



Purchasing Department

Operating Procedures

2006

**Wayne State University
Purchasing Department**

April 10, 2006

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WAYNE STATE UNIVERSITY

MEMORANDUM

To: Purchasing Buyer Team

From: Joan M. Gossman, Director of Purchasing

Subject: Department Policy - Notification of Expected Absence

Date: September 15, 2005

With our good fortune to have new staff members on our team, this is a good time to reiterate and formalize our department policy on the expected procedure to report your absence. Please regard the following:

An early voice mail message to your supervisor is always appreciated; however, this is not the only contact expected. You are required to speak to your supervisor to verify the reason for your absence, and the bank you wish to charge. If your supervisor is not available, you must ask for -and talk to -another member of the management team, i.e., the Director (313-577-3733), the Associate Director (313-577-3756), the Assistant Director (313) 577-3708), or the Office Supervisor (313-577-3749).

The above procedure is in keeping with all Union agreements. Thank you for your cooperation on this policy.

Cc: The Management Team

Account Definitions/Special Considerations for Year End

Purchase Requisition and Amendment Processing

	Fiscal Year Concerns	ORSPS Approval	Banner Concerns
Account/Fund Definitions	Has a Year End Cut Off		
0-XXXXX Asset Accounts (General Ledger Accounts)	no	no	
1-XXXXX General Fund Accounts	yes	no	
1-42XXXX thru 144XXX Indirect Cost Return Accounts	no	yes	only fund codes allowed are 11X410 & 11X783*
2-20000 thru 2-26999 Designated Fund Accounts	no	no	
2-27XXX thru 228XXX Auxiliary Fund Accounts	no	no	
229XXX thru 229XXX University Public School Accounts			
3-XXXXX thru 3-35XXX Grand Fund Accounts	no	no	
3-36XXX State of Michigan Grant Fund Accounts	no	no	
3-37XXX thru 4-XXXXX Grant Fund Accounts	no	no	
7-XXXXX Plant Fund Accounts	no	no	
9-XXXXX Agency Fund Accounts	DISALLOWED	DISALLOWED	
* x = any alpha			
Question that needs to be answered by Accounting/Grant Accounting::: President's Research Enhance Prog Indexes that begin with 171??? How will requisitions be handled at year end, will purchasing be notified of what indexes or fund codes that are allowed.			

**Operating Procedure
for
Amendment Processing
Effective 1-31-2006**

The following Procedures outline the handling of Amendment Approvals and /or Amendment Processing in the Purchasing Department.

I. Departmental Responsibilities.

A. Determining Need

The need to document changes to an existing Purchase Order are identified in the originating department. Such changes may include:

1. Invoice reconciliation. An invoice has been submitted to the University that doesn't match the original PO in amount and/or items listed;
2. Changes to the Scope of Work have been communicated between the originating department and the Vendor, and the on-line PO needs to be updated to reflect those changes.
3. Changes to the time period, amount, or an extension to a PO that covers an ongoing service or agreement.
4. The internal account (index) needs to be changed to accommodate originating department budget adjustments (PO must be commodity line accounting only).
5. Closing a PO in which all services have been rendered or goods received, and in which all invoices have been paid, but the PO has dangling encumbrances.
6. Canceling a PO in which no goods will be received or services provided, and in which no invoices will need to be paid.
7. Canceling a PO issued to a wrong vendor (vendors can't be changed).

B. Preparation of Documents

Documentation is prepared within the Originating Department to communicate how to generate the Amendment in the Banner system. Documentation may include:

1. A hand written or typed Draft Change Order Request, which is available to the University on the Purchasing web site at http://www.wayne.edu/wsupurch/online/purch_forms.html . If properly completed, this form includes all critical information needed to enter the on-line Amendment.
2. Copies of invoices, packing tickets, contract change orders, and e-mail correspondence.

This documentation ensures that the originating department "requisitioner" has all the information necessary to initiate the Amendment.

C. Initiating Amendment

Originating Department requisitioner enters the on-line Amendment into Banner. The Amendment process allows for revisions to header, commodity and accounting information. It will not allow changes to the Vendor number, will not allow for deletion of commodity lines, nor allow a change from "document accounting" to "commodity line accounting".

