

PROCUREMENT TRAINING

Office of Finance & Administration



AGENDA



1 How do I pay for [X]?

2 Travel Card

3 PCard

4 Guided Buying

5 Other Methods

PROCUREMENT

“How do I pay for this?”



**Ordering &
Contracting Matrix**

[[LINK](#)]



Sourcing Website

[[Sourcing](#)]

[[What Do You Need?](#)]



Questrom F&A

[qstfin@bu.edu]

TRAVEL CARD

Frequently used for travel and meals/meetings expenses

Common Allowable Expenses

- Hotel/accommodations
- Transportation (airfare, train fare, car rentals, rideshare/taxi, public transportation)
- Meals
- Conference registrations (and conference-related professional dues)

Unallowable Expenses

- Materials/supplies/equipment
- Services/labor
- Amazon orders
- Promotional items
- Gift cards
- SaaS/PaaS/IaaS
- Donations

PGARD

Frequently used for low-dollar, low-risk, material purchases and SaaS

Common Allowable Expenses

- Supplies and materials
- Professional dues (not conference-related)
- SaaS/IaaS/PaaS subscriptions (non-contracted)
- Mailing/printing

Unallowable Expenses

- Equipment
- Services/labor
- Amazon orders
- Promotional items
- Gift cards
- Donations
- Travel expenses
- Meals

GUIDED BUYING

- Also known as “Ariba”
- BU’s procurement system
- Where we purchase from registered vendors

First steps

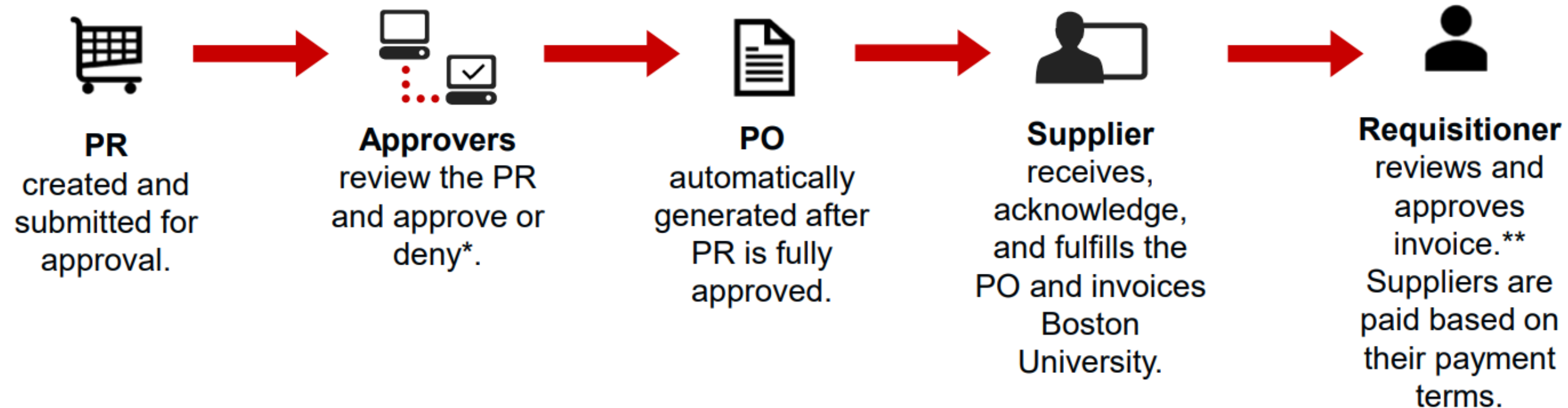
Set up your personal profile

- Name
- Cost Center
- Address



PROCURE-TO-PAY WORKFLOW

Guided BUying allows requisitioners at Boston University to purchase products and services from a variety of suppliers. The procure-to-pay process includes the following steps: PR, Approval, PO, Invoicing, and Fulfillment.

