



University of **SCIENCE & ARTS** of Oklahoma

Purchasing Policy

The University of Science and Arts of Oklahoma (USAO) is committed to ethical, efficient, and transparent procurement practices that comply with state law and support the university's mission. This policy provides guidance on purchasing procedures to ensure responsible stewardship of university resources.

General Principles

- All purchases must support USAO's educational mission and operations
- Competitive bidding is required for purchases over \$5,000 (see "Exceptions" below)
- Purchases must be approved **before anything is ordered**
 - Approval is granted through the requisition process. This can be done online using Ellucian Self-Service. Instructions are available on the USAO Policies page
- Departments are responsible for staying within approved budgets
- The Business Office oversees the purchasing process and ensures compliance

What is a Requisition?

A requisition is a formal request to purchase goods or services. When someone fills out a requisition, they provide details about what they want to buy, how much it costs, and why it is needed. This helps ensure that purchases are necessary and budgeted before any money is spent

How to Complete a Requisition

Please see **Staff/Faculty Handbook for Purchasing** for step-by-step directions.

Items or services you are requesting must be included in detail on the requisition in Ellucian Self-Service. Be as descriptive as possible with each line item. Simply writing “see attached quote” is not appropriate. Enter the quantity and description of exactly what you are requesting. Be sure to include the unit price and total price. Do not forget to include the shipping or freight charges.

Purchase Thresholds and Requirements

Under \$5,000

- No formal quotes required
- Use p-card when possible, for purchases under \$500, or a written request a temporary limit increase.

\$5,000.01 - \$50,000

- Minimum of three written quotes required
- Quotes solicited by requesting department
- Include specifications and suggested vendors on the requisition in Ellucian Self-Service

Over \$50,000

- Formal bid process required and conducted by Business Office
- Specifications for the purchase or suggested vendors must be included on the requisition in Ellucian Self-Service including a phone number, fax number and e-mail for the vendor.

Purchasing Process (see “Exceptions” below)

1. Complete online requisition with detailed item descriptions and pricing
2. If over \$5000, obtain required quotes/bids
3. Submit requisition in Ellucian Self-Service for approval
4. Receive purchase order number
5. Place order with vendor after PO is approved

6. Receive goods/services and submit invoice for payment

Exceptions

The following purchases do not require a requisition within Ellucian Self-Service:

- Debt service payments from the USAO Bursar Office
- Utility payments (electric, water, etc.)
- P-card purchases, within departmental budget, under \$500

The USAO P-Card Program

- For small dollar purchases up to \$500
- Issued to designated employees
- Cardholder responsible for appropriate use
- Monthly reconciliation required

The purchasing card (p-card) program facilitates the acquisition of lower dollar goods and services necessary for conducting official University business. Purchasing cards are issued to selected University employees to enable an efficient purchasing process. P-cards are issued in the name of University of Science and Arts of Oklahoma and include the cardholder's name, department, and a unique account number. Liability for payment resides at the departmental level.

Payment of Invoices

- Write PO number on invoice
- Complete "Receive Goods and Services" in system
- Submit to Business Office for payment

This policy aims to balance efficiency with proper controls. Please contact the Business Office with any questions regarding the purchasing process.