supplier sends less than the quantity on the PO, process a receipt for the items that were shipped. If you don’t intend to receive any more (i.e. supplier can’t ship the rest) then the Payer can finalize PO when received and vouchered.

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* If a department discovers that they need less quantity than ordered, they must first contact the supplier to verify whether or not items have already been shipped. If items have not been shipped, you can ask the supplier to correct the quantity and a change request should be processed. If supplier requests a copy of the Change Order, then select “send Change Order copy to supplier” on the SpearMart Change Order Form Request. If supplier doesn’t request copy, then note that supplier should not receive copy on the change request form.

**NOTE: Once a PO has been accepted by a supplier you may not be able to make further changes (decreases) to the quantity.**

4. Supplier replaces item ordered with like item (PO in Dispatched Status)

* SpearMart catalog orders will require that a new PO be created for the substitution and the existing item be cancelled.
* Non‐Catalog orders will require a change to update the item information prior to receiving the new item.

**NOTE: Both of the above will require coordination with Procurement Services.**

IV.4 Confirming Orders

A Confirming Order is a purchase, letter of intent to purchase, or requests for scheduling in advance of an order that is made by a person who lacks the proper authorization to commit funds. A confirming purchase usually becomes evident, after the fact, on a Purchase Requisition with a request that Procurement Services issue a Confirming Purchase Order. Occasionally, such a purchase may be evidenced only by an invoice from the supplier or by a request for issuance of a check. **Use of Confirming Requisitions and Purchase Orders to authorize retroactively unofficial commitments made to suppliers by personnel are a violation of University policy.**

**Examples**

* Employee procures commodities or services, writing a personal check, paying with a personal credit card or personal cash;
* Employee calls a supplier and places an order for supplies, maintenance or repair without prior issuance of a signed contract, valid purchase order or use of a PCard;
* Employee signs a supplier contract for services or supplies (employee may not have the authority to sign contracts) without first having the contract reviewed by Procurement Services;

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* Employee contracted for contractual services and didn’t know all the costs ahead of time or didn’t get all of the individual’s required information for the supplier to be entered into the supplier database.
* Changes to existing contracts by any person who does not have express written delegation of authority to bind the University.
* Procurement transactions in excess of a person’s delegated authority.
* Verbally placing an order after submitting the requisition on the assumption that the PO has or will be approved.
* Coercing a vendor to initiate an order on the promise that a PO will be forthcoming.

In all of the examples above, an employee made a purchase (committed funds) on behalf of the University without securing the appropriate internal approvals first and use of a University authorized procurement method (i.e. valid Purchase Order, PCard at point of sale, or existing signed and valid University contract in place). The purchased items may be appropriate for business use; however, approvals for all University purchases must be secured before the purchase. Therefore, you must have a valid and existing signed contract in place that has been signed by parties with delegated power of attorney to bind the University, Approved Purchase Order, or PCard used at Point of Sale.

Confirming Requisitions are not permitted absent an emergency procurement situation as defined as an immediate danger to the public health, safety or welfare of the University if a purchase were not made immediately. Detailed justification describing the emergency situation must be submitted with the Confirming Requisition. Procurement Services will review all Confirming Requisitions on a case-by-case basis and may disapprove any request that was not determined to be an emergency, or when a Purchase order could have been obtained. Payment Request Forms for purchases that could have and should have had Purchase Orders in advance will not be approved. Submission of a [Payment Request Form](https://controller.vpfa.fsu.edu/forms) after notification that no University funds may be used to make payments may result in additional sanctions. Any invoice submitted for unencumbered payment that is not on the [Allowable Unencumbered Disbursement list](https://procurement.fsu.edu/how/pay/unencumbered-payments) will be returned and be directed to follow the Confirming PO process.

**NOTE: It is the department's responsibility to ensure that all staff are made aware that Purchase Orders are required before goods or services may be ordered or received. Submitting a requisition after goods or services are ordered, without a means of paying for it (i.e. valid, approved Purchase Order, Signed Contract, PCard at point of sale) but before they are received, also constitutes submitting a Confirming Requisition. Procurement Services will not approve payment for Confirming Requisitions submitted with the justification that an employee was new, or in a new position, and was not aware of proper procedure. Lack of knowledge of proper procedure is not grounds for the approval of after-the-fact Requisitions submitted. Foundation funds or the individual's private funds must be used to make payment.**

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**The Process**

* Individual requesting payment to a supplier completes the SpearMart Confirming Order Requisition and attaches a copy of the receipt/invoice in SpearMart.

**or**

* Department Head or designee directs responsible individual to return items not needed by department or to pay charges if return is not possible. For an item that would otherwise be purchased by department, ensures that circumstances of purchase and steps taken by the department to prevent repetition of confirming purchases is fully documented on the SpearMart Confirming Order Requisition.

**NOTE: The Department Head disapproves/approves through the SpearMart requisition process and instructs initiator on proper procedures. Procurement Services will run reports on Confirming purchases over $5,000, and for Confirming Orders that have occurred more than three (3) times., This information will then be provided to the Dean/Vice President or designee for their review.**

**Adverse Effects of Confirming Orders**

* The University may incur unintended financial obligations
* Potential legal liability
* Adverse publicity if unauthorized employees act as agents of the University by contracting with third parties
* A contract signed by an unauthorized person may not only be binding on FSU, but may create a legal and/or financial obligation for the individual that authorized the goods/services. Contract could also result with unfavorable terms and conditions
* Insufficient funds
* Grant may not allow the purchase or grant/budget may be closed
* Overpayment for goods or services by non-utilization of contract suppliers
* By-passing State Law, Legal Review, and/or internal approvals
* May place the University in a financial and credit risk and result in higher than necessary cost paid for products and services

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* Taxation issues – Conflict of Interest (Employee Employer relationship)

**How to Avoid Confirming Orders**

* Plan Ahead
* Contact Procurement Services for help or expediting orders, obtaining price quotes, bidding, or contract information
* Familiarize yourself with University and Procurement policies and procedures
* Use a PCard when applicable
* Enter a requisition in a timely manner to allow Procurement Services to be able to obtain competitive pricing, supplier information, missing requisition information, etc.
* If you have an emergency purchase or were in travel status, submit your confirming paperwork by the next possible business day explaining the circumstances
* When watching for the PO number, make sure that the PO Distribution workflow step in SpearMart is complete before providing the PO number to the supplier.

IV.5 Customs Broker Information

If merchandise is purchased outside the United States, an import duty is often imposed on the shipment by the U.S. Department of Customs. In most cases, it will be necessary to appoint a customs broker to process the shipment through customs. Departments must submit a Requisition to appoint a broker and pay the fee after ordering the merchandise. Scientific equipment may be exempt from import duty. Formal application to the Commissioner of Customs must be made to qualify imports for duty free entry. Applications and special instructions may be obtained from the U.S. Customs Bureau. Departments should consult with Procurement Services prior to placing orders or shipping items outside of the U.S. Some research materials, especially live biological specimens, bacteria, viruses or biologically active components like enzymes, may need special government permits to enter the U.S. or other countries, and if subject to Fish & Wildlife (FWS) can only be cleared in designated FWS ports. Commercial or industrial materials would be subject to import tariffs based on their value and occasionally on the quantity imported. This would include items sent “free” for evaluation.

Express carriers like FED EX and UPS will normally employ internal brokers to have items clear U.S. and another country’s customs. If a carrier requests that you sign a form which allows you to approve their customs broker, send the form to Procurement Services for approval. **This is important because these forms usually ask the University to sign over its power of attorney to the broker.** Before an application is submitted to the Commissioner of Customs, a Requisition should be submitted to Procurement Services through SpearMart. If the ordering department is prepared to pay the duty, an order may be placed before or at the time the application is made. If the ordering department is not prepared to pay the duty, the application should be submitted, and approval obtained before the order is placed. The approval process may take from four to five months.

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For more information regarding Nonprofit organizations being exempt from paying Customs Duty on permanent imports go to: <http://www.cbp.gov/>.

Some items, in addition to Customs clearance, may require special documentation or clearance from a PGA (Partner Government Agency) such as FDA, EPA or FWS. Some examples would be equipment that incorporates a laser or X-Ray, which requires FDA clearance and a [FDA form 2877](https://www.fda.gov/media/72236/download), or chemicals which require an [Importers TSCA certification](https://www.epa.gov/tsca-import-export-requirements/tsca-requirements-importing-chemicals). The Customs broker handles this clearance at the time they transmit the Customs entry although they do require the necessary PGA information to transmit and any applicable forms that are a requirement for that PGA.

If you need Customs Broker Services, contact Procurement Services for further information.

## IV.6 Drones

For the purchase of drones, reference FSU Research Compliance and Quick Guide to Drone Use at FSU:

<https://www.research.fsu.edu/research-compliance/drones/>

<https://www.research.fsu.edu/media/4683/drone-use-brochure.pdf>

IV.7 Duty-Free Entry on Scientific Equipment / Instruments

Certain scientific instruments and apparatus can be imported into the US duty-free if the following criteria are met:

* Established for educational or scientific purposes,
* Intended exclusively for educational purposes or scientific research, and
* The scientific instrument or apparatus, or its equivalent, is not manufactured in the United States.

If the equipment arrives at Customs before duty-free entry has been approved, or if no Request for Duty-Free Entry was made prior to the purchase, the applicant can request a delay of liquidation (Customs classifies the equipment and assesses duty). A delay of liquidation is usually granted for up to 180 days but may be extended.

If the equipment has been received, classified and assessed, and the duty paid, a [Request for Duty-Free Entry Application](https://enforcement.trade.gov/sips/sipsform/ita-338p.pdf) can still be filed. This application must be filed within ninety days from the date of liquidation.

* Some categories of scientific equipment can be imported duty-free by educational institutions under certain conditions:
* A Request for Duty-Free Entry Application should be completed and filed with the United States Customs before placing the order with the supplier. If Customs approves the duty-free purchase, the purchase order must be issued to the supplier within sixty days.

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* Duty on scientific equipment is usually substantial. Departments should apply for duty-free entry well in advance of making the purchase. If duty must be paid, then departments can budget accordingly; before funds may be committed elsewhere.

For more information on the procedures for duty-free entry of scientific instruments and apparatus under subheading 9810.00.60, HTSUS, and related tariff numbers, please see [Customs Directive No. 3550-073A](https://www.cbp.gov/document/directives/3550-073a-duty-free-entry-scientific-instruments).

To apply for duty-free entry of scientific equipment, please contact Procurement Services.

IV.8 eBay

eBay does not accept purchase orders. This is because when you buy on eBay, you buy from individual sellers, not from eBay. The individual sellers will invoice you and payment will be made via credit card, in most cases prior to the item being delivered.

Procurement Services discourages purchases from eBay. When considering an eBay purchase, it is important to remember that you have no recourse if the item is received damaged or not in working condition, except eBay’s moderation between you and the seller. There is no guarantee in such a case that your money will ever be refunded. Also, many times these items come as is with no warranty. If the item breaks or stops working, your department is either out the money you paid or now looking for someone to fix it for an additional cost.

Departments should heavily consider the risks prior to making such purchases and consult with Procurement Services PCard Administrator.

IV.9 Foreign Suppliers

When a department needs to requisition from a foreign supplier and the supplier cannot be located in SpearMart, it is necessary to “suggest” a supplier by entering a requisition and provide the appropriate address and contact information for the supplier file. Procurement Services will add the supplier to OMNI and a supplier number will be assigned, just as other suppliers are added (See [New Supplier Setup](https://procurement.fsu.edu/policies#NewVendor)). It is the requisitioning department’s responsibility to make certain that the supplier does not already have a supplier number even though they may be located in a foreign country. Requisitioning departments should ask if the parent company is foreign and if it is not, they usually have a Federal Employer Identification Number (FEID #) for the parent company in the United States.

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If the foreign supplier does not take a US check or requests payment by electronic means, a wire transfer will be necessary. Once the goods/services have been physically received and the supplier has sent a proper invoice and payment is ready to be made, the department should “receive” upon the appropriate line(s) on the Purchase Order in OMNI. The department will also need to submit the **Payment Request Form - Foreign Vendor** located under Accounts Payable Forms on the Controller’s Office website. Be sure to reference the purchase order number so payment can be issued via wire transfer.

IV.9.1 Information required for Foreign Suppliers

* Company (supplier) name (full legal name of the corporation or individual)
* U.S. Federal Employer's Identification Number or Social Security Number (if available) if supplier is an individual rather than a corporation)
* Contact name for product and/or service information
* Contact name for billing and funds transfer information
* Email address
* Mailing address

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* Telephone number
* Fax number
* Bank transfer information including (1) bank name, (2) account number, and (3) swift code
* Detailed description of product or service to be provided. If services are required, evidence of performance is required for payment
* Period of service (start and end date) for services or estimated delivery date of product
* Cost per item (including shipping and handling, if applicable)
* Total cost
* Number of invoices and in what amounts if the supplier prefers to be paid in installments

**NOTE: The supplier must invoice FSU for the products and/or services each time they want payment. Submit, a Foreign Supplier Payment Request Form to Payables & Disbursement Services.**

## IV. 10 Furniture

Furniture should be purchased from State of Florida or competitively sourced contracts whenever possible, otherwise the regular University quote requirements apply. Current approved contract suppliers are located here: <https://procurement.fsu.edu/how-buy/shopping-guide#Furn>

\*Please note that this does not include ALL of the furniture contracts available to the University.

Volume purchases may require competitive solicitation.

Furniture that is $5000 and up may be considered assets and require inventory tagging if the configuration of parts is valued at $5000 or more for an individual component (i.e. workstation). Quotes should take into account the total value of these configured components and the requisition entered with an OCO commodity code in SpearMart.

Any request to purchase a special chair (or related items, such as footrests) due to ADA accommodations, must be approved in advance by Human Resources by filling out a “Perquisites or Sale of Goods or Services” form located here: <https://hr.fsu.edu/sites/g/files/upcbnu2186/files/PDF/Forms/PerquisitesofGoods_print.pdf>

Signed forms should be attached to the SpearMart requisition prior to submittal.

At the discretion of Procurement Services, furniture may be purchased up to the following State of Florida guidelines amount without written justification:

1. Chairs (ergonomic) - $675
2. Sofas 3 seat - $1,400
3. Love Seats 2 seat - $1,100
4. Wing Back (or similar chair) - $800
5. End Tables - $400
6. Coffee or 48” Conference Table - $600

Note: Items 2, 3, 4, 5, and 6 listed above may ***only*** be purchased for reception or other public areas.

All other exceptions must be fully justified and approved in advance prior to purchase.

IV.11 Honorarium

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**Link to** [**Honorarium procedure**](https://controller.vpfa.fsu.edu/services/accounts-payable/unencumbered-payments/honoraria)

IV.12 Independent Contractors versus Employee-Employer Relationships

When an individual or a business entity performs a service for the University, a distinction must be made as to whether the individual or business entity is an independent contractor or an employee-employer relationship exists. All payments for personal services of individuals and business entities represent taxable compensation to the recipient. If an employee-employer relationship exists, the compensation is considered wages and is subject to withholding tax and applicable FICA contributions. Wages are delivered through the payroll process. If no employee-employer relationship exists, the recipient is considered an independent contractor and receives payment by means of a Requisition followed by a Purchase Order or a contract.