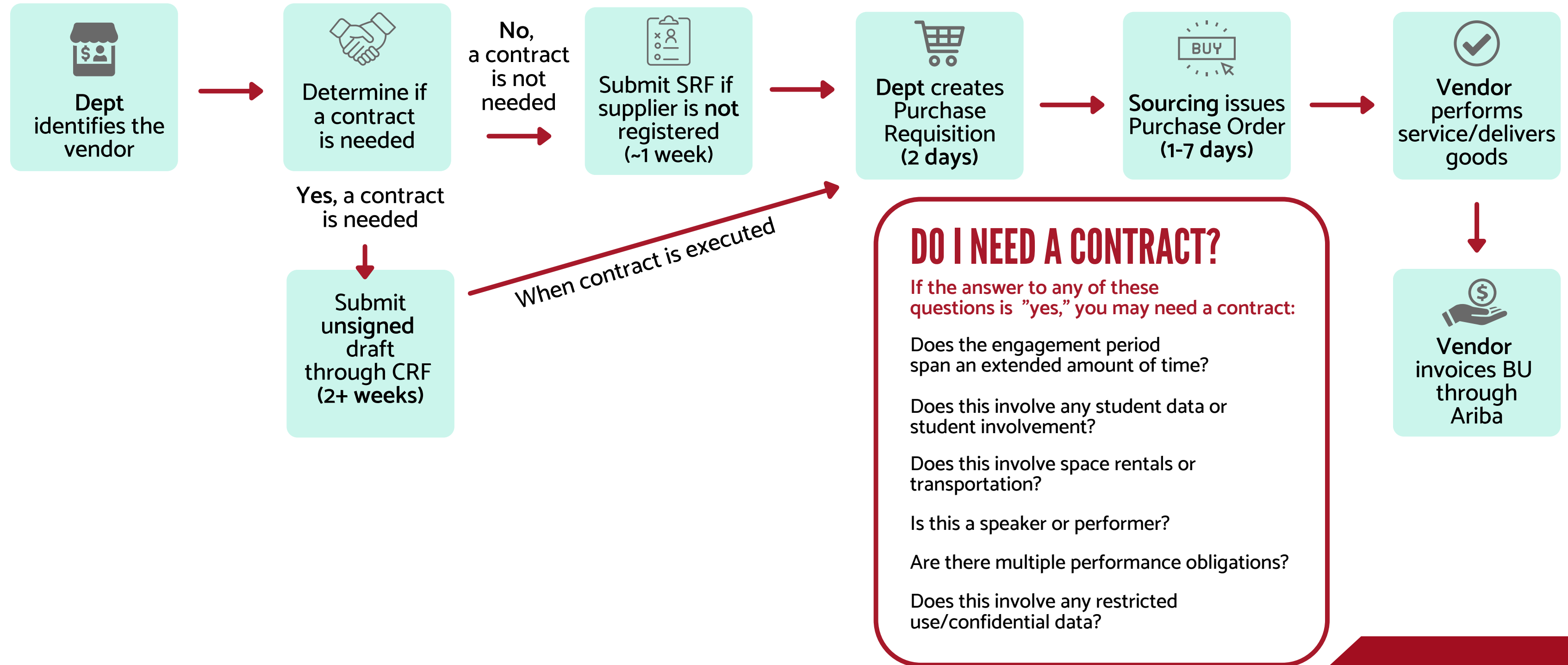


- *PRs will go through a series of approvals based on the dollar amount and commodity code.
- **Invoices <\$5,000: Requisitioners are notified as a watcher and invoices can be viewed under **Your Approvals > To watch**. Payment will release within three days.
- Invoices ≥ \$5,000 will be routed to Requisitioners' **Your Approvals > To approve** for review and approval.

**A PO MUST BE ISSUED
BEFORE GOODS ARE
DELIVERED OR SERVICES
ARE RENDERED.**

EXPANDED WORKFLOW

It can take anywhere from 2 week to 2 months to fully register a vendor and/or execute a contract.



CUSTOM FORMS

Supplier Request Form (SRF)

Request a new supplier be registered

Check the Registered Supplier Database before submitting

Contract Request Form (CRF)

Submit a contract, agreement, order form, etc. for signature

If it has a signature line, submit a CRF regardless of dollar value.

Sourcing Request Form

Submit if you need help finding a supplier, creating an RFP, etc.