1. Requisition starts by calling up form FPACHAR (Change Order), and entering the PO number to be changed. "NXT" is inserted in the Sequence field.
2. The Requisitioner next accesses the "document text" of the PO, and inserts an appropriate Change Order statement from standard clauses available in the "Modify Clause" field. These clauses are accessed by double-clicking on the search ikon. These clauses are available for viewing on the

- Purchasing web site. To insert a clause into the Amendment, the Requisitioner double clicks on the selected clause, and uses the command "Record / Insert" to populate into document text. Any previous Change Order statements should be unchecked to ensure they don't print.
3. The Requisitioner then modifies the Standard Clause with specific information appropriate to the Amendment (i.e. date, amount, etc.)
 4. The Requisitioner then accesses the Item Selection screen, and checks off the "Add" boxes for those lines that need to appear on the completed Amendment.
 5. For changes in quantities, amounts, accounts (commodity line acct. only) or to add items, the Requisitioner then accesses the Commodity / Accounting and makes appropriate changes.
 6. The Requisitioner then accesses Item Text for any appropriate lines and changes any information (i.e. dates, amounts, etc.) to make them consistent with the Document text.
 7. The Requisitioner then completes the Amendment. on the Balancing / Completion screen of the Amendment.

Complete system details for an on-line Amendment can be found in the Banner RAPP Training manual (July 21, 2003) under Lesson 5: Creating CORs/

D. Department Approvals

The online Amendment now travels through approval queue's prior to its arrival in the Purchasing queue. Approval queue's include both originating department approvals and special approvals for those commodities requiring special approval (i.e. SPA for acct 711, DLAR for acct 721y5, or Health Physics for 721H6). A complete list of special approval accounts, along with a detailed description of each, can be found on the Purchasing web site at

1. Approval queue's are determined by the individual unit when they initially set up accounts in Banner. Queue's may have multiple levels depending on the dollar amount, and are unique for each valid Index. The unit works with the Technical Support Department to establish queue's and to make any changes.
2. The approver accesses the forms awaiting approval using form FOAUAPP. The screen enables the approver to list those Amendments awaiting approval.
3. The approver reviews those Amendments in their queue by clicking on the "details" icon. The approver is responsible for reviewing all aspects of the Amendment, including the Amendment Statement in document text, and the commodity accounting screen for changes to the amount.
4. Once the Amendment is reviewed, the approver either "approves" the Amendment using the appropriate icon, or "disapproves" the Amendment which puts the Amendment back in incomplete "I" status. The system send a message to the Requisitioner telling them the Amendment has been disapproved, and includes any information the Approver input when disapproving.

II. **Purchasing Responsibilities**

A. Purchasing Assignment

Once all regular and special approvals are complete in various units, the Amendment arrives in the Purchasing Amendment Processing queue. This queue can be accessed by any members of the Amendment Processing Team (Expeditors), as well as select members of the Purchasing Management Team.

1. The Expeditors accesses the forms awaiting approval using form FOAUAPP. The screen enables the Expeditors to list those Amendments awaiting approval by the Purchasing Department.
2. Generally speaking, the approval queue is printed on a daily basis. Those items still pending from a prior day are flagged.
3. The PO's for those Amendments that are new for that day are pulled from the Purchasing files.

4. The Expeditors then work together to determine distribution of work, based on number of new Amendments and any backlog that exists.

B. Purchasing Approval

The individual Expediter then reviews pending Amendments individually to determine appropriateness, considering a number of factors included below. The process is as follows:

1. The Expediter accesses the forms awaiting approval using form FOAUAPP.
2. The Expediter reviews those Amendments in their queue by clicking on the "details" icon. The Expediter is responsible for reviewing all aspects of the Amendment, including the Amendment Statement in document text, and the commodity accounting screen for changes to the amount, and comparable changes in the item text.
3. The Expediter then compares the Amendment to the original PO and/or prior Amendments.. The Expediter can do this by looking at the Blue PO that was pulled, or the Expediter can review the PO on line. The Amendment will be listed as sequence "x" on form FPIPURR, and the original PO will be listed as sequence "0". Leaving the sequence blank will provide the most current version of the PO, including any fully approved Amendments.
4. The encumbrance is reviewed on form FGIENCD to ensure the PO is eligible for an Amendment. The PO must exist in the current fiscal year, and each line sequence must have a value greater than zero. In the event that the PO is in the current fiscal year but one or more FOAPAL sequences are at zero, a Journal Voucher is processed to re-open the order (see Journal Voucher or Purchase Order Liquidation process (item H).
5. Based on the nature of the Amendment, a determination is made on whether support documentation should accompany the Amendment.
6. If support documentation has been sent in advance of the Amendment, the documentation is compared to the Amendment changes, to ensure the Amendment accurately reflects what is contained in support documentation.
7. If support documentation has not been sent to the Expeditors, the Requisitioner is contacted with a request for documentation. Examples of such documentation include:
 - a. Changes to an existing contract
 - b. Final invoices for an order
 - c. Miscellaneous correspondence between the Vendor and originating department
 - d. Draft Amendment Requests.
8. Upon receipt, the documentation is compared to the Amendment changes, to ensure the Amendment accurately reflects what is contained in support documentation.
9. In the event that the Expediter determines that the Amendment can be approved, screen prints of the "Requestor / Delivery" and "Commodity Accounting" screens are printed to document both who initiated the request and what account was to be charged (*this information does not appear on the printed Amendment*). This is done prior to approval, to ensure the screen print shows the full quantity and amount instead of the net change of the order.
10. In the event that the Amendment is correct based on its submission, the Expediter approves the Amendment. by clicking on the "approved" button on form FOAUAPP.
11. The file is then placed in a Batch for subsequent matching to the Amendment print-out, which prints approximately every hour. This completes the approval process for a routine Amendment.