The factor that distinguishes a contractual service from an employee-employer relationship is the degree of control exercised over the individual performing the service. IRS Regulations generally provide that an employee-employer relationship exists when the University has the right to control and direct the individual performing the service, not only as to the results to be accomplished by the work, but also the details and means by which the result is accomplished. The following three conditions are offered as a means to determine when a Requisition should be submitted for a service. All three conditions must be met before submitting a Requisition:

* Reporting Consistency - The use of certain category codes ensures that a Form 1099 will be issued to the payee as an independent contractor at the end of the year. Procurement Services will check each Requisition for contractual services to determine that the category code is appropriate.
* Substantive Consistency - The University must treat all entities performing similar services the same. Procurement Services will seek the guidance of Human Resources, or the Dean of Faculties as necessary, before approving purchase Requisitions for contractual services.
* Reasonable Basis - The University must have a reasonable basis for treating the entity as an independent contractor. This may consist of reasonable reliance on judicial precedent, recognized industry practice, IRS ruling or other reasonable basis. The University has developed an [Independent Contractor Checklist](https://www.procurement.fsu.edu/Forms) to determine whether a reasonable basis exists. The Checklist should be completed by the requisitioning department and filed for future reference before submitting a requisition for contractual services.

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IV.13 Intellectual Property and Copyright Law

When hiring independent contractors that may be producing original works for the University, there may be occasions where you will need to obtain a [Work for Hire Copyright Agreement and Assignment](file://C:\Users\kgibson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\5E2898FL\When%20hiring%20independent%20contractors%20that%20may%20be%20producing%20original%20works%20for%20the%20University,%20there%20may%20be%20occasions%20where%20you%20will%20need%20to%20obtain%20a%20Work%20for%20Hire%20Copyright%20Agreement%20and%20Assignment%20or%20consult%20with%20the%20Office%20of%20Research%20and%20Procurement%20Services%20concerning%20intellectual%20property%20and%20copyright%20issues.%20Under%20intellectual%20property%20law,%20the%20owner%20of%20the%20original%20work%20has%20exclusive%20rights%20to%20that%20work,%20such%20as%20musical,%20literary,%20and%20artistic%20works.) or consult with the Office of Research and Procurement Services concerning intellectual property and copyright issues. Under intellectual property law, the owner of the original work has exclusive rights to that work, such as musical, literary, and artistic works.

Paying a photographer to take photographs, a writer to write, or an artist to produce are only a few examples of times when you would pay someone to produce a product or service that meets the legal definition of “intellectual property.” Paying the individual or company to produce a product or service does not mean you own it, nor that you have the right to use the product or service any way you choose. To secure these rights, you must have a [Work for Hire Copyright Agreement and Assignment](file://C:\Users\kgibson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\5E2898FL\When%20hiring%20independent%20contractors%20that%20may%20be%20producing%20original%20works%20for%20the%20University,%20there%20may%20be%20occasions%20where%20you%20will%20need%20to%20obtain%20a%20Work%20for%20Hire%20Copyright%20Agreement%20and%20Assignment%20or%20consult%20with%20the%20Office%20of%20Research%20and%20Procurement%20Services%20concerning%20intellectual%20property%20and%20copyright%20issues.%20Under%20intellectual%20property%20law,%20the%20owner%20of%20the%20original%20work%20has%20exclusive%20rights%20to%20that%20work,%20such%20as%20musical,%20literary,%20and%20artistic%20works.) and a Purchase Order in place prior to any work performed.

The law in this area is very fluid and is rewritten regularly. The only way to be sure you do not pay an individual or company to produce a product for you, that you cannot legally use, is to secure your right to use the product in advance.

Examples of original works that may be protected by copyright and trademarks include, but are not limited to:

* Software that is written
* Software multimedia
* Web site development
* Other electronic media
* Music used in productions
* Images used on Web sites and other items
* Photographs
* Video film footage
* Literary works

When a department needs to obtain a product or service that engages an individual or business in creating original works, the department, working with the supplier, is required to submit a [Work for Hire Copyright Agreement and Assignment](file://C:\Users\kgibson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\5E2898FL\When%20hiring%20independent%20contractors%20that%20may%20be%20producing%20original%20works%20for%20the%20University,%20there%20may%20be%20occasions%20where%20you%20will%20need%20to%20obtain%20a%20Work%20for%20Hire%20Copyright%20Agreement%20and%20Assignment%20or%20consult%20with%20the%20Office%20of%20Research%20and%20Procurement%20Services%20concerning%20intellectual%20property%20and%20copyright%20issues.%20Under%20intellectual%20property%20law,%20the%20owner%20of%20the%20original%20work%20has%20exclusive%20rights%20to%20that%20work,%20such%20as%20musical,%20literary,%20and%20artistic%20works.). A department must ensure that the form is signed by someone with delegated Power of Attorney. A Work for Hire is a form that was created by FSU to protect against foreign and domestic copyright law, ownership, and other legal issues with regards to the use of the original work(s). In other words, the individual or business was contracted with to create the work. Works for hire are not owned by the author and shall be the sole and exclusive property of FSU, and its successors.

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IV.14 Internal University Approvals

Other University departments approve Requisitions for certain commodities and contractual services before the Requisition reaches Procurement Services. After the department completes the Requisition and it is approved at the departmental level, SpearMart automatically routes to the next level approver based on the category code. Approvers primary options are to approve, return to requester, or reject a Requisition. They cannot alter the Requisition.

Below are commodities or services requiring additional external approvals and the department or unit that reviews and approves the Requisitions as they move through workflow in SpearMart:

|  |  |
| --- | --- |
| **Commodity or service** | **Approver** |
| Advertising (over $10K) | Digital Production/Publications  **Back to Table of Contents Button** |
| Automated External Defibrillator (AED) and accessories | Environmental Health and Safety |
| Contract and Grant requisitions | Sponsored Research Accounting |
| Controlled Substances | Environmental Health and Safety |
| Copiers | Copier Program (Business Services) |
| Copyright/Trademark | Copyright/Trademark Office |
| Drones | Environmental Health and Safety |
| Fans, heaters, air circulators, etc.\* | Environmental Health and Safety |
| FireArms/Ammunition, Law enforcement equipment and supplies, Forensic supplies, Traffic control & Personal Safety Devices | Public Safety |
| Fire Safety | Environmental Health and Safety |
| Flooring | Environmental Health and Safety |
| Campus Facilities Construction, repairs or upgrades | FSU Facilities |
| Golf Carts | Environmental Health and Safety (See FSU Safety Manual for details) |
| Hazardous waste\* | Environmental Health and Safety |
| Insurance | Environmental Health and Safety |
| IT Networking Equipment | Information Technology Services (ITS) |
| Legal services\* | Office of General Counsel |
| PECO construction and FCO expenditures | Accounting Services Construction Accountant |
| Printing and copying | Printing Services and Publications Approver for Business Services |
| Radiological material | Environmental Health and Safety |
| Renovations\* | Campus Design |
| Respirator Products | Environmental Health and Safety |
| Security systems and fire alarms | Information Technology Services |
| Signs, exterior (permanent)\* | University Sign Committee |
| Software | Information Technology Services (ITS) |
| Tax free alcohol\* | Environmental Health and Safety |
| Telephones and telephone equipment; Two-way Radios | Information Technology Services |
| Travel | Controller’s Office |
| Uniforms or clothing for employees\* | University Human Resources |

\* Not reviewed in SpearMart- secure approval directly with responsible party.

IV.15 IT Software/Hardware

Under Construction

IV.16 Loan Demo/Evaluation of Equipment

To try out technical equipment or services, only on a short-term basis or to evaluate new products or services, the following procedures must be followed:

* Contact Procurement Services to determine whether the products or services require formal competitive solicitation or whether the loan/demo is allowable.
* Complete the [Short-Term Evaluation Agreement for Products and Services](https://procurement.fsu.edu/sites/default/files/media/doc/Forms/ShortTermLoanEquip.pdf) and obtain the supplier’s signature.
* Determine if supplier is currently doing business with FSU, if not, have supplier complete necessary setup forms.
* Enter a Services Fixed requisition in SpearMart by completing the correct quantity and description with a price of $1.00. Attach the completed Short-Term Evaluation Agreement for Products and Services to the SpearMart requisition. Once the PO is established, it cannot be changed unless a written request is made and processed through Procurement Services. The University does not cover any changes made unless it also goes through the official process and results in the supporting PO/Change Order documentation.

**Note**: There is risk, if you are personally doing this on your own, without consulting with Procurement Services, and without setting up a PO specifying the evaluation, the terms such as freight and time frame of returning the items. Without the PO, the individual requesting the item from the supplier could be personally obligated to cover any and all charges associated with the equipment.

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IV.17 Motor Vehicles

When purchasing new or used motor vehicles, the dealer must provide [Form 82994 DHSMV, Application for Certificate of Title](https://www.flhsmv.gov/driver-licenses-id-cards/commercial-motor-vehicle-drivers/international-fuel-tax-agreement/e-filing/) and/or vehicle registration and a Florida tag must also be obtained. Payment for new or used motor vehicles must include a copy of the Certificate of Origin, Certificate of Title, Form 82994 HSMV (if needed) and odometer disclosure. Repairs or Maintenance requisitions must include the University property number or the license tag number of the vehicle along with the year/make/model of the vehicle. If repairs are the result of an accident, then a copy of the accident report must be provided for payment.

When acquiring vehicles, review and fill out the required [Vehicle Acquisition Form](https://controller.vpfa.fsu.edu/sites/g/files/upcbnu1236/files/documents/Forms/Asset%20Management/Vehicle%20Acquisition%20Form.pdf).

**Trade-In existing vehicle**

When purchasing a new vehicle and trading in an existing vehicle in the process, enter the year/make/model/odometer reading/FSU tag number as a negative line on the requisition and contact [Property & Accounting Services](https://controller.vpfa.fsu.edu/). You will need to submit the [Capital Property Accountability Form](https://controller.vpfa.fsu.edu/sites/g/files/upcbnu1236/files/documents/Forms/Asset%20Management/Accountability%20Release%20Form.pdf) for approval.

**Note:** Do not enter negative lines in SpearMart. The discount needs to be incorporated into the price of the item with a note of what the original price and discount are. You must also provide the Trade-In form when submitting the requisition in SpearMart.

IV.18 Payment Upon Completion of Services

On rare occasions certain types of suppliers may require payment upon completion of services. When this is the case, the requisitioning department must clearly indicate on the requisition comments that payment upon completion is required and the reason for the request. Procurement Services will pass this request to the Controller's Office to prepare a University check to be sent to the Contract Manager for delivery to the supplier after the services have been completed and department has created a receipt in OMNI. "Payment upon Completion" requisitions will be automatically accepted in the following instances:

* Professional artists (this does not include deejays), primarily those contracted through a booking agency. Non-artists hired through booking agencies will not automatically be eligible for payment upon completion of services.
* Foreign individuals, immediately returning to their own country.

Unless the contractor clearly falls under one of the categories above, the requisitioning department must contact Procurement Services for approval before submitting a Requisition requesting payment upon completion. Requisitions that have not received prior approval will be considered simply as requests. **Payment upon completion should only be requested when it is an absolute requirement of the contractor and the requirement is supported by a valid reason**. All contractors should be advised that the University's standard payment terms are "Net 40 Days from Receipt of invoice and Certification of Completion". See [Payment Terms](https://procurement.fsu.edu/suppliers#Payment_Terms) for additional details including available options to supplier for more expedited payment options. Cash flow problems experienced by a supplier or departmental preference are not justifiable reasons to bypass the University's payment rules. Procurement Services may require the supplier to submit a written statement attesting to the fact that payment terms have never been extended to another agency or firm, and that the service will not be rendered unless they are guaranteed that payment upon completion will be made.

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The Requisition with the appropriate documentation supporting the request (to include the supplier's invoice) must be in Procurement Services no less than ten (10) full working days before the check is required. Requisitioning Departments must include the following information on the requisition:

* Description of the service. The description of the service should be sufficiently detailed so that the Procurement Specialist and the contractor will know exactly what is to be provided under the Purchase Order.
* Date and time that check is to be ready (Last workday, usually noon or 2:00 PM).
* Contract Manager name and telephone number.
* Name and telephone number of people to pick up check - usually the Contract Manager.

IV.19 Purchases Involving Deferred Payments and Interest

**Lease, Lease to Own, or Rental of Equipment**

The University is allowed to lease or rent equipment. Leases for equipment are subject to the normal procurement procedures including competitive solicitation. Leases of equipment, including month-to-month leases, must contain a cancellation clause (30 or 60 days), availability of funds clause and a stipulated lease period, not to exceed twelve (12) months or the end of the current fiscal year if Educational and General (E&G) Expense funds are involved. A lease may contain a renewal option clause for a future period subject to the availability of funds, if appropriate. A requisition for lease of equipment, other than for a casual rental or lease, must be accompanied by documentation to support the proposition that it is more economically prudent and cost effective to lease the equipment, as opposed to outright purchase of the equipment. If the cost of lease exceeds $75,000, prior approval of the University Controller is required. For orders under $75,000, approvals may be granted on a case-by-case basis. This does not apply to copier leases per any established contracts.

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**Installment Purchases of Equipment**

An installment purchase occurs when the University guarantees to buy an item by paying a fixed periodic payment over a period of time until the purchase price is paid, which may or may not involve interest. Installment purchases are subject to a competitive solicitation. Also, since interest is defined as a commodity, if the total amount of the purchase plus interest exceeds the competitive solicitation threshold of $75,000, the purchase is subject to the competitive solicitation requirement. Installment purchases must be reviewed and approved in advance by the University Controller. The following documentation is required for that review:

* A written justification describing the public purpose served and the agency need for the acquisition and the financial benefit to the State of an installment purchase rather than making an outright purchase.
* A written certification attesting to the availability of current operating capital outlay appropriations to meet the deferred payment obligations of the contract for each fiscal year the equipment is to be financed.

Complete the [Installment Purchase Form](file:///C:\Users\kgibson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\5E2898FL\Installment%20Purchase%20Form%20(1).doc), this form must be completed and approved by the Office of the Controller before acquiring equipment through a deferred-payment purchase arrangement.

University Departments may be eligible to use the State of Florida's Consolidated Equipment Financing Program (CEFP). Note: The minimum amount to be financed is $100,000. For more information on financing equipment through the state program, contact Procurement Services or visit the Department of Financial Services Web site at: <http://www.myfloridacfo.com/aadir/statewide_financial_reporting/>

The President, or a designee, shall have the authority to enter into deferred payment agreements, in accordance with Board of Governors debt policies. The University may utilize the State of Florida Department of Financial Services Consolidated Equipment Financing Program if it is deemed advantageous. When the CEFP is used, the University will submit the contract to the Department of Financial Services for the purpose of pre-audit review and approval prior to acceptance. No agreement shall establish a debt of the State or shall be applied to the faith and credit of the State; nor shall any agreement be a liability or obligation of the State except from appropriated funds.

