

DATE: November 8, 2004

TO: Executive Committee Members, Assistant Vice Presidents, Chairs, Directors, Department Heads, Assistants to the Deans and Vice Presidents, Departmental Administrators, and Office Managers

FROM: Harry S. Lynch, Jr.
Executive Vice President for Business Affairs/CFO

Business Affairs Bulletin No. 03 - FY 2005

SUBJECT: RESERVED PURCHASE ORDERS

Reserved Purchase Order Numbers are distributed ONLY for **REPAIRS (which may include parts) and ARTICLE REPRINTS**. In an effort to clarify the process currently being used for the Repair Process and Article Reprints, the following changes are being implemented to the Reserved Purchase Order Process.

Effective November 1, 2004, requests must be submitted in e-mail format by using the "Request for Reserved Purchase Order" form available on the Purchasing Department Website under "Forms" <http://www.uthscsa.edu/business/purchasing/> and on the University's Website under "Master List of Forms" <http://www.uthscsa.edu/business/formlist.html>. This form must be filled out by the department and then e-mailed to either fariask@uthscsa.edu or lansing@uthscsa.edu for processing. The following are guidelines and the associated procedures related to the "Reserved Purchase Order" Process:

I. ALLOWABLE

- A.** A RESERVED PURCHASE ORDER number for **REPAIRS UNDER \$5,000.00** may be issued *only when the vendor requires a purchase order number prior to the work being done*.
 - 1. If vendor does not require a purchase order number prior to work being done, the requester can process payment on a local voucher after work has been completed.
 - 2. All repairs under \$5,000.00 should be processed on a **local voucher** and processed through the Accounting Office.
- B.** **REPAIRS AT OR ABOVE \$5,000.00** will be issued a RESERVED PURCHASE ORDER number with approval from the Director or Assistant Director of Purchasing.
- C.** **ARTICLE REPRINTS** are allowed and can be issued a RESERVED PURCHASE ORDER number once the required e-mail request is received in the Purchasing Office.

II. NON ALLOWABLE

- A.** **URGENT ORDERS** are not processed under the RESERVED PURCHASE ORDER process. Instead, requester must process a regular Web Requisition through PeopleSoft, and mark requisition as "Urgent".
- B.** **PARTS ONLY** - requests for RESERVED PURCHASE ORDERS are not processed when the procurement intended will only include parts. Requester must process a regular Web Requisition in the PeopleSoft system.

III. PROCEDURE

All requests must be sent via E-MAIL by the requesting department using the "**Request for Reserved Purchase Order**" form which is available on the Purchasing Website under "Forms" <http://www.uthscsa.edu/business/purchasing/Forms.html> and the University's Website under "Master List of Forms" <http://www.uthscsa.edu/business/formlist.html>.

- A. E-mail completed Request for Reserved Purchase Order form to fariask@uthscsa.edu or lansing@uthscsa.edu. Upon receipt, a Reserved Purchase Order is processed and a Purchasing Department Staff Member will respond to the e-mail with the Reserved Purchase Order Number.
- B. DO NOT PAY INVOICE BY SETTING UP FOR PAYMENT ON A VOUCHER. A RESERVED PURCHASE ORDER NUMBER HAS BEEN ASSIGNED AND, THEREFORE, REQUESTER MUST PROCESS A PEOPLESFT REQUISITION TO COMPLETE THE PROCUREMENT PROCESS.
- C. Process PeopleSoft requisition *only once work has been completed and invoice has been received*. This is important because the standard comment that must be selected when processing the requisition requires an “invoice number” and this information must be entered.
- D. Processing a PeopleSoft Requisition for a Reserved Purchase Order requires the following:
 - a. Under the “Header” Panel select “RESERVED” for vendor.
 - b. Under the “Edits & Comments” Panel select the RP01 Standard Comment and include the required information. This comment will convey to the buyers the REAL name of the vendor and the purchase order number that has been reserved.
- E. Once the requisition has been processed and approved, requester must provide to Purchasing the requisition number by e-mailing the Purchasing Department Staff Member who assigned the Reserved Purchase Order Number.
- F. Requester must write the RESERVED PURCHASE ORDER number on the invoice and forward to Accounting for payment processing.

If your area has any questions regarding these procedural changes, please feel free to contact either of the following individuals in the Purchasing Office:

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| Christelle Farias | 210-567-6039 | Fariasc@uthscsa.edu |
| Stephen D. Millspaugh | 210-567-6038 | Millspaugh@uthscsa.edu |

Thank you for distributing this bulletin to all of those in your department who may benefit from this information.