

Purchasing tangible goods

- **General Purchasing Reminders**

- **Employees cannot sign quotes** from vendors, regardless of the amount.
- **Use Jaggaer** for purchasing tangible goods. There are many vendors available in Jaggaer, not just punch-out vendors like Amazon and Staples.
- Amazon orders are **only** allowable through Jaggaer.

- **Purchasing Guidelines**

- **Purchases \$1-\$5,000**

- Obtain a quote from a vendor for tangible goods, for example a desk, t-shirts, or swag for an event, please forward the quote to sem-admin@uidaho.edu.
 - The SEM Finance team will enter a Requisition or Purchase order in Jaggaer for the purchase. Purchasing department will review, approve, and sign before the purchase can be completed with the vendor.
 - After approval, you may complete the purchase with the vendor.
 - After the order is complete please forward the vendor invoice to sem-admin@uidaho.edu for processing.
 - No competitive bids are required for a purchase in this amount.
- If the vendor does not provide quotes and you are simply ordering an item, for example, nametags for new employees, the vendor will provide an invoice. Send the invoice to sem-admin@uidaho.edu for processing.
- While PCards are convenient, they're typically less preferable for tangible goods, especially when reporting and tracking are concerned. PCards should be used judiciously and primarily for smaller, incidental purchases (or travel). For example, purchasing candy for a recruitment booth or perhaps your office ran out of paper and you need some urgently, you can go to a physical store and purchase.

- **Purchases \$5,000-\$10,000**

- Obtain a quote from a vendor for tangible items, for example a furniture, t-shirts, or recruitment swag, please forward the quote to sem-admin@uidaho.edu.
- The Finance team will enter a Requisition or Purchase order into Jaggaer for these types of purchases. Purchasing will review, approve (if appropriate), and sign before the purchase can be completed.
- After approval, you may work with the vendor to complete the purchase. Send the vendor invoice to sem-admin@uidaho.edu for payment.
- No competitive bids are required for these purchases

- **Purchases \$10,000 to \$50,000**

- Please note that the Purchasing department can help to source goods, potentially without requiring three quotes or a bid (as described below), please reach out to the Sem finance team and/or Purchasing for assistance.
- Three (3) quotes are required when purchasing tangible goods \$10,000 or more.
 - Once you obtain 3 quotes, please forward all 3 quotes to sem-admin@uidaho.edu along with the information for your selected vendor. The Finance team will process a

Requisition in Jaggaer and submit to Purchasing for approval. This will create a Purchase Order that will be provided to the vendor.

- After approval, you may complete the purchase with the vendor.
 - Forward any vendor invoices you receive to sem-admin@uidaho.edu. The Finance team will ensure payment is completed at the appropriate time.
- **Purchases \$50,000 or higher**
 - For goods and services over \$50,000 a competitive bid process that is conducted by the Purchasing department is required.
 - Please work with the SEM Finance team and Purchasing to start this process.

Service Contracts

- For **services**, *regardless of dollar amount*, Purchasing must sign the contract.
 - Send the contract to sem-admin@uidaho.edu and the Finance team will process the contract and submit the invoice for payment once received.
- **All** services are included here, for example, a text messaging service, paying a group of musicians, anything related to software or ITS, etc.).
 - This includes items such as a reservation of a park through Parks and Rec or a Contract from Silverwood to purchase group tickets. Some of these organizations, like Moscow Parks and Rec, have a UI specific contract. Do not fill out their online reservation form as this is considered a contract that is committing the University to an expenditure of funds. Email the organization and get a document that can be submitted to Purchasing through the Jaggaer contracts system.
- For ongoing contracts over \$25,000, a bid waiver form is required. Please work with DeLaina on this.
- During negotiations for new contracts, please include the finance team as we can help decide the best path forward and also work with the vendor to ensure they are in PaymentWorks for their W9 information.

General information on purchasing policies and training:

- Visit the [Purchasing Website](#) for up to date information and forms. In addition, this is where you will find UI vendor information and information about Employee Moving Expenses.
- The APM (Administrative Procedures Manual) [Chapter 60](#) reviews all purchasing services.
 - **60.20** Contracts and agreements approvals and process. References to a CAD form, should be replaced by the Contracts Module in Jaggaer.
- A website will soon be available Preferred and Contracted vendors. So be sure to check there when looking for a vendor to use.
- The SEM Financial Services webpage continues to be developed to provide centralized financial resources for SEM employees. [SEM Financial Services | University of Idaho \(uidaho.edu\)](#)

Memorandum of Understanding (MOU)

- Review and signatures:
 - For MOU review and signatures, contact DeLaina at delainas@uidaho.edu, prior to finalizing the MOU.
 - Employees are not authorized to be the final signatory on an MOU. The Provost is the final approval signatory and DeLaina can help you through that process.