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IV.20 Security Roles (OMNI & SpearMart)

**Requester**

The role of Requester is used to order supplies and/or services via a requisition in both OMNI and SpearMart.

An eORR is necessary to obtain the roles of FSU\_PO\_REQUESTER for OMNI Internal and FSU\_PS\_REQUESTER for SpearMart. [The OMNI eProcurement Requester Application (For Internal OMNI Requisitions ONLY)](https://procurement.fsu.edu/sites/default/files/media/doc/Forms/OMNI%20Requester%20Application%20%28INTERNAL%20REQs%20ONLY%29.pdf) is required only for internal requisitions.

**Receiver**

The role of Receiver works simultaneously with the Requester role. The function of this role is to allow Requesters to receive the products ordered in OMNI and in SpearMart. Only an eORR is necessary to obtain the role FSU\_PO \_RECEIVER.

**Power Receiver**

The role of Power Receiver is typically reserved for central office personnel (i.e. Accounts Payable and Procurement Services) that do not hold the Requester role and is limited to two individuals per department (one as a primary and one as a backup). An exception may be granted under the following circumstances:

* This would be the only role the individual would hold and
* Department has an exclusive receiving department or
* Individual is a UBA involved in the bill pay process or
* Departments that have numerous change orders on a regular basis (not: having numerous change orders does not automatically entitle you to this role. Procurement Services must examine why numerous change orders are being processed and whether this should be the correct way to handle transactions).

The role will allow somebody to receive for anybody in the OMNI system. Only an eORR is necessary to obtain the role FSU\_PO\_PWR\_RECEIVER.

**Approver**

The roles for Approvers are used to approve requisitions in OMNI and SpearMart. An eORR is necessary to obtain the role FSU\_PO\_APPROVER (OMNI) and FSU\_PS\_APPROVER (SpearMart). Once the Approver role has been obtained via an eORR, an [Approver Role Request Form](https://solutions.sciquest.com/apps/Router/FavoritesFormEdit?&FavoriteProductId=3934981&wantReloadOnClose=true&FavPageContext=2&tmstmp=1576687461986576) in SpearMart is required to add the new Approver to the Department ID’s they will approve on. The only exception to providing the form is if comments on the eORR mention that the roles are for projects only.

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IV.21 Shipping

Freight terms are a key element of procurement and it is important to understand their meaning. In addition to indicating whether freight is permitted, the freight terms determine when ownership of item(s) transfers to the customer and who is responsible in the event of damage claims.

The University standard shipping term for North America shipments is "**FOB Destination**" which means that liability/responsibility for the goods transfers from the Seller to the University when the freight carrier delivers the material to the University ship-to-location indicated on the purchase order.

The University purchase order default freight term is "**Prepaid and Added**" which is used when additional freight charges can be added to the invoice as separate charges for the costs of shipping goods. “**Prepaid and Allowed**” is used when all freight charges are prepaid by the seller or negotiated into the cost of the products, which is often the freight term used with FSU’s contract suppliers.

Procurement Services will consider alternate terms if deemed in the best interest of the University. **Procurement Services is the only Department authorized to establish new or modify existing purchase order shipping and freight terms**. If this is a contract purchase, do not assume that because the supplier’s quotation says the University pays the freight that we should pay it. Frequently, it is necessary to point out to the supplier that the contract terms are for freight allowed (no freight). Many times, Procurement Services will negotiate revised freight terms that pose less risk to the University. If in doubt, contact Procurement Services.

To determine if a supplier is on contract and the supplier’s freight terms, you may access detailed contract information from the Procurement Services website within the Shopping Guide.

When entering a SpearMart requisition and there is an applicable freight charge on a supplier quote, add the freight charge as a line item on the requisition. Freight charges on supplier invoices can be paid unencumbered, however, if a shipping charge exceeds the cost of goods or services FSU Accounts Payable may contact you for confirmation.

"**Inside Delivery**" must be indicated on the requisition for all orders that require special handling and delivery directly into an office/lab.

**Signatures on receipt documents**

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When asked to sign a document indicating that freight has been delivered, be sure all the boxes or items you are signing for are there; count them or we may be billed for items that were shipped by the supplier but never received by the University. If there are dents, holes, abuse, etc. on the packages, open the box immediately and examine the contents. Indicate the potential problem on the delivery papers before signing for the delivery. If damage has occurred, we will be able to file a claim. If complaints arise without proper documentation in place, the freight company may disallow the claim since they cannot be sure the damage did not occur after the delivery was made.

**Shipping-time considerations**

Perishable or time-sensitive materials require quicker delivery. International shipments can require a longer delivery time. Plan ahead and anticipate the delivery time, then adjust your schedules accordingly.

**Freight Terms**

* **FOB Destination**: Ownership passes to FSU when the carrier delivers the product to the delivery point specified by FSU. Supplier owns product in transit. If the goods are damaged in transit, replacement of the items is at the supplier’s expense. Freight charges may be incorporated into the product cost, but FSU will not pay additional freight charges. **The university prefers that all shipments are sent via FOB Destination**.
* **FOB Destination / PrePay & Add**: Ownership passes to FSU when the carrier delivers the product to the delivery point specified by FSU. Supplier owns product in transit. FSU is billed by and pays supplier for freight charges.
* **FOB Origin**: FSU takes ownership of the goods as soon as the supplier releases the goods to the carrier responsible for delivery. If the goods are damaged in transit, the university is required to pay for the goods in full. The university bears the responsibility of filing any necessary freight claims if loss or damage occurs during transit. **The university does not recommend this freight term, especially for the shipment of equipment or delicate items**. If a supplier insists on using FOB Origin, contact Procurement Services so that we can evaluate alternative shipping terms/methods.
* **Freight Collect**: Upon delivery, FSU is billed by or pays the carrier for freight charges. **The University does not recommend this freight term due to the resources it takes to get a check upon delivery and since it puts risk on the University if the product is damaged**.

IV.22 Subscription Renewals

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Initial subscription purchases may be processed as a Requisition in SpearMart, [Payment Request Form](https://controller.vpfa.fsu.edu/forms) or University PCard. Subscriptions may be renewed without submitting a Requisition in SpearMart. Departments should submit the reorder card or subscription renewal notice from the publisher, along with a [Payment Request Form](https://controller.vpfa.fsu.edu/forms) to the Payables and Disbursement Services. Payables and Disbursement Services will send the supplier a payment for the subscription with the subscription renewal notice. **Subscriptions and renewals may also be paid on the PCard**. All subscriptions, whether paid via [Payment Request Form](https://controller.vpfa.fsu.edu/forms), PCard or Purchase Order, must meet the following criteria:

* Subscription time period should be set up for one year at a time, unless the department has evidence that a longer period of time results in a significant savings for the University.
* Subscription cannot be sent to the individual's home address

**Note:** Subscription should not auto-renew.

IV.23 Supplier Returns

Occasionally it is necessary to ship an item back to a supplier and Procurement Services can be of assistance in this process, if so requested by the ordering department. The return may be necessary for a number of reasons including concealed damage, an over-shipment, or the item is incorrect or defective.

To initiate this process, the requisitioning department must contact Procurement Services. Procurement Services will ask for the supplier's name, the reason for the return, the PO number, and any other necessary documentation related to damage or defects. Procurement Services will determine if there is a legitimate reason for the return and if there is a restocking fee involved. Procurement Services will also require that the supplier agree to the return by providing a Return Authorization (RA) form. If approved by Procurement Services, they will instruct either the Receiving Department to pick up the item from the department or have the supplier’s carrier pick up the item from the department. If possible, the department should pack the item for shipment before picking up to safeguard the item in transit to and to expedite shipment. If crating is required, the department should submit a work order to the Maintenance Department to have a crate constructed before the Receiving Department or Supplier is notified to pick the item up. The Receiving Department does not have the skills or tools to do carpentry work. However, Receiving can assist with the packing of regular shipments if the department does not have the necessary supplies available.

IV.24 Supplier Shows / Exhibits

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Supplier shows, which include open houses, product exhibits, or product demonstrations, must be approved in advance by the Chief Procurement Officer (CPO) in order to:

* Protect the integrity of the University’s Procurement process;
* Protect the viability of the University-wide contracts/price agreements; and
* Ensure fairness to all suppliers.

The sponsoring University department shall notify the CPO or designee as far in advance as possible, but at least ten (10) business days prior to scheduling a supplier show. A supplier show is a product demonstration or exhibit to which supplier(s) are invited on campus for the purposes of marketing Goods or Services. **Product or equipment demonstrations may not always be considered a supplier show but departments are advised to consult with Procurement Services before scheduling**. The CPO or designee has the final authority to determine what constitutes a supplier show.

If your department would like to host or sponsor such supplier show(s), complete and submit the [Supplier Show Approval Form](file:///C:\Users\kgibson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\5E2898FL\VendorShowApprovalForm.docx).

IV.25 Used Equipment Purchases

Purchases of used equipment are permitted if determined to be in the best interest of the University. A determination will be made on a case-by-case basis that the purchase of used equipment is the best "overall" value for the University, taking into consideration a number of key variables, which affect the total cost of the equipment.

The purchase of used equipment requires a slightly different process, as it presents some unique variables that should be considered before making a purchase. The requesting department should first identify the minimum specifications required, and then identify the specific used equipment that is acceptable. All used equipment in consideration should be in excellent condition. The requesting department should apply their best efforts to determine that the purchase of the equipment would be in the best interest of the University and be prepared to document their conclusion via the "research" they have conducted. This might include: going to several Web sites to find the market trend for used equipment, or quotes for similar used equipment, or contact known equipment suppliers, brokers, or colleagues to establish a fair market value.

Departments/individuals should first check for used equipment available on campus via [Surplus Property](https://www.facilities.fsu.edu/depts/wastemanagement/). Used equipment identified outside of the University should be purchased through the competitive bid process whenever possible unless the purchase meets the requirements of a [sole source](https://procurement.fsu.edu/how/buy/buying-exemptions#SS) or is below $10,000. Criteria to consider in making the determination of purchasing "used" versus "new" equipment:

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* Manufacturer or brand, type, use and life expectancy of "new" versus "used" equipment.
* The purchase price of "new" vs. "used" equipment, and "used" vs. "used" equipment. (Compare at least 2 used equipment quotes).
* Risks presented by "used" vs. "new" equipment (e.g. possible contamination from prior usage, modification of equipment that might pose safety hazards, etc.)
* The relative price and general condition of used equipment.
* Warranty offered for "used" vs. "new".
* Service, maintenance plans, and parts availability of used versus new.
* Payment terms.
* Consideration of the freight charges and F.O.B. Point (i.e. FOB Destination, Origin, etc) - in other words, where FSU assumes responsibility. FSU's standard is FOB Destination.

V. Contract Administration

In this section, various information is found regarding how to manage a contract. Though a relatively new department, contract administration strives to ensure the quality of goods and services Florida State University receives.

V.1 General Information

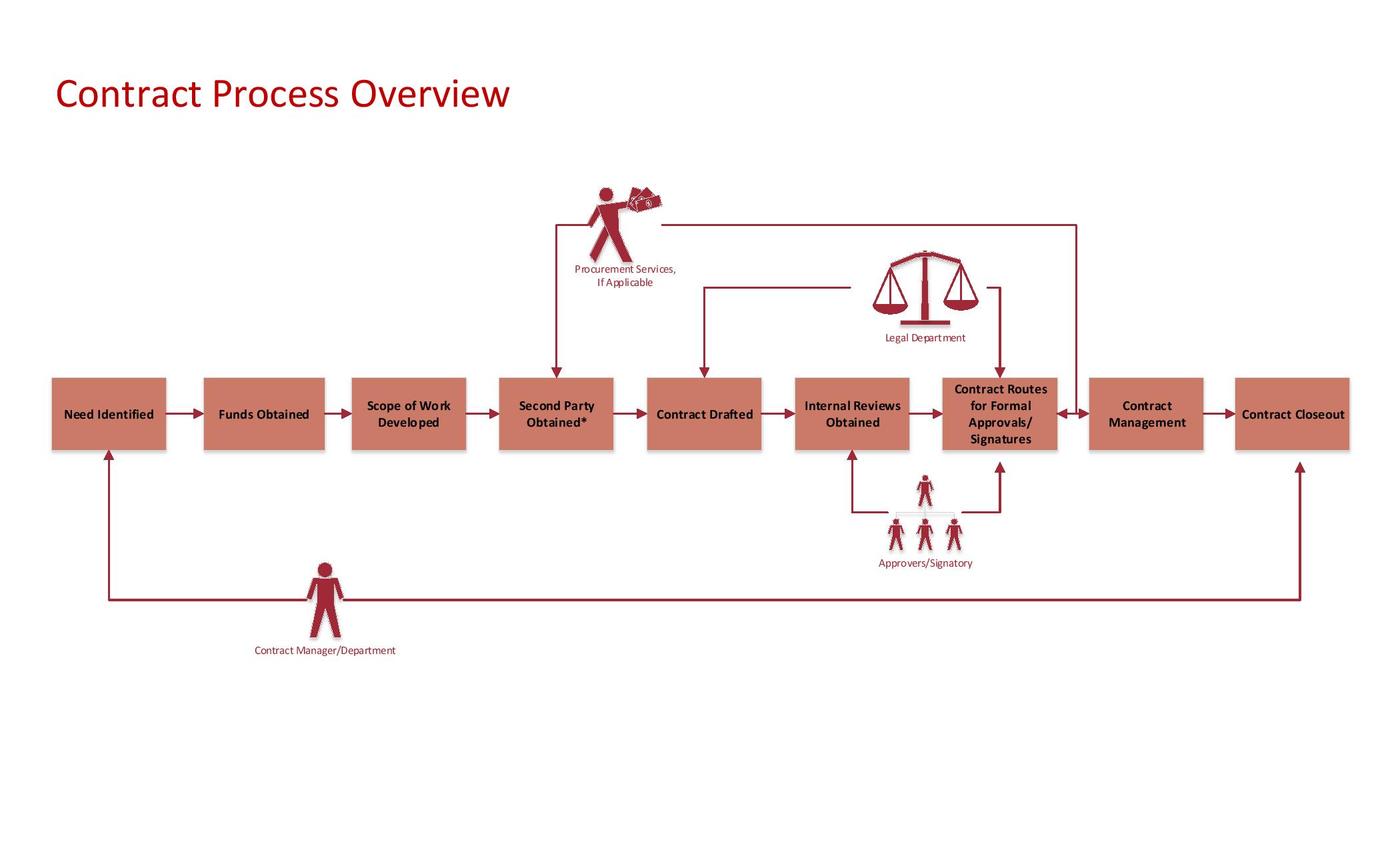
When an agreement between FSU and second party requires a written agreement, in lieu of or in additional to a Purchase Order, it is necessary to issue a contract. A “Contract” is any document intended to set forth an agreement or obligation of any kind between FSU and an outside party. This would include any permit or transfer of legal rights or assumption of obligations. Whether or not a contract is necessary, in addition to or in lieu of a PO, depends on many factors, including how the goods/services are being obtained, the complexity of the services/goods, the contract amount, etc. Often a contract is executed at the Second Party’s request.