C. Cancellation Amendments

In the event that the Amendment was processed to cancel the PO in its entirety, the following special processing steps should be taken.

1. The Expediter examines all aspects of the order to ensure no activity has taken place related to the order (i.e. invoices, receipts, prior amendments, etc.).

2. The Expediter "disapproves" the Amendment. by clicking on the "disapproved" button on form FOAUAPP.
3. The Expediter reduces the Unit Price to zero for each commodity item line, and ensures that the FOAPAL related to each line also changes to zero..
4. The Expediter then re-completes the Amendment. on the Balancing / Completion screen of the Amendment..
5. The Expediter then submits the completed Amendment to the Amendment Processing supervisor for review and approval.
6. The supervisor logs into Banner using the "Helper 2" profile, which has the ability to act as the approver for all Originating Departments. *The Helper 2 profile does not act as approver for any "Special Approval" profiles, which still require their approval as outlined in Section D above.*
7. The supervisor reviews the Amendment in Banner following those steps outlined for the Expediters in Section II B above.
8. In the event that the Amendment is correct based on its submission, the supervisor approves the Amendment. by clicking on the "approved" button on form FOAUAPP. If further changes are needed, the supervisor "disapproves" the Amendment. The file is then returned to the Expediter. This completes the process for an Internal Amendment.

D. Purchasing Disapprovals

In the event that the Amendment should be denied for any reason, the Expediter "disapproves" the Amendment. by clicking on the "disapproved" button on form FOAUAPP.

1. When possible, the Requisitioner is contacted by phone or e-mail to alert them of a problem in case it can be rectified satisfactorily and the Amendment be approved. A turn-around time for rectification is generally set for 3 business days.
2. When an Amendment is disapproved, a "comment box" will pop up indicating the document has been "disapproved". The Expediter uses the blank space in the comment box to further explain why the Amendment was disapproved. This box systemically sends a Banner message to each of the individuals who have approved the Amendment in advance of Purchasing's disapproval.
3. When the Requisitioner next logs into Banner, the system will notify them they have messages to review. By clicking on the "Yes" button to view messages, the system will display form GUAMESG, and allow the Requisitioner to view / read what disapproval information has been sent to them by the Expediter. This information can also be accessed indefinitely by using form GUAMESG and inserting the PO number in "item" box. The form must first be "cleared" by pressing F7, regardless of whether or not there are existing messages waiting for review. GUAMESG will display all records associated with a query, whether based on access ID, Sender ID, or document number.
4. When warranted, a follow up call or e-mail is sent to the Requisitioner to make clear why the Amendment was disapproved, and what steps are needed to permit processing of the Amendment.
5. For a grace period of 3 days, the Amendment is monitored by the Expediter to see whether corrective action has been taken. If so, the Amendment is then reviewed as outlined in section II B above.
6. If the Amendment problem is not resolved in a reasonable timeline as indicated above, any support documentation is stapled to the back of the Blue PO, and the PO is refiled until such time as an Amendment is resubmitted to Purchasing.

E. Amendment Dissemination (mailing, filing, etc.)

For approved Amendments, the screen prints, printed Amendment, and support documentation are matched and submitted for buyer / management approval.

