



RMU PROCUREMENT GUIDE: -PAYMENT OPTIONS-

The following slides are intended to guide employees through the allowable methods of purchasing items with University funds.

Types of Purchasing Options Outlined in this Guide-

➤ **Path 1- Unit 4 Requisition to Purchase Order**

When to select Path 1: High Risk and/or purchase \$20,000 or more

Examples:

- Suppliers with routine access to systems and data
- Suppliers that are on-site or routinely come on site to perform various functions (including construction)
- Suppliers that transport or routinely transport students or supply transportation vehicles
- Suppliers that have contact with students
- Technology supplies that are provided restricted access to systems and data. Such access is supervised

Payment Method: Accounts Payable issued Check - See additional pages for further instruction.

➤ **Path 2- RMU Purchasing Card**

When to select Path 2: Low Risk and/or purchase is under \$20,000

- Office supplies
- Educational supplies
- Marketing/Promotional materials
- When a University-wide vendor does not carry the required product and the alternate vendor will not accept a University purchase order

Payment Method: University Purchasing Card (P-card) – See additional pages for further instruction.

University Business Platforms Referenced in this Guide:

Unit 4:

University ERP system for financial management and other back office software. Core business functions include Accounting, Procurement, Accounts Payable and Human Resources. For the purpose of this guide, Unit 4 is referenced in relation to **Path 1: Requisition to Purchase Order Process.**

Visa Spend Clarity for Enterprise:

Expense management solution for Visa Purchasing Cards. For the purpose of this guide, Visa Spend Clarity is referenced in relation to **Path 2: P-card.**

PURCHASE IS OVER \$20,000.00 OR HIGH RISK

PATH 1: UNIT 4 REQUISITION TO PURCHASE ORDER PROCESS

FOLLOW FLOW CHART (SIX STEPS) SHOWN BELOW:

Procure to Pay- Requisition to PO Process:

Start Here!

1. Initiator of Requisition has a Quote or Proposal:
Present the document to Procurement for initial review and confirmation of vendor record in Unit 4
If vendor is not in Unit 4, Procurement will provide guidance before moving to Step 2.

2. Once the vendor is in Unit 4 log in to Unit 4 and follow the instructions for creating a Requisition (see Step 2 Details)
Select the Save button and a Requisition number is assigned

3. The Requisition moves through the work flow process and is reviewed by various departments

Ex. Cost Center Manager and Project Manager

4. Once each step is approved in the workflow, the Procurement Team receives the Requisition and creates a Purchase Order(PO)
The Purchase Order is emailed to the Initiator of the Requisition and the Vendor
The Vendor will process order of good or service

5. Initiator Receives Invoice from Vendor
Once the good is received or the service is performed, complete the Goods Receipt Process in Unit 4 (see [Requisition Guide](#))
Record the Receipt number

6. Finish: Send invoice to Accounts Payable with the PO number and Goods Receipt number indicated on the invoice

Payment is processed and mailed by the Accounts Payable Department

❖ **STEP 2 DETAILS:**

❖ Once the vendor is vetted and approved by Procurement, please enter a requisition for final purchase order through Unit 4:

❖ Preview of what a requisition contains-

See Overview Guide:

1. Requisition Info
2. Supplier & Contact Info
3. Delivery contact
4. Attachments
5. Requisition Details
6. Product Text
7. Workflow Log
8. GL Analysis
9. More Actions
10. Save

❖ **Where to go: Unit 4: Enter a Requisition**
(www.rmu.edu/unit4)

❖ **How to create:** See instructions in [Requisition Reference Guide](#) to create a requisition in Unit 4.

Questions or Request for a Training Session?

Email:
purchasing@rmu.edu



PURCHASE IS \$20,000.00 OR UNDER AND LOW RISK

PATH 2: UNIVERSITY PURCHASING CARD


• RMU Purchasing Card Process:

- Our goal is to provide you an easy to use payment method for low value (under \$20,000), low risk purchases where the involvement of Procurement is unlikely to net a better deal.

- **Examples of approved P-card purchases:**

- Office supplies
- Educational supplies
- Marketing/Promotional materials
- Emergency purchases (Such as no fault of your own, unanticipated)

- **Examples of non-approved P-card purchases:** [POL-PRO-Po6-Purchasing Card P-card Policy 2020](#)

 **Please Note:** If you are not in possession of a University authorized P-card, and your purchase qualifies for this payment method, please see if a department administrative employee can make the purchase on your behalf or contact Procurement to determine next steps.

P-cardholders

Visa Spend Clarity for Enterprise- Allocating Transactions:

- Cardholders are required to obtain itemized receipts for all transactions and allocate their P-card transactions online through the PNC Visa Spend Clarity System weekly (website or APP). Email reminders are sent from Visa Spend Clarity.
- Departments should remember that unallocated P-card transactions are delayed in hitting the funds available report.

Questions?

Email:
pcardadministrator@rmu.edu



RESOURCES

Websites:

- **RMU Procurement Site-**

<https://www.rmu.edu/about/facilities-management/procurement>

- **Unit 4-**

https://ubw.unit4cloud.com/us_rmu_prod_web/

- **Visa Spend Clarity- (P-card Required to Access)**

<https://enterprise.spendclarity.visa.com/>

University Preferred Vendors:

Visit these sites when purchase is low risk and/or purchase is under \$20,000

Please contact purchasing@rmu.edu to inquire about login credentials for these sites.

- **Staples-**

www.rmu.edu/staplesadvantage

- **RMU Amazon Business Account-**

<https://business.amazon.com/>

RMU Procurement Policies:

Effective June 1, 2020

Policies are available for view on www.rmu.edu/purchasing

or Sentry Secured Services

- ✓ Purchasing Policy-Buying Goods and Services 2020
- ✓ Preferred Supplier 2020
- ✓ Competitive Bid Policy Update 2020
- ✓ Sole Source Policy 2020
- ✓ Supplier Diversity Policy 2020
- ✓ Purchasing Card Policy 2020
- ✓ Supplier Code of Ethics and Conduct Policy 2020

Questions?

Email:
purchasing@rmu.edu