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The procedures outlined are intended to create a system of review and oversight that ensures compliance with the Policy and leads to the centralized storage and management of University contracts. The Procedures assume that those who present contracts for approval and signature have followed the normal business practices and policies of the University relating to initiating a business relationship or transaction, including, but not limited to, compliance with the University’s Procurement Policy.

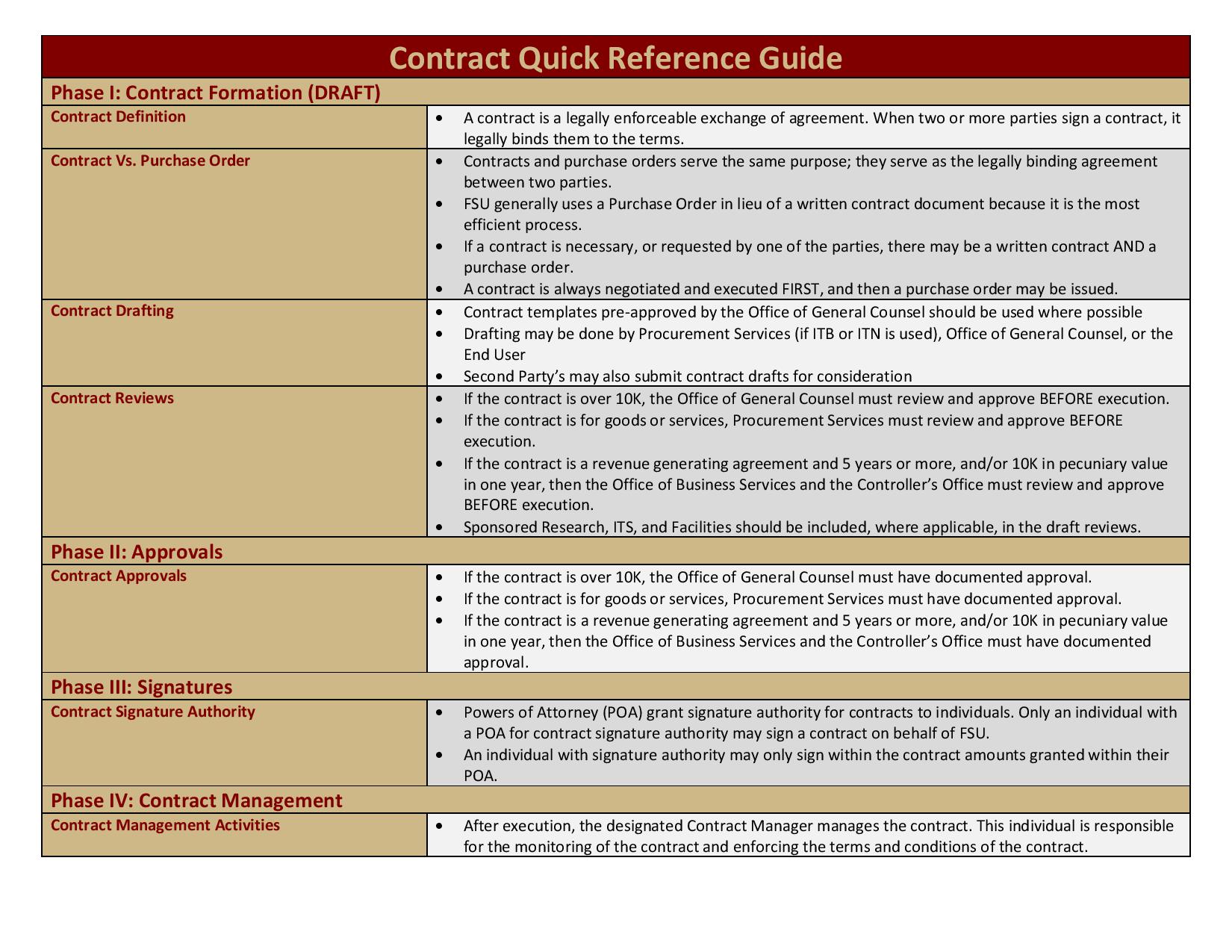
The Contract Process Overview provides the basic steps for contracting from start to finish. The Contract Quick Reference Guide offers a one-page summary of the basic steps for the contract process. For more detailed, step-by-step procedures, follow the information below. For any information on these procedures, or any other questions related to Contract Administration, please contact the Contract Administrator at [contracts@fsu.edu](file:///C:\Users\kgibson\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\5E2898FL\contracts@fsu.edu) or:

V.2 Contract Process Overview

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V.3 Contract Quick Reference Guide



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VI. Resources

Int his chapter of the manual, resources are found that are beneficial to Florida State University workers. For example, auxiliary purchases, information regarding travel, and a list of procurement forms are found in this section.

VI.1 Auxiliary Purchases

For more information regarding auxiliary purchases, please visit Florida State University’s [webpage](https://controller.vpfa.fsu.edu/auxiliary-ar-billing) on the topic.

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VI.2 Travel General Information

**General Information**

Travelers are required to minimize the amount of travel expenses paid or reimbursed by ensuring travel arrangements are the most cost-effective considering all relevant circumstances. To reduce costs, travelers should consider the use of teleconferencing and other forms of electronic communication whenever possible.

Booking with Concur is the preferred method of traveling for university business. FSU has contracted with World Travel Service, Inc. - Travel Agency to assist with the travel booking and reservation process. Agency fees exist for the use of services when booking Airfare. They are comparable to those of non-contracted offerings from alternative Travel Agencies. Benefits include 24/7 support for reservations or ticket changes, assistance booking large or group travel, and with unexpected travel difficulties or delays. Before booking travel, users should have a Travel Request submitted and in the process of approval or fully approved.

Travel must be overnight and more than 50 miles away from the traveler’s headquarters to claim reimbursement. Travelers are allowed up to 1 day on domestic travel and 2 days on foreign travel to reach their destination. Lodging expenses are reimbursed based on actual costs and meals are reimbursed based on applicable rates. A daily per diem rate of $80 per day ($20 per quarter) in lieu of lodging and meal expenses may be reimbursed.

Travelers are entitled to claim the greater of per diem or the actual daily amounts permitted for meals and lodging. Departments may not adopt reimbursement rates less than those established by federal or state law; however, a traveler may choose to waive the full reimbursement amount in favor of a lesser amount. This decision must be documented on the Less than Entitled to Form by the department before the trip occurs. Certain sponsored projects may contain provisions that further limit the amount and type of reimbursable travel expenditures. Travelers should ensure travel arrangements are in accordance with the sponsored project’s agreement before the trip begins.

VI.2.1 Air Travel

Air travel is recommended when the cost of an employee’s time is an important factor or when travel time by other methods would increase the cost to the University. Travelers are to choose the most practical and economical mode of transportation and are to generally travel the most direct route. Consideration should be given to the total cost to the University, time of the traveler, and the impact on the productivity of the traveler.

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Using Concur and our contracted services through World Travel Service, Inc. - Travel Agency, FSU employees can book airfare directly through the travel module of Concur. Transactions, receipts, and itineraries will be synced with the user's profile to allow for ease of access to information before, during, and after travel. Users must verify their FSU email address in their Concur profile. \*Benefits include 24/7 support for reservations or ticket changes, assistance booking large or group travel, and with unexpected travel difficulties or delays.

[\*World Travel Service - Pricing Model](https://controller.vpfa.fsu.edu/sites/default/files/media/doc/Travel/World%20Travel%20Service%20-%20Pricing.pdf) - Note: Service fees and additional charges may apply

**Fly America Act (49 U.S.C. 40118)**

The Fly America Act requires that all federally funded travel use a U.S. flag carrier or U.S. flag carrier service provided under a code-share agreement, except under specific situations. The U.S. has entered into several air transport agreements that allow federal funded transportation services for travel to use foreign air carriers under certain circumstances. These “Open Skies Agreements” can be viewed on the [U.S. General Services Administration’s website](https://www.gsa.gov/policy-regulations/policy/travel-management-policy/fly-america-act).

**Commercial Transportation**

The University reimburses nonrefundable commercial tickets for economy/coach accommodations. Upgraded seats are the responsibility of the traveler, unless required for ADA purposes. Please ensure the Office of Human Resources has your request for [Reasonable Accommodation](https://hr.fsu.edu/?page=eoc/ada/ada_accommodations) on file before traveling.

The University's Travel Card is the preferred method of payment.

**Charter Transportation**

A charter aircraft is available, allowing designated university employees the ability to maximize their time. The use must be cost-justifiable and in the best interest of the University. Travel to the same destination should be coordinated with other University employees, when possible. A [Contract Air Carrier Use Worksheet](https://controller.vpfa.fsu.edu/forms) (under Travel Forms) is to be completed prior to flight arrangements. When reserving a flight, please let the sales consultant know you are an FSU employee.

VI.2.2 Ground Transportation

**Car Rental**

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**Important**: The State of Florida has contracted with Avis Budget Group, Inc., the parent company of Avis Rent-A-Car, to provide vehicle rental services effective September 30, 2020.

Travelers should use the State of Florida Avis contract, when reserving vehicles. If there is a justifiable business reason to rent a vehicle from another vendor, the traveler should purchase collision and comprehensive coverage insurance from the vendor. They should not purchase liability coverage as the University is self-insured.

Employee-travelers renting on the leisure use contract, whose FSUCard says “Student” should book in Concur or bring proof of employment (pay stub, appointment letter, etc) when picking up a car.

The University will only reimburse for the rental of compact size vehicles unless justification is provided detailing the necessity for a larger vehicle. An upgrade to a larger vehicle based on individual size or stature is the responsibility of the traveler unless required for ADA purposes. Please ensure the Office of Human Resources has your request for Reasonable Accommodation on file before traveling. Rental of GPS units are reimbursable when necessary for conducting official University business.

The University’s Travel Card is the preferred method of payment.

**Avis/Budget**

Users should book rental vehicles in Concur (preferred).

In case of Concur outage or if using a billing number:

[**State of Florida Avis/Budget Rental Portal**](https://urldefense.com/v3/__https:/www.carrental.com/abgPartners/sof/__;!!PhOWcWs!j-2QGFbklPuyCF4BRb9KTw26edI2Qnc2zwMgUCc2bopuzxGsY3gh2N2FB8EkpyYU$)

* [**Current Rates**](https://www.dms.myflorida.com/content/download/150465/1002273/file/Rental%20Vehicles%20Price%20Sheet.pdf)

**Telephone Bookings**

State of Florida Reservation Desk: 800-338-8211

[**State of Florida User Reference Guide**](https://www.dms.myflorida.com/content/download/150354/1001863/file/User%20Reference%20Guide%20for%20Rental%20Vehicles.pdf)

**Personal Vehicles**

A traveler shall be reimbursed 44.5 cents per mile, for justified use of their personal vehicle. Map Mileage and Vicinity Mileage have been replaced with Mileage and Documented Miles. The Mileage expense type incorporates Google maps to calculate the traveler’s mileage. The FDOT mileage table is no longer used. Documented Miles is for travelers who make many short, logged trips, or perform other work where a point-to-point accounting of their mileage would not reflect their entitled reimbursement. A mileage log must be attached.

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**Taxi or Rideshare Services** **and Car Service/Limousine**

Taxi or Rideshare Services and Car Service/Limousine, plus reasonable tips (up to 15%) are reimbursable. Fares $25 and under do not require **\***receipts.

**Parking Fees**

Necessary and reasonable parking fees are reimbursable. Mandatory valet parking and reasonable tips (up to $1 per occasion) are reimbursable. Parking fees $25 and under do not require **\***receipts.

**Tolls**

Necessary and reasonable tolls are reimbursable.

To obtain toll receipts, visit.[**https://www.htallc.com/**](https://www.htallc.com/) **.**  Tolls $25 and under do not require ***\****receipts.

***\*Note: All T-Card charges require a receipt.***

VI.2.3 Lodging

Travelers are expected to use prudent judgment in the selection of lodging while traveling on official university business. Travel must be overnight and more than 50 miles away from the traveler’s headquarters to claim lodging. Reimbursement is limited to single occupancy rates, unless rental accommodations are shared by more than one authorized traveler. Lodging for State sponsored events may not exceed $150 per night, see the frequently asked questions (FAQs) below for details. Travelers or their representatives should maintain documentation sufficient to support the business purpose of any and all travel for official university business, and generally be prepared to justify single room rates that exceed $150 per night regardless of funding source.

An itemized hotel bill showing the actual amount paid, or $0 balance due, and method of payment must accompany the Traveler’s Expense Report. The Traveler should ensure that the bill excludes taxes for lodging in the State of Florida. A hotel may require a copy of the University's [Sales Tax Exemption Certificate](https://controller.vpfa.fsu.edu/sites/g/files/upcbnu1236/files/documents/Forms/Tax%20Administration/Certificate%20of%20Exemption%20from%20Florida%20Sales%20Tax%20FY%202019-2024.pdf). Personal expenses, such as guest accommodations, room service, entertainment, and other non-business charges, are the responsibility of the traveler.

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The University’s Travel Card is the preferred method of payment.

[Click Here for Frequently Asked Questions (FAQs) on the Updated Lodging State Fund Rules](https://controller.vpfa.fsu.edu/travel/lodging#collapse1)

VI.2.4 Incidental Charges

* Portage is reimbursable (up to $1 per bag, with a maximum of 5 bags per occasion).
* Laundry, dry-cleaning and pressing expenses when official travel extends beyond seven days and such expenses are necessary to complete the official business portion of the trip. An itemized receipt is required.
* Passport and visa fees required for official travel.
* Currency exchange fees necessary to pay official travel expenses.
* Incidental charges $25 and under do not require receipts unless purchased with a T-Card.

VI.2.5 Meals

Travelers shall be allowed the following amounts for meals while on official business:

* Breakfast - $6 (When travel begins before 6:00 am and extends beyond 8:00 am)
* Lunch - $11 (When travel begins before 12:00 pm and extends beyond 2:00 pm)
* Dinner - $19 (When travel begins before 6:00 pm and extends beyond 8:00 pm)

Travel must be overnight and more than 50 miles away from the traveler’s headquarters to claim meals. A traveler may not claim a meal allowance if the meal was included in the conference registration fee paid by the University or third party. This applies even if the traveler does not eat the meal. "Continental Breakfasts" and "Banquets" are considered meals at a conference. A "Reception" is not considered a meal. Include conference agendas in the Expense Report for meal determination.

Concur uses itineraries to determine meal allowances. See the Itinerary User Guide for detailed instructions on how and when this should be used. Foreign meal rates are automatically calculated based on itinerary. Information on identifying foreign travel can be found here.