1. Approved PO's and Amendments are printed periodically throughout the day (hourly?). Each batch includes those POs and Amendments most recently approved. These print in the dedicated PO printer in Purchasing

2. A Batch header is included with each batch, listing those PO's or Amendments included in the batch. The header is verified against actual output.
3. Amendments in the Amendment batch are looked up on-line to determine which Expediter approved them, and are divided up between the appropriate Expeditors.
4. The printed Amendment is matched by the Expediter to the Blue PO file, along with any screen prints and support documentation.
5. The package is assembled with the latest Amendment on top, followed by screen prints, followed by support documentation, followed by the prior PO or Amendment, newest to oldest. At this point, the Expediter initials the Amendment beside the director's preprinted signature.
6. The assembled package is distributed as follows:
 1. Amendments processed to close or cancel a PO are set aside for subsequent Journal Voucher or Purchase Order Liquidation process (see item II F point 2 below).
 2. Contract related Amendments are submitted to Purchasing Management for review.
 3. Other Amendments are distributed back to the original Buyer for review, or in their absence, to Purchasing management.
7. The Buyer or Purchasing Manager reviews the printed Amendment for reasonability and accuracy. If acceptable, that person initials the Amendment beside the director's preprinted signature.
8. Purchase Order Amendments below \$1,000 are not mailed. Amendments to cancel an order are mailed, but those Amendments issued simply to close a PO after activity has taken place are not mailed. Those exceeding \$1,000 are forwarded to the Purchasing Secretary 1 for mailing out to Vendors.
9. Any missing printouts in an Expediter's batch are reviewed on-line to ensure the approval posted correctly. In the event that the system shows a printout date, and the printout does not appear on the print-out batch header, the missing printout is reported to the Amendment Supervisor.
10. The Amendment Team Supervisor notifies C&IT by E-mail that an instance of missing printout has occurred, and then requests a reprint of the PO using the Appworks program PUR_REQ_RESET_PRT_FLAG. Once the replacement Amendment is printed, the normal procedures above are followed for dissemination.

F. Journal Voucher (JVs) or Purchase Order Liquidations.

JVs can be processed by Purchasing to re-open closed PO's or to close open PO's. **The Banner RAPP system does not liquidate PO's unless the ending value is less than or equal to the amount paid.**

1. Re-Opening a closed Purchase Order
 1. As indicated in section II B point 4, if a PO has a zero balance FOAPAL sequence for any of the PO lines, the PO will not accept an Amendment
 2. The Expediter screen print those affected lines of the PO on screen FGIENCD
 3. The Expediter accesses JV screen FGAJVCD to add value to the Amendment.
 4. The Expediter uses "next" to automatically obtain the next available JV number. An amount equal to \$1.00 for each sequence to be opened is added on the first screen.
 5. On the second screen of FGAJVCD, the expediter enters the account, amount and PO to be opened in appropriate fields, and clicks "complete".
 6. The Amendment and PO file are submitted to the Amendment Processing Team supervisor for on-line approval.
 7. The supervisor compares the JV and its PO on-line for reasonability and accuracy, using screen FOAUAPP. If the JV appears in order, the supervisor approves the JV by clicking on the "approved" button on form FOAUAPP. In the event that the JV should be denied for any reason, the supervisor "disapproves" the JV by clicking on the "disapproved" button on form FOAUAPP.
 8. The Amendment and PO file are returned to the Expediter.

2. Liquidations

Liquidating a Purchase Order that has been amended to close or cancel.

An Amendment to close a Purchase Order will not automatically liquidate the encumbrance associated with the PO unless changes are also made to the amount of the PO. The following steps pertain to liquidating a closed or cancelled PO.

1. The Requisitioner uses a statement from the pre-established clauses to indicate that the Amendment is issued to close or cancel the PO in its entirety. The Amendment routes through approval steps as listed above.
2. Once the Amendment has posted to the system and the printed Amendment has been matched to the file, the encumbrance screen FGIENCD is reviewed to determine the outstanding encumbered lines and sequences.
3. Screen prints are made of any outstanding encumbrances.
4. The Expediter accesses JV screen FGJVCD to eliminate all outstanding value to the PO..
5. The Expediter uses "next" to automatically obtain the next available JV number. An amount equal to the outstanding value for each sequence to be liquidated is entered on the first screen.
6. On the second screen of FGJVCD, the expediter enters the account, amount and PO to be liquidated in appropriate fields, and clicks "complete".
7. The Amendment and PO file are submitted to the Amendment Processing Team supervisor for on-line approval.
8. The supervisor compares the JV and its PO on-line for reasonability and accuracy, using screen FOAUAPP. If the JV appears in order, the supervisor approves the JV by clicking on the "approved" button on form FOAUAPP. In the event that the JV should be denied for any reason, the supervisor "disapproves" the JV. by clicking on the "disapproved" button on form FOAUAPP.
9. The Amendment and PO file are returned to the Expediter.
10. Screen prints are made of the liquidated Encumbrances associated with the PO using form FGIENCD.
11. The Amendment is released for review by the Buyer or Purchasing Management as described in Item II E above.
12. Note: If a first Amendment to Close a PO was processed, but a JV was not processed to liquidate funds, and a second Amendment to close is submitted by the Requisitioner, the Expediter must either 'complete' or 'record remove' the second Amendment prior to processing the missing JV.

