I. PURPOSE

This policy defines the purchase order process and procedure for purchasing activities in the School of Nursing.

II. ACCOUNTABILITY

Under the direction of the Dean or designee, the Business Administrator shall implement this policy.

III. BACKGROUND

Each academic program and administrative department within the School of Nursing purchases goods and services for program and operational needs based on its budget availability and shall process purchase requisitions through the RBHS Purchasing Department via MarketPlace system.

IV. POLICY

All vendor related purchases have to be processed through Purchasing Department via Purchase Requisition/Purchase Order according to the RBHS Policy for Purchasing (http://policies.rutgers.edu/)

V. PROCEDURE

1. Administrative staff shall fill out an internal “Electronic Order Request” form using the appropriate index for the requesting program/department and proper account code for the specific expenditure (i.e. office supplies, educational supplies, etc). In lieu of the “Electronic Order Request” form (in case of ordering office supplies or lab supplies), a copy of the “MarketPlace cart detail” form may be used with proper administrative approval. The form needs to be attached when entering the purchase requisition in the MarketPlace.

2. RBHS approved vendors or State contracted vendors should be used whenever possible so that no additional competitive processes are required regardless of dollar amount.
RBHS contracted vendors can be accessed at:
http://rbhs.rutgers.edu/purchweb/employees/contract_information.htm

State contracted vendors can be assessed at:
http://rbhs.rutgers.edu/purchweb/employees/employ13_statecontract.htm

3. For purchases outside of contracted vendors, the competitive requirements are:

<table>
<thead>
<tr>
<th>Range</th>
<th>Requirement</th>
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<tbody>
<tr>
<td>&lt;$2,500</td>
<td>Good faith effort to obtain lowest reasonable price</td>
</tr>
<tr>
<td>$2,500-$9,999</td>
<td>3 written/verbal quotes from potential vendors</td>
</tr>
<tr>
<td>$10,000-$28,000</td>
<td>3 written quotations from potential vendors</td>
</tr>
<tr>
<td>&gt;$28,000</td>
<td>Advertised, competitive bid process</td>
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<tr>
<td>&gt;$17,500</td>
<td>Submit AA/EEO Ownership Disclosure and PL51 (political contributions disclosure)</td>
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</tbody>
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If purchases at $28,000 or above without bidding process, a waiver needs to be requested.

Waiver of Bid Policy can be accessed at: http://policies.rutgers.edu/

4. The administrative staff shall obtain paper “administrative” approval from the Index Officer or designee.

5. The administrative staff shall enter the purchasing information into MarketPlace with proper supporting attachment (quotes, signed entertainment form, etc) to generate a Purchase Requisition, which will be further approved electronically by the Assistant Dean for Administration and the Business Administrator in MarketPlace. Purchase Requisition with errors on index and account or lack of supporting documentation shall be rejected for resubmission. If grant funds are used, the designated Financial Analyst and Grant Office must also approve.

6. Once a Purchase Order is generated and faxed to the vendor by the Purchasing Department, vendor shall then deliver goods or perform services. No order shall be made and/or delivery arranged prior to PO generation.

7. All invoices received by the departments shall be forwarded to Accounts Payable for payment. Invoice amount lower than $2,500 shall be paid automatically by the Accounts Payable. Invoice amount higher than $2,500 but lower than $100,000 shall need departmental approval electronically via A/P system prior to payment. Invoice higher than $100,000 shall need Dean’s approval.

8. Accounts Payable will generate an automatic violation email notice to the index officer with a copy to the Business Administrator if the invoice date is prior to the PO date. SN Business Office shall investigate the PO violation and obtain explanation from requesting department. PO violation report shall be obtained periodically from the Controller’s report library for review and resolution.
Special Rules for Food Service

Additional form titled “RBHS-Entertainment/Reception Prior Approval Form needs to be completed with approval signature from the Index Officer or designee. A signed copy should be filed as an attachment when entering a purchase requisition in MarketPlace.

Expenditures for all RBHS funds for entertainment and receptions is governed by the RBHS Entertainment and Reception Policy (http://policies.rutgers.edu/)

Special Rules for Consulting Service

When purchase services from a consulting firm or individual consultant, the following procedures must be adhered:

Consulting Firm
A signed contract needs to be processed and executed through Purchasing Contract Management Department with required forms and company ID number.

Individual Consultants
Following documents need to be forwarded to the Purchasing Department prior to PO generation:

a. An Independent Contractor Pre-Contract Worksheet Summary needs to be completed to establish that the engaged consultant is an independent contractor and not a RBHS employee.

b. A contract/document should be prepared to include:
   Scope of work with justification
   Consultant Name, address, SSI and contact information
   Summary and duration of services
   Estimated cost including pay rate, travel and other related expenditures

By Direction of the Dean:

SIGNATURE ON FILE

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Dean of the School of Nursing