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Guest travelers are unable to create itineraries in Concur, so meals will be calculated and entered with the expense type “Guest Daily Meal Allowance”.

Meals are not allowed to be paid with the University's Travel Card.

VI.2.6 Foreign Travel

**Foreign Travel** ([4-OP-D-2-D Travel - Section O.](https://policies.vpfa.fsu.edu/policies-and-procedures/financial/travel)) – Travel to any country (including Mexico and Canada) outside the continental United States, Alaska, and Hawaii. Travel to the noncontiguous U.S. locations of American Samoa, Guam, Midway Islands, Northern Mariana Islands, Puerto Rico, Virgin Islands, and Wake Island are considered foreign travel for purposes of this policy. **Foreign travel must be booked online or registered in Concur in advance of the trip**.

Travelers should exercise prudence when traveling to a foreign location. A traveler should review the U.S. Department of State’s [Foreign Travel Advisories](https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/) before making travel arrangements and enroll in the S.T.E.P program. Travel is not allowed to [State Sponsors of Terrorism](https://www.state.gov/state-sponsors-of-terrorism/).

**Air Travel**

The Fly America Act (49 U.S.C. 40118) requires that all federally funded travel use a U.S. flag carrier or U.S. flag carrier service provided under a code-share agreement, except under specific situations. The U.S. has entered into several air transport agreements that allow federal funded transportation services for travel to use foreign air carriers under certain circumstances. These “Open Skies Agreements” can be viewed on the U.S. General Services Administration’s [website](https://www.gsa.gov/policy-regulations/policy/travel-management-policy/fly-america-act).

**Lodging and Meals**

Meals and Lodging will be reimbursed up to the maximum U.S. Department of State’s [Per Diem Rates](https://aoprals.state.gov/web920/per_diem.asp). When an expense line’s city of purchase is in a foreign country, Concur automatically applies that country’s currency exchange rate as of the transaction date.

When completing itineraries for a traveler’s daily meal allowance, Concur automatically applies the foreign meal rate for the city and country of travel. Foreign meals shall be determined by “where the traveler lays their head at night”.

**Currency Converters for Expense Reports**

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Currency conversion is handled systematically based on the amount specified for the expense in Concur. See the [Converting Foreign Currency Transactions](https://controller.vpfa.fsu.edu/sites/default/files/media/doc/Travel/Concur/Converting%20Foreign%20Currency%20Transactions.pdf) guide for more information. The tool below can be used as a reference point.

* [Oanda](https://www1.oanda.com/currency/converter/)

VI.3 Federal Procurement

See the following PowerPoint Presentations located here: <https://www.procurement.fsu.edu/Training>

* UG Presentation
* Uniform Guidance for Legal
* Uniform Guidance Related to Sole Sources

VI.4 Procurement Forms

|  |  |  |
| --- | --- | --- |
| **Form** | **Formerly Known As** | **Location** |
| [Approval Role Request](https://solutions.sciquest.com/apps/Router/FavoritesFormEdit?&FavoriteProductId=3934981&wantReloadOnClose=true&FavPageContext=2&tmstmp=1576687461986576) | OMNI eProcurement Approver Form | SpearMart |
| [Blanket Order Request](https://solutions.sciquest.com/apps/Router/FavoritesFormEdit?&FavoriteProductId=3931102&wantReloadOnClose=true&FavPageContext=2&tmstmp=1576687461986576) | N/A | SpearMart |
| [Change Order Form Request](https://solutions.sciquest.com/apps/Router/FormWizardRequestInstructions?RequestId=2094436&Origin=HOME&tmstmp=1576687549978) | Change Order Request | SpearMart |
| [Confirming Order](https://solutions.sciquest.com/apps/Router/FavoritesFormEdit?&FavoriteProductId=3931104&wantReloadOnClose=true&FavPageContext=2&tmstmp=1576687570676721) | Confirming Order Justification | SpearMart |
| [Emergency Exemption](https://solutions.sciquest.com/apps/Router/FavoritesFormEdit?&FavoriteProductId=3948002&wantReloadOnClose=true&FavPageContext=2&tmstmp=1576687570676721) | Emergency Purchase Form | SpearMart |
| [Non-Catalog Request](https://solutions.sciquest.com/apps/Router/FavoritesFormEdit?&FavoriteProductId=3947933&wantReloadOnClose=true&FavPageContext=2&tmstmp=1576687570676721) | N/A | SpearMart |
| [Non-Catalog Request - Sole Source](https://solutions.sciquest.com/apps/Router/FavoritesFormEdit?&FavoriteProductId=3948008&wantReloadOnClose=true&FavPageContext=2&tmstmp=1576687570676721) | Sole Source Justification | SpearMart |
| [PCard Holder Application](https://solutions.sciquest.com/apps/Router/FavoritesFormEdit?&FavoriteProductId=3934913&wantReloadOnClose=true&FavPageContext=2&tmstmp=1576687570676721) | Cardholder Application | SpearMart |
| [PCard Holder Termination Request](https://solutions.sciquest.com/apps/Router/FavoritesFormEdit?&FavoriteProductId=3934911&wantReloadOnClose=true&FavPageContext=2&tmstmp=1576687570676721) | Cardholder Termination | SpearMart |
| [PO Due Date Extension/Roll Request](https://solutions.sciquest.com/apps/Router/FavoritesFormEdit?&FavoriteProductId=4984456&wantReloadOnClose=true&FavPageContext=2&tmstmp=1613750644531789) | N/A | SpearMart |
| [Proxy Application](https://solutions.sciquest.com/apps/Router/FavoritesFormEdit?&FavoriteProductId=3935025&wantReloadOnClose=true&FavPageContext=2&tmstmp=1576687570676721) | N/A | SpearMart |
| [Proxy Termination/Transfer Request](https://solutions.sciquest.com/apps/Router/FavoritesFormEdit?&FavoriteProductId=3934989&wantReloadOnClose=true&FavPageContext=2&tmstmp=1576687570676721) | Proxy Termination Transfer | SpearMart |
| [Service Request - Fixed](https://solutions.sciquest.com/apps/Router/FavoritesFormEdit?&FavoriteProductId=3931108&wantReloadOnClose=true&FavPageContext=2&tmstmp=1576687570676721) | Sole Source Justification | SpearMart |
| [Service Request - Variable](https://solutions.sciquest.com/apps/Router/FavoritesFormEdit?&FavoriteProductId=3947956&wantReloadOnClose=true&FavPageContext=2&tmstmp=1576687570676721) | Sole Source Justification | SpearMart |
| [Software Request](https://solutions.sciquest.com/apps/Router/FavoritesFormEdit?&FavoriteProductId=4230292&wantReloadOnClose=true&FavPageContext=2&tmstmp=1576687570676721) | Sole Source Justification | SpearMart |
| [Charter Bus Quote Form](file:///C:\Users\effva\OneDrive\Desktop\College%20Assignments\Semester%206\InternFSU%20Procurement\Procurement%20Manual\Charter%20Bus%20Form.xls) | N/A | Procurement Site |
| [Independent Contractor/Contractual Services Checklist](https://www.procurement.fsu.edu/Forms) | N/A | Procurement Site |
| [Installment Purchase Form](https://procurement.fsu.edu/sites/default/files/media/doc/Forms/Installment%20Purchase%20Form%20revised%200802019.pdf) | N/A | Procurement Site |
| [Intellectual Property Law Acknowledgment](https://procurement.fsu.edu/sites/default/files/media/doc/Forms/Intell%20Prop%20Acknow%20Form.pdf) | N/A | Procurement Site |
| [Short Term Evaluation Agreement of Products and Services](file:///C:\Users\effva\OneDrive\Desktop\College%20Assignments\Semester%206\InternFSU%20Procurement\Procurement%20Manual\ShortTermLoanEquip%20Updated%20(1).docx) | N/A | Procurement Site |
| [Vehicle Acquisition Checklist](https://controller.vpfa.fsu.edu/sites/default/files/media/forms/Property/Vehicle%20Acquisition%20Form.pdf) | N/A | Procurement Site |
| [Works for Hire Copyright Agreement and Assignment](file:///C:\Users\effva\OneDrive\Desktop\College%20Assignments\Semester%206\InternFSU%20Procurement\Procurement%20Manual\WORK4HIRE%20Blanket%20Agreement%20Updated%20(1).docx) | N/A | Procurement Site |
| [Emergency PCard Purchase Request](https://procurement.fsu.edu/sites/default/files/media/doc/Forms/Emergency%20Purchase%20P-Card%20Form%20v3.0.pdf) | N/A | Procurement Site |
| [Replacement Receipt](https://procurement.fsu.edu/sites/default/files/media/doc/Forms/Replacement%20Receipt%20Form%20-%20Fill%20In.pdf) | N/A | Procurement Site |
| [Honorarium Statement Certification](https://procurement.fsu.edu/sites/default/files/media/doc/Forms/Honorarium%20Cert%20Statement%202.4.pdf) | N/A | Procurement Site |
| [FSU Substitute IRS Form W9](https://procurement.fsu.edu/sites/default/files/media/doc/Training/Substitute_W-9_Form_Instructions.pdf) | N/A | Procurement Site |
| [Supplier Show Approval](https://procurement.fsu.edu/sites/default/files/media/doc/Training/Substitute_W-9_Form_Instructions.pdf) | N/A | Procurement Site |
| [IRS W-8 Form Instructions](https://www.irs.gov/pub/irs-pdf/iw8.pdf) | N/A | Procurement Site |
| [IRS W-9 Form](https://procurement.fsu.edu/sites/default/files/media/doc/Forms/IRS_W9_Form_REV12-2014.pdf) | N/A | Procurement Site |

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**SPEARMART FORMS GUIDE**

**BLANKET ORDER REQUEST:**

The Blanket Order Request Form is to be utilized for products that are not line‐item specific and used on a recurring basis to order consumable supplies for a specified period of time.

- Examples: Publix PO’s for food, PO’s for gas/gasoline, etc. The description must include what needs to be purchased, what it is for, and the dates of service.

IE: “Blanket PO for food as needed for Student Union Fall Festival from 10/1/2020 – 10/3/2020”

**Note:** This form should **NOT** be utilized for services, as this form does not allow for Scope of Work, Purpose, Deliverables, or any other pertinent information required for processing by Procurement Services. BPO’s by their “blanket” nature do not contain specific product information. This greatly reduces the University’s ability to utilize product information to negotiate and obtain better quality and pricing for the products ordered. **Procurement Services may sparingly approve BPOs on a case-by-case basis with a maximum term of one year.**

**Blanket Restrictions:**

* **SpearMart Participating Suppliers:** Requisitions for BPOs will not be issued to suppliers who have a Hosted or Punch-out Catalog in SpearMart.
* **Non-Contract Suppliers**: Requisitions for BPOs will not be issued to non-contract suppliers if there is an existing campus or University contract for the same or similar product. Individual, line-item specific purchase requisitions/purchase orders may be processed to the non-contract suppliers for those materials/services that are out of stock or unavailable from the contract suppliers or P-Card may be used (see Exceptions below).
* **Equipment:** BPOs cannot be used to order equipment.
* **Equipment Maintenance Program**: If the procurement request is for maintenance of equipment, first refer to the University Equipment Maintenance Program to determine whether or not Equipment Maintenance Program provider can save your department money on maintenance coverage. <https://www.procurement.fsu.edu/how-buy/shopping-guide#EquipM>

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If you choose to convert to the Equipment Maintenance Program, you will need to enter a service requisition in SpearMart.

* **Unencumbered Disbursements**: Use a Payment Request Form (ePRF) in lieu of a BPO for items on the Allowable Unencumbered Disbursements List: <https://controller.vpfa.fsu.edu/services/accounts-payable/unencumbered-payments/allowable-unencumbered-disbursements>

**CHANGE ORDER REQUEST:**

**Note: Effective March 1, 2019, Blanket Change Orders will be limited to one (1) change order per fiscal year. Any PO that has a remaining encumbrance below $100 and has last activity date greater than sixty (60) days will be closed.**

The Change Order Request Form is to be utilized to make updates to current open PO’s. Change Orders are used to:

* Finalize and close a purchase order – Note: all items must be received – receipts processed through OMNI, invoiced (vouchered) and matched (paid);
* Decrease or increase purchase order quantities when absolutely necessary (excludes catalog orders);
* Add or cancel items on a purchase order (excludes catalog orders);
* Make any substantial changes on a purchase order that will result in a cost differential;
* Cancel the purchase order (Note: supplier must agree to the cancellation and will not charge any restocking fees. Catalog orders must have the cancellation confirmation from the supplier attached to the change order).
* Adjust the Purchase Order to conform to the supplier’s invoice (Note: only if the quote, solicitation or contract allows).
* Extend or amend dates of service, if not already past the ending date and has not been received/vouchered against;
* Change the Ship-To-Location (Note: once a PO has been dispatched, the Ship To Location should not be changed. The PO should be canceled and you should submit a new requisition);
* Change due date, if delivery has been delayed by supplier - fill out the [PO Due Date Extension/Roll Request Form in SpearMart](https://solutions.sciquest.com/apps/Router/FavoritesFormEdit?&FavoriteProductId=4984456&wantReloadOnClose=true&FavPageContext=2&tmstmp=1613750644531789).

For more information on the issuance of change orders, go to: <https://www.procurement.fsu.edu/policies#Change>

**CONFIRMING ORDER REQUEST:**

The Confirming Order Request Form is to be utilized when requesting payment to a supplier after-the fact. For example, an employee made a purchase (committed funds) on behalf of the University without securing the appropriate internal approvals first and did not use a University authorized procurement method (i.e. valid Purchase Order, PCard at point of sale, or existing signed and valid University contract in place). The following information is required when submitting a Confirming Order Request Form:

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* Name of Initiator (the individual that purchased/contracted for goods/services on behalf of the University
* Confirming Order date (date that the purchase was made or initiated)
* Product/Service Description
* Explanation why the after-the-fact order was placed prior to submitting a requisition and establishing a valid University purchase order number. **Note**: a valid purchase order means that a PO has been created and has been dispatched to the supplier, which further means that all internal workflow approvals have been obtained including budget checking.
* Purpose for which the good or services were purchased/contracted for
* What steps the department has taken to prevent repetition of confirming purchases in the future (i.e. what is the improvement plan moving forward)
* Copy of the receipt/invoice and any other supplemental documentation to relevant to the purchase

**Note:** Procurement Services will review all confirming requisitions on a case by case basis, and will have the option to disapprove any request that was not determined to be an emergency, or when a purchase order could have been obtained. Disapproval will result in the cost of the purchase being borne by the individual who contracted with the supplier without a purchase order number. Neither Payables & Disbursements Services nor the University Business Administrators will process direct pay requests for purchases that could have and should have had purchase orders in advance. For more information about Confirming Orders, go to: <https://www.procurement.fsu.edu/policies#Confirm>

**EMERGENCY REQUEST:**

The Emergency Request Form is to be utilized in the event of a true emergency, which would mean that a condition exists which threatens the health or safety of persons or animals, the preservation or protection of property, or a vital University function, and certifies that an emergency exemption from the competitive solicitation requirement is warranted, pursuant to Board of Governors Regulation 18.001 and FSU Regulation 2.015(9(a)). For more information about Emergency Exemptions go to: <https://www.procurement.fsu.edu/how/buy/buying-exemptions#emer>

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Note: Enter the Emergency Requisition as quickly as possible so that it can route for approval and contact Procurement immediately for further guidance. Emergencies that are $75,000 or greater will route to the VP of Finance & Administration, for final review/approval and emergencies that are under $75,000 will route to the Chief Procurement Officer for approval in SpearMart workflow.