OTHER CRITERIA FOR CONTRACTS

Criteria	Submit Contract Request Form
Long-Term Engagement of Services with Supplier	√
Engaging a new Supplier for Services	√
Fabrication of Materials or Development of Software	√
Supplier Provides Their Own Agreement*	√
Student Information	√
Teaching	√
HIPAA Covered Entity	√
Involves Minors	√
Speaker or Performer	√
Student Travel	√
Legal Counsel and Auditors	√
Design (architect or engineer) and Construction	√

*Sourcing & Procurement and OGC will decide whether to use the supplier's agreement or BU's Terms and Conditions

Image source

**DO NOT SIGN ANY
DOCUMENTS FROM
EXTERNAL VENDORS.**



CONTRACT FAQs

How do I get something signed?

Submit the document through a Contract Request Form. Sourcing requires a **minimum** of 2 weeks to execute a contract and the turnaround time is contingent on the complexity of the contract and the responsiveness of the vendor.

Who is allowed to sign a contract?

No one but authorized signatories of the University can sign a contract. There are **no** authorized persons in Questrom (not your department head, not your Associate Dean, not even Dean Fournier).

This contract is only \$1,000, \$100, \$0, etc. Can I just sign it?

No. All documents with a signature line, regardless of dollar value, must be submitted through a CRF.

We get a discount if we sign it within X days. Can I just sign it?

No. Tell the vendor that, per BU policy, you have forwarded the contract to Sourcing for execution. Add a note on the CRF that there is a signing discount. Most of the time, the vendor will honor the discount if the contract is in the process of being negotiated.

Can we remove/add a clause in this contract?

On the CRF, add a comment to ask Sourcing if they can negotiate those terms.

TYPES OF PRS

Catalog Orders

Used for material purchases from a catalog (Amazon, WB Mason, Blackhawk, etc.)

Step-by-step guide

Video training

Non-Catalog Standard

Typically used for material purchases that have a set unit quantity and price per unit

Step-by-step guide

Video training

Non-Catalog Amount-Based

Typically used for services or other purchases that have variable costs

THE CHECKLIST

- Give your PR a descriptive title (instead of “New York Trip” try “2024 MSBA New York Trek”)
- Double check the GL code - the default is not always the most appropriate
- Check the account assignment (cost object or order)
- If this is a material order, check the delivery address.
- In the “Others” dropdown on the line item:
 - Check the “Item Category” - select between material or service
 - Check the “Order Type” - services must be “Amount-Based”
- Add your attachments (quotes, statements of work, signed contracts, relevant email threads) **[how to add comments and attachments]**
- Add Carol Desimone as a watcher on **all** PRs (even if she is an approver) **[how to add watchers and approvers]**

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SPECIAL SITUATIONS

Gift Cards

Gift cards can **only** be purchased through Guided Buying/Sourcing.

Gift cards **cannot** be purchased using a Travel Card, Pcard, or out of pocket.

Purchase and use of gift cards must follow BU Policy.

Promotional Items

Promotional items can only be purchased through registered vendors.

All PRs must have an attachment with written design approval from Questrom MarCom/Susan Leyva (susanley@bu.edu).

PRs > \$25,000

For all purchases or engagements over \$25,000, a Sole Source Justification Form must be attached to the PR.

OTHER PAYMENT METHODS

Other payment methods include:

- Disbursements
- External Service Provider form
- Hiring a vendor as a temp/casual employee

Sourcing will advise when these channels should be used.

BUSINESS NEEDS



- ▶ Competitive pricing from unregistered vendors
- ▶ Specific item/service not available through registered vendors
- ▶ Vendor is unable to accept the preferred payment method



- ▶ Convenience
- ▶ Urgency



RESOURCES

BU Sourcing website: for process guides, Sourcing policies, guidance on purchasing

“What Do You Need?” page: find registered suppliers in specific categories or by business need

Registered Supplier Database: search all registered suppliers

Questrom step-by-step guides: guides for Ariba

Financial Affairs portal: contact central departments (Travel, Sourcing, Accounts Payable, etc.)

BU Policies: collection of all University policy documents