The following must be provided on an Emergency Request Form:

* Circumstances necessitating the emergency purchase
* Attach any supplemental documentation pertaining to the confirming purchase

**NON-CATALOG SOLE SOURCE REQUEST FORM:**

This form should be utilized for product **only**. Any orders for services should be submitted utilizing one of the services request forms. This form should be used for sole source requests $75,000 or greater.

Sole Source procurement is when you make a purchase without competition when competition is otherwise required. Procurement Services makes the final determination if a Sole Source procurement is justifiable. The essential elements to a justifiable sole source include:

* There is only one good or service that can reasonably meet the need and
* There is only one supplier who can provide the good or service.

Best price does not make a good or service a valid sole source.

Detailed information must be supplied on a Sole Source Request Form to explain and document how the request can reasonably meet the requirements/specifications and how this is the only supplier who can provide the good or service.

For more information on Sole Source Exemptions go to: <https://www.procurement.fsu.edu/how/buy/buying-exemptions#SS>

**NON-CATALOG REQUEST FORM:**

This form should be utilized for goods/product **only**. Any orders for services should be submitted utilizing one of the services request forms below.

The description of the product should include name of item, product description, and part number.

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**Example**: Logitech wireless mouse, item 12345, color: blue

**NOTE:** Quantity should always be for the number of items needed. For example, 2 Logitech Mice. Quantity should **not** be entered as a total PO value with the unit price being $1.00, as this causes issues in OMNI in terms of receiving, payment, and PO closing.

**SERVICES REQUEST - FIXED:**

Use this form to request Services where you need to pay a flat rate **OR** if your service rate will vary over the term of the PO. In the instance of the latter, all rates must be noted in the Product/Service Description section of the form.

Examples include - Subscriptions, Guest Speakers, Annual Maintenance Fees, Software Maintenance, Copier leases & overages, purchases with milestone payments.

**Example 1**: One year of hardware/software/equipment maintenance: $400 (Please note that on maintenance requests, requester must provide year/make/model/serial number of the product requiring maintenance);

**Example 2**: Graphic Design services: $200 for initial design service, $500 for delivery of final product;

**Example 3:** Copier lease: Line 1 – Monthly lease of Konica Bizhub 1500 for 12 months @ $50/month.

Line 2 – Color copy overages at $.020/copy.

Advantages to the Service Request- Fixed form:

* Allows for multiple receipts at varying/multiple amounts, as receipts are created by dollar amount and not quantity. PO’s created utilizing this form push over to OMNI as “amount only,” the same way a Blanket does.

**Note: If you intend to pay the supplier via a specific rate over the term of the PO ($/hr or $/day etc.), you will need to use the Services Request - Variable Form.**

**SERVICES REQUEST - VARIABLE:**

Use this form ONLY to request services where you are paying a specific hourly/daily rate(s)for a single service.

**Example 1:** Transcription services: 100 words @ $1.50/word;

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**Example 2:** Education/Training: 8 hours @ $100/hr;

**Example 3:** Security Guard: $80/hr;

**NOTE: Do not make the quantity on this form for the total PO amount and the price as $1, as these will not process correctly and cause issues in OMNI for receipt, change orders, and payment processes.**

**SOFTWARE REQUEST FORM:**

This form should be utilized for software purchases. The description should include name of software, product description, and part number. If a license, the dates of service/term of the software must be included in the Product/Service Description section of the form. The form also includes a software checklist that must be filled out so that the request can be reviewed by FSU ITS when routing through SpearMart workflow.

\***Note: For any SpearMart Forms above that are to pay individuals, See the**[**Independent Contractor Checklist**](http://procurement.fsu.edu/sites/default/files/media/doc/Forms/INDEPENDENT%20CONTRACTOR%20CHECKLIST%20UPDATE%2012-23-16.doc) **for assistance in determining an individual's correct classification status.**

VI.5 Florida State University Foundation

The following links have information regarding FSU Foundation.

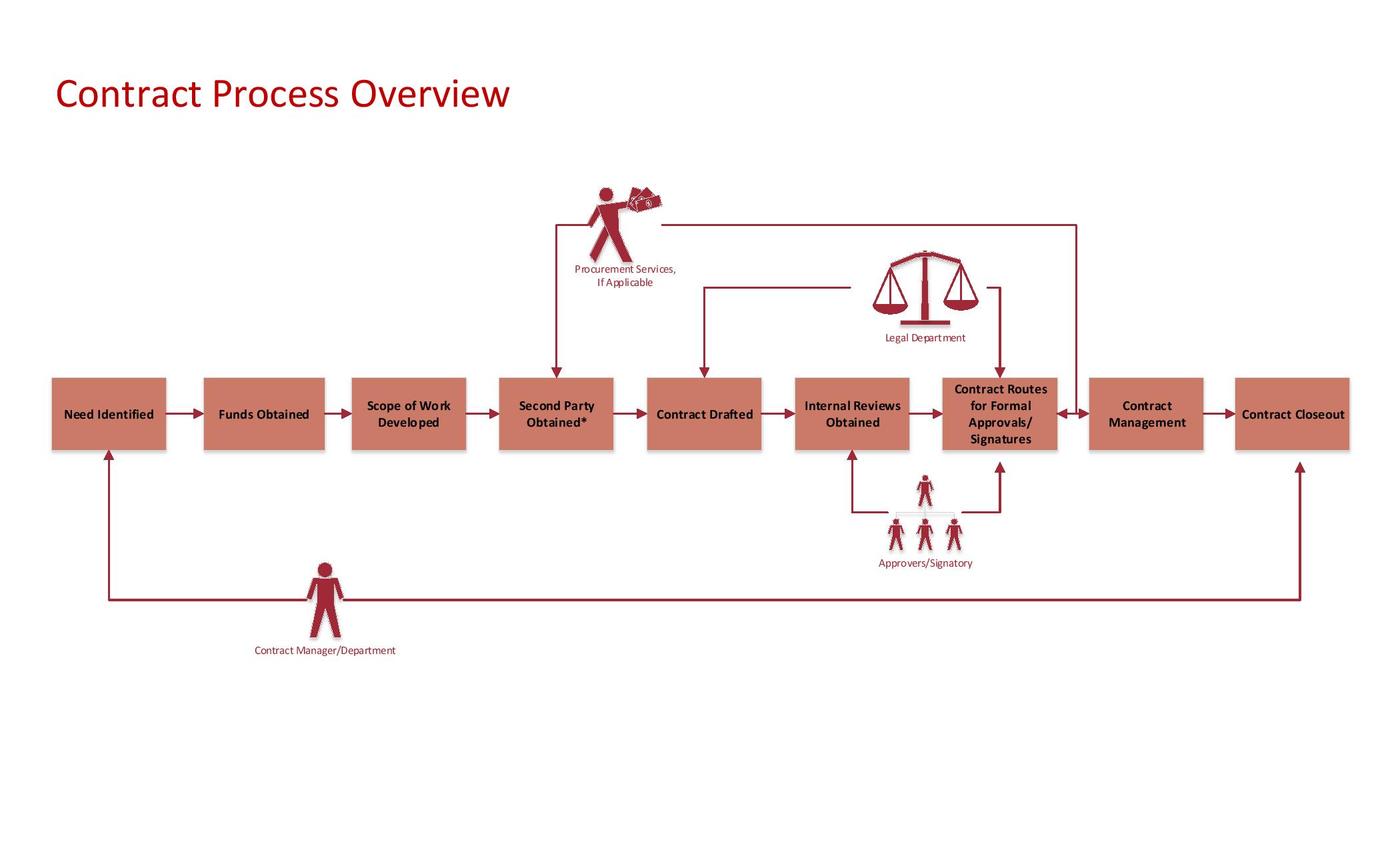
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Foundation to Omni - <https://controller.vpfa.fsu.edu/services/accounting-reporting/omni-foundation>

Foundation Expenditure Policies and Procedures - <https://foundation.fsu.edu/sites/foundation.fsu.edu/files/documents/forms-and-resources/Expenditure-Policy-and-Procedures.pdf>

VI.6 Charts and Links

The following section will include various charts, graphs, and links that aim to make the procurement process easier to understand.

I.6.1 Contract Process Overview (Flowchart)******

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VI.6.2 Contract Quick Reference Guide

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A screenshot of a cell phone

Description automatically generated

VI.6.3 OMNI Receipt To Pay Process

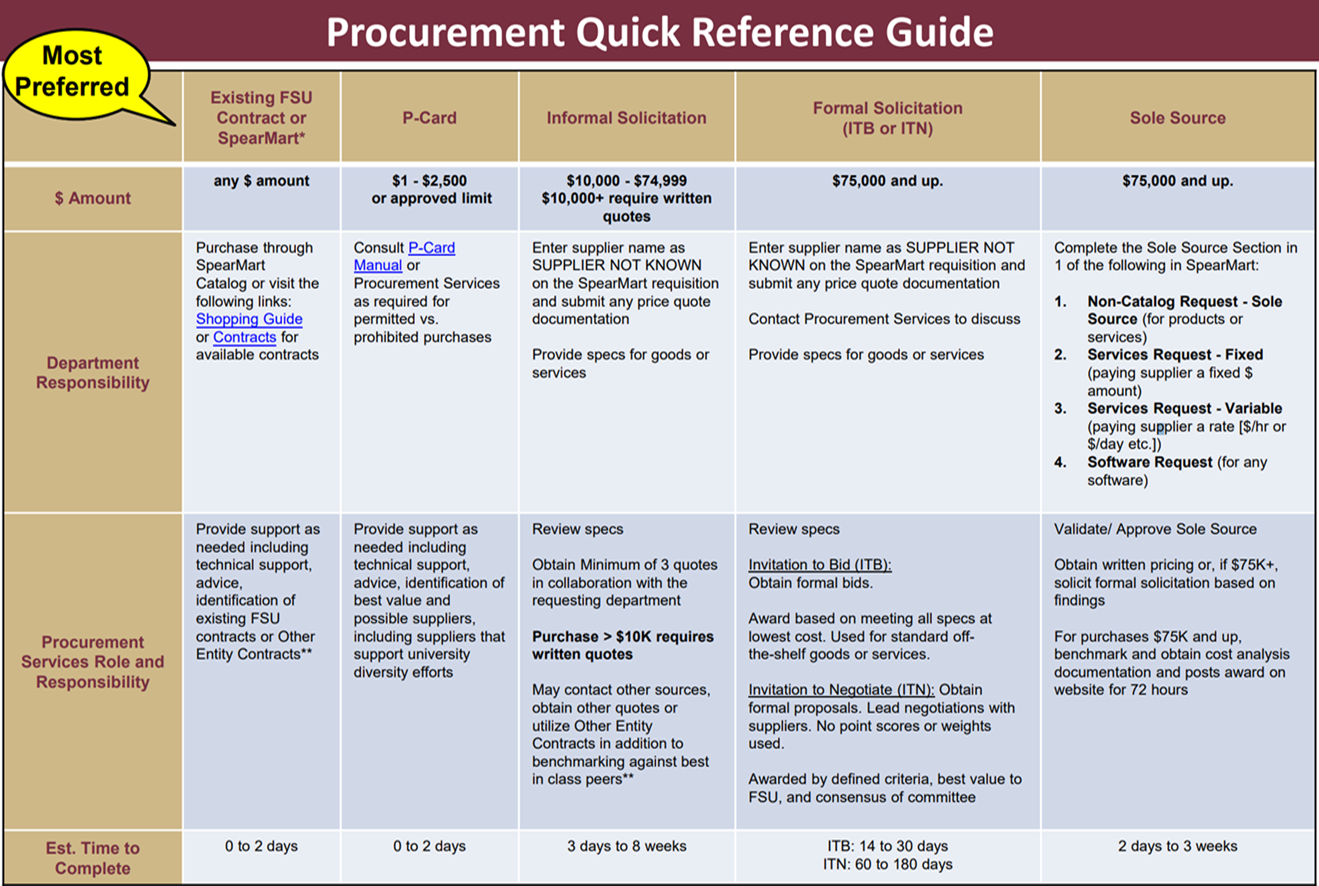
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VI.6.4 People Payments Procedure

The link below details how to pay a vendor based on a set of questions.

<https://fsu.qualtrics.com/jfe/form/SV_5jyXuTOUZ1F4BLv>

VI.6.5 Procurement Quick Reference Guide 

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VI.6.6 Requisition (PR) Validation Process

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Requisition budget validation process is part of the PR workflow process. When the requisition (PR) is created and submitted, the 1st workflow process in SpearMart is the automated budget validation process. This process checks the budget information entered (used) for that PR against the budget information in OMNI to make sure the information used for that PO budget is correct, valid, and has the funding to support the PR. A systematic response is expected from OMNI before the next workflow approval process can continue. If the response from OMNI is approved, the workflow approval process will move forward to the next workflow step (i.e., Department Level 1 Approval step. This is a manual approval step). Once all manual approval steps are approved and complete, the Requisition budget validation process will run again.

****

Why are we running this process twice for the same PR?

Answer: in case the budget has changed between the beginning of the manual workflow approval process and the end of that process. This is built in “safety net” process to avoid over spending.

If the budget checking process fails, the system will automatically return the PR back to the requester. An error message, which includes the reason for return is provided to the requester. This error is also written in the PR History Log.

VI.6.7 SpearMart Shop To PO Process

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## VI.6.8 Procurement Definitions

Link to [Procurement Definitions](https://www.procurement.fsu.edu/definitions)

VI.7 Frequently Asked Questions

The following section will include various questions that are frequently asked. For organizational purposes, the questions are separated into five different categories, General, ePayables, PCard, SpearMart, and Supplier.

VI.7.1 General FAQs

**Who can I contact in Procurement Services to add or update a supplier?**

Contact [Supplierrelations@fsu.edu](mailto:Supplierrelations@fsu.edu)

**Where can I view purchase orders and change orders?**

You can view purchase orders and change orders in SpearMart. Any purchase order or change order created prior to 3/20/17 will only be available to view in OMNI. [See instructions for viewing imaged documents in OMNI](https://its.fsu.edu/service-catalog/administrative-and-business/fax-and-document-scanning/document-management-services). Should you need access to FSU's Document Management System (currently OnBase), contact [its-imaging@admin.fsu.edu](mailto:its-imaging@admin.fsu.edu) to request access.

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**Can I get the bid process going even though I don’t have a budget number set up for my purchase yet?**

Yes, don’t delay the procurement process just because you don’t know or don’t have a budget number.

**I am not sure whether I need quotes or a bid or what process to follow. What should I do?**

Contact a [Procurement Specialist](https://procurement.fsu.edu/about-us/meet-staff)/Category Manager immediately to discuss the type of pricing that will be required.

**I have a quote from the supplier. Will this quote suffice for specifications that you require for bidding?**

Learn the elements of a complete specification and list all requirements on the requisition or specifications sent to Procurement Services.

**What is an authorized signature?**

An individual authorized to sign requisitions on behalf of his/her department. This person IS NOT authorized to sign contracts, unless given power of attorney by the President.

**What is a Contractual Service?**

Purchase of services, rather than a purchase of commodities (e.g.: consultants)

**What information should be listed on a Blanket Order?**

[Blanket Orders](https://procurement.fsu.edu/definitions#Blanket) should include the Supplier and Supplier's address, start and end dates of the blanket order, product/service description, total dollar amount of the blanket, commodity code(s), and department authorized signature names.

**How can I avoid Copier, Office Supply and Invoice Scams?**

They are back at it again! The "toner phoners" are working the campus once again looking for unsuspecting victims. Please [click here](https://procurement.fsu.edu/faqs/general/scams) for more information on how to watch for and not fall for these scams.

**Why does the University require a potential supplier authentication process?**

Florida State University requires that all firms selling goods or services be evaluated for our current supplier database. All suppliers must be [responsive](https://procurement.fsu.edu/definitions#Responsive) and [responsible](https://procurement.fsu.edu/definitions#Responsible) suppliers and agree to accept the University’s terms and conditions and provide required federal reporting data. The University reserves the right to decline a request to add a new supplier and may determine that it’s not in the best interest of the University, if the goods or services are already available from a University preferred contract or Florida State University SpearMart [participating supplier](https://procurement.fsu.edu/spearmart/participating-suppliers), or is listed in the U.S. Government Excluded Parties List System. An approved supplier is one that, at a minimum, meets many of the supplier selection criteria (i.e. pricing, billing terms, order fill rate, return goods policy, etc.) established by Procurement Services.

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**How long does this process take?**

For potential PO suppliers, the process normally may take 1-5 days or less. For orders that require expedited handling, contact Procurement Services Supplier Relations at [SupplierRelations@fsu.edu](mailto:SupplierRelations@fsu.edu). For non-PO suppliers, contact Payables and Disbursement Services at [accountspayable@admin.fsu.edu](mailto:accountspayable@admin.fsu.edu).

**Will departments receive notification during the different Supplier stages? (i.e. when the Procurement Services FSU Substitute W-9 Form has been received, and when the Supplier is approved in OMNI)?**

For potential non-PO Suppliers, Payables and Disbursement Services will let the department know if a supplier cannot be entered into the system. Otherwise, the department should check OMNI after a few days to find the supplier number. For potential PO suppliers, if the supplier is denied based on information on the authentication form, Procurement Services will notify the department and supplier. If the supplier is approved, the department will be notified with the supplier ID number.

**How does the supplier submit the forms?**

For protection of confidential information, PO suppliers must complete the FSU Substitute IRS Form W-9 online at this link: <https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=ef16ab86-1772-4375-9cce-a58229de51a5>. Non-PO Suppliers may mail or fax the appropriate form to Payables and Disbursement Services (see [AP Forms](https://controller.vpfa.fsu.edu/forms)), A5607 University Center, Tallahassee, FL 32306-2391, 850-644-8317. (Please Note: When mailing the forms, the approval process may take longer than two (2) days).

**What should be done if a supplier has an address change or a remit to change of address?**

Contact Supplier Relations at [SupplierRelations@fsu.edu](mailto:SupplierRelations@fsu.edu). A letter or invoice from the supplier that indicates the address change is all that is required.

**What should be done if a department needs a supplier reactivated in the supplier file?**

Contact Supplier Relations at [SupplierRelations@fsu.edu](mailto:SupplierRelations@fsu.edu). Supplier Relations will look up the supplier to see why they were inactivated. Depending upon the reason, they may activate them by having the supplier fill out a new [FSU Substitute IRS W-9 Form](https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=ef16ab86-1772-4375-9cce-a58229de51a5) to capture required federal reporting data or they may deny activation due to a particular reason (i.e. supplier has been debarred or supplier is now using a different name and FEID #, and thus is considered a new supplier. If that’s the case, if they are a potential PO supplier, they would fill out the [FSU Substitute IRS W-9 Form](https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=ef16ab86-1772-4375-9cce-a58229de51a5). If they are a non-PO supplier then they would fill out the [Payables and Disbursement Services Supplier Authentication form](https://controller.vpfa.fsu.edu/forms)).

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**If the supplier is not a US Citizen or permanent US Resident, what should be done?**

Do not complete the FSU Substitute IRS W-9 Form. Instead, contact FSU’s Payroll Services department at (850) 644-3813.

**What is the process for a foreign supplier?**

Foreign suppliers will not be required to fill out the FSU Substitute IRS W-9 form as a PO supplier or non-PO supplier. Instead, they should refer to the [IRS instructions and forms for foreign businesses](https://www.irs.gov/pub/irs-pdf/iw8.pdf) as there are W-8 forms to choose from:

- Form W-8BEN for Individuals

- Form W-8BEN-E for Entities

- Form W-8ECI is applicable if the foreign entity has a trade or business in the United States;

- Form W-8IMY is applicable if foreign entity acts in the capacity of a custodian, broker, nominee or any other person that acts as an agent for another person; or

- Form W-8EXP is applicable primarily when the foreign entity is a foreign government, foreign bank, foreign tax-exempt organization or foreign foundation.

After completion of the required form, send the signed document to either Payables and Disbursement Services (if a non-PO supplier) or Procurement Services (if a PO supplier). Note: The Supplier Relations team will check all the necessary resources to ensure no federal or state restrictions exist on the foreign entity before we enter them into our supplier file. If it’s an individual and they are not a US Citizen or permanent US Resident, they should not fill out the FSU Substitute IRS W-9 Form, but instead should contact FSU’s Payroll Services Department at (850) 644-3813.

**Which suppliers are considered foreign?**

An entity is considered foreign if it is created or organized outside the United States. This includes entities that may have operations in the United States, but the parent company is organized outside the United States. Depending on the type of payment, all payments made to or on behalf of a foreign entity are generally subject to income tax withholding unless specifically exempted either by U.S. tax law or an income tax treaty. Generally, payments not exempt from withholding are subject to 30% federal income tax withholding, in accordance with IRS regulations.

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**What should be done if a foreign entity objects to FSU’s terms and conditions?**

If a foreign business takes exception to any of the University’s Purchase Order terms and conditions, once a PO has been issued to them, they should immediately contact Procurement Services and relay the particular term(s) and condition(s) that they take exception to so that we can determine whether it is something the University would be willing to either waive, change or not agree to. The same goes for any U.S. Business or individual that receives a purchase order from FSU.

**What is the process for an Honorarium?**

Payments to Honorarium recipients can be paid unencumbered with an electronic Payment Request form (ePRF); a purchase order is not to be established. Honorarium recipients must first be set up as a supplier in OMNI in order to receive payment.

An honorarium is defined as a gratuitous payment of money to an individual for his or her participation in an activity for which no fee is legally required and when no contractual obligation exists, such as lecturing, teaching, and sharing knowledge. Note: If the intended recipient elects not to participate, he or she is free to withdraw from participation at any time, without notice to FSU, and the University without any recourse of any kind). It is, in essence, a “thank you gift” from FSU. If the fee is prescribed by the individual or if it is negotiated, an honorarium situation does not exist, rather a contract for services exists. Honoraria are considered taxable compensation to recipients, thus the individual’s social security number or tax ID number is required.

To be eligible to pay Honorarium through Accounts Payable the following conditions must apply:

- The recipient is not a current or recent (employed within the last 12 months) FSU employee

- The individual is U.S. citizen or resident alien

- Payment is not legally required and may not be used in lieu of a consulting agreement

- The amount to be paid is a token amount only

- If on a project, the honoraria must be allowable per FSU and grant guidelines

For more information on Honorariums including the process for payment, please go to: <https://controller.vpfa.fsu.edu/services/accounts-payable/unencumbered-payments/honoraria>

For true Honorariums the requesting department must complete the [Honorarium Certification Statement form](https://procurement.fsu.edu/sites/default/files/media/doc/Forms/Honorarium%20Cert%20Statement%202.4.pdf)

Note: If Paying an Honorarium to a non-U.S. citizen/non-resident alien working in the U.S. – Contact Payroll Services directly.

**What is the process for Artists or Entertainers?**

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If the artist or entertainer is self-employed, they can either provide an IRS Form W-9 or a [FSU Substitute IRS W-9 Form](https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=ef16ab86-1772-4375-9cce-a58229de51a5). If the artist or entertainer is employed through a company (i.e. Dance Company) then the company the University is paying would just need to complete a [FSU Substitute IRS W-9 Form](https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=ef16ab86-1772-4375-9cce-a58229de51a5).

Note: If paying an individual that is an artist or entertainer directly, and they are a non-U.S. citizen/non-resident alien working in the U.S. – follow the W8 process.

**What are the requirements concerning the use of Social Security numbers?**

The request for SSN or other Taxpayer identification Number by FSU Finance and Administration is mandated by 26 U.S.C. 6041 and related IRS regulations. Please be aware that FSU collects Social Security Numbers from individuals, in lieu of a Federal Employer Identification Number (FEIN), if a FEIN has not been issued by the Internal Revenue Service for the individual/firm applying as a supplier with the University. If you have any questions about the collection and use of Social Security Numbers at FSU, please visit: <http://policies.vpfa.fsu.edu/policies-and-procedures/records-information>.

VI.7.2 ePayable FAQs

**Is this a requirement? Will it affect our Supplier-Client relationship if we decline?**

Our ePayables program is a major and important initiative of FSU. This is the preferred method of payment and part of an effort to reduce checks and eliminate paper waste and inefficiencies. Participation in this program may be a consideration in future procurement decisions. We do not mandate participation in this program as suppliers may select from one of the following payment terms:

- FSU’s [ePayables Program](https://procurement.fsu.edu/how/pay/epayables) (Preferred)

- 2% 10 NET 40 via ACH or PayMode (Wells Fargo)

- NET 40

**What are the benefits to a supplier of accepting a credit card payment?**

There are many supplier benefits:

- Saving time and money. Reduces the labor, hassle, expenses, and risk associated with checks

- Enhancing cash flow. Expedites the receipt of cash by eliminating mail and paper check float

- Expedited payments. Typically, ePayables’ payments are available within 48 hours of payment processing compared to lengthy time of issuing checks (standard net 40 terms)

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- Enhanced reporting. You will receive enhanced remittance information for more efficient back-end reconciliation

- Going green. Paperless, electronic payments are more secure, save money and also help conserve the environment by eliminating printing and mailing paper checks

- Preferred supplier status. Enjoy priority status for invoice approval

**Are there any fees associated with this method of payment?**

Payments will be processed as credit card transactions, so your standard merchant fees will apply. There are not any direct fees imposed by us or the issuing bank.

**Is FSU willing to absorb the fees?**

We will not absorb fees associated with your Merchant Service Provider.

**Our Company requires a signed Card Authorization Form for every credit card transaction. Can you fax this information with the remittance advice?**

You will receive the card account information via secure email or directly from us. At that time you can provide your Card Authorization Form to us for signature and maintain that form with the card information. Each remittance advice is your authorization to process the credit card transaction for the exact amount indicated.

**How will I receive the card account number, expiration date and the 3-digit CVV2 value on the back of the card?**

We will provide you with the card account number and expiration date to keep on file. You will receive this information via phone or by secure email. The 3 digit CVV2 value is not provided in the secure email. If you need the 3-digit CVV2 code, we will provide you with the same via a phone call. If you elect not to keep the card account number on file, you can opt to receive the card account number and expiration date with each remittance advice by secure email.

**Is it safe to keep the card number on file?**

It is safe to maintain a card account number on file as there are zero dollars on the card until an invoice is approved for payment. Once an invoice is approved for payment, the card will be funded for the exact amount of the invoice(s) and you will receive a remittance advice. The remittance advice is an electronic confirmation that the card is ready to be charged. This technology eliminates risk associated with maintaining the card account number on file.

**Will I receive payment for all company locations?**

Receipt of payment will remain the same. If you currently receive one check for multiple locations, you will maintain one card account number on file and the remittance advice will identify the appropriate location by invoice number, date and amount. If a separate check is sent to each remit-to address, a unique card number will be assigned for each location.

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**How will I receive the remittance advice?**

You can elect to receive the remittance advice by email or fax. The remittance advice can be sent to multiple email addresses or one fax number. If you elect to receive the card account number and expiration date with each remittance advice, the delivery method is secure email.

**Are there other card payment options if our company policy does not allow us to keep a card account number on file?**

Yes. If you cannot keep a card account number on file, the card account number and expiration date can be included in each remittance advice and sent via secure email.

**How do I get set up to use the secure email website?**

In the first remittance advice email you receive, please click on the “secure email” attachment (“securedoc.html”). This will take you to the secure email site registration page. Please enter our email address and create a password and security question and answer. Registration is a one-time process and takes just a minute or two. Once complete, you will be logged in and presented with the entire remittance details in your browser, including payment details, card account number and the card’s expiration date.

**What is the process to access the card account number and expiration date from a secure email once I’ve registered on the secure email website?**

In each remittance advice email you receive, there will be a “secure email” attachment (“securedoc.html”). When you click on that attachment, you will be taken to the secure email login page where you can log in with your email address and password. Once you’ve logged in, you will be presented with the entire remittance details in your browser, including payment details, card account number and the card’s expiration date.

**Once the card account information is decrypted, will the card account information continue to stay decrypted?**

Each time you receive a secure remittance advice you will be required to click on the link contained within the email to access the card account number and expiration date. Once you log out of that site, the card account information will not be accessible again until you re-authenticate to the site.

**Is there a process to assist me if I forget the password to decrypt the card account information?**

Yes. There is a “Forgot your password” function that will verify your identity and re-establish a password.

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**Will the net terms change? How soon will we get paid?**

Your terms will remain the same, however, you do gain float associated with this payment method. Funds are typically deposited within 48 hours after processing the transaction.

**How does this affect our invoicing? What about credits and short-pays?**

Your invoicing, current procedures and our contacts will remain the same.

**How Do I enroll in FSU’s ePayables Program?**

Contact FSU's Payables and Disbursement Services at 850-644-5021 or [epayments@admin.fsu.edu](mailto:epayments@admin.fsu.edu).

VI.7.3 PCard FAQs

**What do I do if my credit card is declined at point-of-purchase?**

Contact the [PCard Administrator](https://procurement.fsu.edu/how/buy/pcard#contacts) or the [bank](https://procurement.fsu.edu/how/buy/pcard#contacts) and ask why the transaction was declined. We recommend that you not call from the store, as declined cards cannot be rectified immediately.

**What circumstances might cause my card to be declined?**

Your card will be declined if:

- You have exceeded your designated transaction limit, daily or cycle credit limits.

- Used at a merchant that has selected a blocked merchant category code (MCC).

- Wells Fargo has a security concern because of a use pattern (e.g., you haven’t used the card for a long time). They may ask for your billing address or card limit information for security verification purposes.

Note 1: If you are asked for your billing address for verification, give them the FSU Procurement Services address which is: Procurement Svcs/282 Champions Way, Univ Ctr Ste A1400, Tallahassee, FL 32306-0001.

Note 2: (Billing Address for the travel card is different! It is 5607A University Center, Tallahassee, FL 32306-2391)

**What do I do if I am charged tax?**

If you are still at the place of purchase, ask the merchant to remove the taxes and correct the charge. If you have left the place of purchase contact the merchant and request they process a credit for the tax amount. If the merchant refuses to credit the tax, you may still make the purchase and pay the taxes if the tax amount paid is insignificant. You must document all attempts. Remember, tax exempt is only required for Florida based merchants.

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**Will I encounter questions concerning the tax-free status of my purchases?**

The card itself should be sufficient identification to allow you to make tax-free purchases. However, there are suppliers who will want to have you fill out a standard form that their business requires or provide a tax-exempt certificate. Tax-exempt certificate copies are available on the Controller’s web site.

**Should I give the supplier both the “bill to” and “ship to” addresses?**

The billing address (the address on your PCard Application) does not match your shipping address. (The Bill to address is always: Procurement Svcs/282 Champions Way, Univ Ctr Ste A1400, Tallahassee, FL 32306-0001) and is used for verification and security purposes. The Ship to address will be YOUR department address and is used for shipment of your purchases.

NEVER HAVE ITEMS SHIPPED to the FSU Receiving department or to Procurement Services.

**What would happen if I accidentally used my PCard to make a personal purchase?**

You will be required to return the items to the store immediately or have the merchant credit the charge and process a new charge on your personal credit card. Notify your departmental proxy and PCard Administrator.

**What do I do if a charge shows that I (the cardholder) did not make?**

If you see a charge to a supplier you have never done business with, contact [Wells Fargo](https://procurement.fsu.edu/how/buy/pcard#contacts) or the [PCard Administrator](https://procurement.fsu.edu/how/buy/pcard#contacts) immediately to notify of the fraudulent charge. If the charge is with a merchant/supplier you do business with, but are unfamiliar with the particular charge, contact the supplier to resolve. If the supplier will not credit the charge, you can dispute the charge. To dispute, complete the Dispute Form and fax to Wells Fargo to dispute the charge as you would with your personal credit card. Then be sure to provide a copy of the [dispute form](https://procurement.fsu.edu/sites/default/files/media/doc/Forms/WellsOne%20Dispute%20Form.pdf) and all backup information to the PCard Administrator. Wells Fargo will send the dispute information through the PCard Administrator, so they need a copy of that dispute for reference.

**If the merchant is out-of-stock for a particular item, am I allowed to back-order with the PCard?**

Yes, however, the merchant must agree that the charge cannot be processed until goods are shipped to FSU.

**I am a Proxy for my department. How often do I code the charges for my cardholders?**

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FSU receives a file weekly from Wells Fargo and you will be notified via email when one of your cardholder has charges to process. You must process those charges by Monday at noon.

**What is the minimum number of employees needed to allow a department to participate in the program?**

Three. You need at least one cardholder and two proxies assigned to that cardholder.

**Why is the PCard card issued to an individual’s name and not the department?**

Accountability. Charge card activity is traced to the individual cardholder/ credit card number. This is why it is so important for cardholders NOT to share their card information or allow anyone else to use their card, and always secure their card information.

**Does the number on the PCard tie to the budget number?**

Yes. Upon entering the PCard Program, each department will provide a default budget to pay the charges made with the card. Wells Fargo issues credit cards/ numbers. The embossed credit card number will not reflect the actual departmental budget number. When processing the charges, the Proxy may change the budget to a different departmental budget for any charge as required. Should the default budget need to be changed, the cardholder or proxy can contact the PCard Administrator to make that change.

**What is the transaction limit and can a department set a higher limit?**

See [Cardholder Transaction Limits](https://procurement.fsu.edu/how/buy/pcard#limits). If your department wishes to set a higher or lower limit for your department, your Dean/Director/Department Head should send the request, in writing to the PCard Administrator.

**Is the card to be used locally?**

The card can be used anywhere VISA is accepted. However, some commodities/ merchants are blocked from the PCard Program and may be considered unacceptable purchases. See [Prohibited Purchases](https://procurement.fsu.edu/how/buy/pcard#Prohibited).

**Can my department distribute the charges to several budgets?**

Yes, when the charges are coded in the OMNI system, proxies can change the Dept Id, Fund, and Project number and/or split a charge between multiple budgets as required.

**Can I purchase Other Capital Outlay (OCO) items?**

Not without prior approval. The new OCO limit of $5000 is above the allowed card limits. In the event of an emergency, OCO items would ONLY be allowed if the cardholder requests and obtains approval from the PCard Administrator in writing PRIOR TO the purchase. This approval must be provided in writing and kept with the receipt for audit purposes. Approval will be given only in emergency or special circumstances.

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**Are visiting Faculty eligible to use the card?**

Only current FSU A&P, USPS, or OPS employee (with special request from DDDH), or faculty can participate in the program.

**Can receipts be faxed or emailed to the Proxy?**

Yes, but use caution. Make a photocopy of the receipt and blank-out the charge card number and the signature on the photocopy only. Maintain the actual receipt and turn it in to the Proxy upon your return to FSU.

**Who is required to accomplish PCard Training?**

All PCard Program Participants are required to complete the PCard On-Line Training. This includes the Cardholder(s), Proxy, and Backup Proxy.

**Can a Budget Account Manager be a cardholder?**

Yes, they can be any of the levels of responsibility within the program.

**Would UBA departments act as a Payer?**

The [Payer](https://procurement.fsu.edu/how/buy/pcard#contacts) for the PCard Program are the individuals within Payables and Disbursement Services who process payments and conduct PCard audits.

**Can Cardholder or Proxy training be exempted?**

No, all participants must attend/accomplish training or no cards can be ordered for that department.

**Is there a limit to the number of cards per department?**

There is no limit, provided that the PCard support system is complete for each cardholder.

**Can the card cover vending accounts, student activities, C&G, or athletic funds?**

Yes, the program is open to all types of budgets. Cardholders are cautioned to ensure purchases are authorized both on the budget to be used AND the PCard program prior to making any purchases.

**Will the PCard transactions appear on departmental ledgers?**

Yes. PCard payment amounts will reflect on departmental ledgers as direct disbursements and PCard refunds/credits will reduce disbursements. Both transaction types will be listed on ledger reports and inquiries that provide transaction listings. To find PCard information on the Ledger, run the query, FSU\_DPT\_PCARD\_GL\_DETAILS.

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**How will making purchases with the PCard affect the University’s minority business statistics?**

Spending with state certified minority suppliers using a PCard will be accumulated by the PCard system electronically.

VI.7.4 SpearMart FAQs

**What is SpearMart?**

[SpearMart](https://procurement.fsu.edu/spearmart) is the University’s online electronic procurement system. It is a web portal hosted by [Jaggaer](https://www.jaggaer.com/) which allows campus faculty and staff to easily search and shop online for products and services from FSU contract suppliers.

**How do I access SpearMart?**

Access SpearMart by navigating to <https://my.fsu.edu/> and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links.

**How do I become a Shopper?**

All FSU employees are automatically assigned the shopper role within [SpearMart](https://procurement.fsu.edu/spearmart). This means you will be able to log directly into SpearMart using your FSUID and begin shopping. You must assign your cart to a departmental requester in order to complete your purchase.

**How do I become a Requester?**

You must submit an Online Role Request (eORR) through OMNI for the FSU\_PS\_REQUESTER Role. The old paper-based form regarding ship-to addresses is no longer required as you can now set up your own ship-to addresses within your profile. See Job Aid [Setting Up Your Profile](https://procurement.fsu.edu/sites/default/files/media/doc/Training/SpearMart_JobAids/Setting%20Up%20Your%20Profile.pdf).

**What is a hosted catalog?**

Hosted catalogs are provided by suppliers that FSU has a smaller contract with and/or are limited to selling a portion of their products on the contract.

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**What is a punch-out catalog?**

Punch-out catalogs are provided by suppliers that FSU has a larger contract with and when you click on these suppliers' icons in [SpearMart](https://procurement.fsu.edu/spearmart) you will be transferred to the supplier's web site to create a cart. You then "checkout" on that site and can submit the cart back to SpearMart, save, and submit to SpearMart for processing or assign the cart to your departmental requester.

**Where do I find the job aids for SpearMart?**

Job aids are located on the Procurement Services [Training](https://procurement.fsu.edu/training) Webpage.

**Who would I call if I want extra training on SpearMart?**

Contact Procurement Services at 850-644-6850 or email [spearmart@fsu.edu](mailto:spearmart@fsu.edu) to schedule training. You can also register for online self-paced training through OMNI HR: To register for training follow these steps:

Log into myFSU> Enter your user ID and password>HR>Self Service>Learning and Development>Request Training Enrollment>Search by Course Name. Enter the course name (SpearMart) and follow the prompts to complete the registration.

**Can you please clarify the new change to the $2500 departmental approval workflow step and can we customize to our department?**

Anything purchased from any of our hosted or punchout catalog suppliers < $2500 will not require Departmental Approval. There are various other approvals that may apply depending upon the requisition (i.e. capital, project, sponsored research, commodity, etc.). The main reason for this change is to facilitate a more standardized workflow approval process for campus. Unfortunately, we cannot tailor the workflow to accommodate every department’s specific requirements as this would be very cumbersome to manage. However, departments have the flexibility to define their own business processes that takes place prior to a shopping cart being submitted into workflow. See [Sample Business Models](https://procurement.fsu.edu/SampleBusinessModels) to help illustrate how this might work

**How can I see the status of my requisition?**

Click on the Documents icon on the left-hand menu bar (looks like 3 pages stacked on top of one another). Then click "Search Documents". At the very bottom of your page click on "my requisitions". Next, click on the requisition # of the requisition you are seeking the status of and then click on the PR Approvals tab. See [Reviewing the Status of my Order](https://procurement.fsu.edu/sites/default/files/media/doc/Training/SpearMart_JobAids/Reviewing%20the%20Status%20of%20My%20Order.pdf) job aid for additional details.

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**What is Location code and how do I find mine?**

Every office/room has a unique Location. Facilities maintains the master [Building List](https://www.facilities.fsu.edu/depts/planningMan/informationLists.php) which includes all active buildings. Locations have the format where the first few digits are the building code and the remaining digits are the suite/room number. You can enter a partial value in the Value field (i.e. “0223”) and then click the Search button. This will bring up all Locations that start with 0223. You could also enter a phrase in the Description field (i.e. "Westcott") or a room/suite number and then click the Search button. This will bring up all Locations that have the phrase "Westcott " in them or room/suite number.

**Are the notifications in SpearMart linked to the Notifications in MyFSU?**

No. All settings are set to send both an email and notification in SpearMart. You can turn the email notifications off if you intend to go into the SpearMart throughout the day to ensure you see the notifications by navigating to My Profile>Notification Preferences and then Edit Section. See Job Aid [Setting Up Your Profile](https://procurement.fsu.edu/sites/default/files/media/doc/Training/SpearMart_JobAids/Setting%20Up%20Your%20Profile.pdf) for additional details.

**Why are shopping carts I have submitted not showing up under my requisitions?**

This often occurs when you as a requester submit a shopping cart that was assigned to you by a Shopper or another Requester. You become the Order Submitter, but the Owner is the person who assigned you the shopping cart and is also the person who will become the official Requester for that requisition. You can change the Owner to your name by clicking the EDIT button within the General Section of the requisition and then click Select a different user…

**Why am I not receiving order confirmations from catalog suppliers?**

Once reason may be that you are not listed as the owner on the requisition. This often occurs when you as a requester submit a shopping cart that was assigned to you by a Shopper or another Requester. See the response on the previous question to fix on your next requisition.

VI.7.5 Supplier FAQs

**How do I make contact with someone in Procurement Services?**

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Visit the [About Us](https://procurement.fsu.edu/about-us/meet-staff) Section of the Procurement Services’ website for employee contact information.

**Who has the authority to procure goods and services?**

The Director of Procurement Services has the delegated authority to serve as the Chief Procurement Officer for the University and exercise the powers, duties, and functions pertaining to the procurement of commodities and contractual services. See [Purchase Order Requirements](https://procurement.fsu.edu/suppliers#Purchase_Order_Requirements). Only [authorized FSU personnel](https://procurement.fsu.edu/suppliers#Authority%20Sign%20Contracts) may commit University funds and/or sign contracts.

**Are all orders competitively awarded?**

No, not all orders; however, FSU does encourage open competition when and where practicable as it is the obligation of Procurement Services to secure timely delivery of quality goods and services at the most cost-effective prices. Competitive solicitations are required for most purchases exceeding $75,000.00.

**How do I view the results of a Competitive Solicitation?**

Visit the [Competitive Solicitations](https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=FSU) webpage and click on the Notice of Intended Decision Link.

**Why should I work with Procurement Services?**

Procurement Services’ Staff are eager to identify potential opportunities and explain the procurement process. They will also provide advice, resources, and answers to questions about the University.

**What is SpearMart?**

[SpearMart](https://procurement.fsu.edu/spearmart) is the University’s online electronic procurement system. It is a web portal hosted by [Jaggaer](https://www.jaggaer.com/) which allows campus faculty and staff to easily search and shop online for products and services from FSU contract suppliers.

**How/when will I get paid or who do I contact for payment related questions?**

See [Payment Terms](https://procurement.fsu.edu/suppliers#Payment_Terms). For specific payment related questions, contact [Payables and Disbursement Services](https://controller.vpfa.fsu.edu/services) at 850-644-5021 or [accountspayable@fsu.edu](mailto:accountspayable@fsu.edu).

**How do I access current solicitations that FSU has issued and how can I respond?**

Please visit [FSU's Public Procurement Portal](https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=FSU) to view open or closed competitive solicitations. Click on the Respond Now button next to the event you are interested in and log into FSU's Supplier Management System. If you do not already have an account, simply click on the Create Account button. See [Supplier Instructions](https://procurement.fsu.edu/sites/default/files/media/doc/Training/To%20Register%20as%20FSU%20Supplier.pdf) for additional help and screenshots.

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**How do I register as an FSU bidder and receive notifications of future competitive solicitations that may be of interest to me?**

Please visit [FSU's Supplier Management Portal](https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=FSU). If you do not already have an account, simply click on the Create Account button. See [Supplier Instructions](https://procurement.fsu.edu/sites/default/files/media/doc/Training/FSU%20Suppliers-%20How%20to%20view%20CS%20Events.pdf) for additional help and screenshots.