3. Liquidations (Alternate Method).

Liquidating a Purchase Order that has been amended to close or cancel (Alternate Method).

Amendment to close a Purchase Order may also be liquidated by using the Batch Close Process on screen FPPPOBC.

1. The Requisitioner uses a statement from the pre-established clauses to indicate that the Amendment is issued to close or cancel the PO in its entirety. The Amendment routes through approval steps as listed above.
2. Once the Amendment has posted to the system and the printed Amendment has been matched to the file, the encumbrance screen FGIENCD is reviewed to determine the outstanding encumbered lines and sequences.
3. Amendments targeted for the Batch Close Process are kept in a separate batch pending liquidation.
4. On a periodic basis (weekly?), an Excel spreadsheet is prepared listing each PO in the batch that is to be closed. The batch is kept in relatively numeric order.
5. The spreadsheet is submitted electronically to the Amendment Processing Team supervisor for execution of the Batch Close process.
6. The supervisor accesses screen FPPPOBC, and enters the current date.

7. On line 6 of screen FPPPOBC, the supervisor enters the first PO number to liquidate. The supervisor "record inserts" an additional line for the next PO, and continues record inserting until all PO's have been entered.
8. The supervisor proofs the list; then "saves" the file, which initiates the batch close.
9. The supervisor reviews the results of the batch close using Smarti report fpppobc_purchase_order_batch_close. This report lists the total amount of liquidated funds, the individual POs that were liquidated, and any PO's that failed in the batch close process
10. The supervisor sends a list of any POs that failed in the batch close process back to the Expeditors for manual processing as described in II F point 2 above.
11. For those PO's that liquidated successfully, screen prints are made of the liquidated Encumbrances associated with the PO using form FGIENCD.
12. The Amendment is released for review by the Buyer or Purchasing Management as described in Item II E above.

III. Internal Amendments (Purchasing generated)

On occasion, the Purchasing buying team will generate internal Amendments to Purchase Orders, to prevent errors in the goods shipped or services provided by Vendors for the University Community. The following steps outline the differences in this process:

1. The Buyer identifies the need to make changes to an existing Purchase Order. Generally, this occurs at the time an order is issued, and an error in the Purchase Order is discovered by either the Buyer or his or her Vendor.
2. The Buyer completes an Internal Amendment form by handwriting the desired changes or the change in language for any PO clauses. This form must include any and all changes to quantities, amounts, accounts, or selection codes, and/or descriptions on both document and commodity text, and must be signed by the Buyer.
3. The hand written document is submitted to the Amendment Processing Team with the entire Purchase Order file for processing.
4. The Expediter enters the Amendment into Banner following those steps outlined for Requisitioners in Section I C above, and completes the Amendment.
5. The Expediter submits the completed Amendment to the Amendment Processing supervisor for review and approval.
6. The supervisor logs into Banner using the "Helper 2" profile, which has the ability to act as the approver for all Originating Departments. *The Helper 2 profile does not act as approver for any "Special Approval" profiles, which still require their approval as outlined in Section I D above.*
7. The supervisor reviews the Amendment in Banner following those steps outlined for the Expeditors in Section II B above.
8. In the event that the Amendment is correct based on its submission, the supervisor approves the Amendment. by clicking on the "approved" button on form FOAUAPP. If further changes are needed, the supervisor "disapproves" the Amendment. The file is then returned to the Expediter. This completes the process for an Internal Amendment.

IV. Reprinting Missing Amendments

On occasion, System Errors cause Amendments to not print after they are Approved by Purchasing in the manner described in II, point B. The following outline steps to verify the print failure and request a reprint.

1. The Expediter determines that they have not received one or more of the Amendments they have approved.
2. The Expediter verifies that the Amendment indicates a "printed" status by checking for a "Print Date" on form FPAPURR, inserting both the base PO number and the Amendment sequence.

3. The Expediter reviews the batch header for all printed Amendments for the corresponding day, to see whether there is any batch header record of the Amendment.
4. If a Batch Header contains the missing Amendment, a search is made of all Expediter work stations to try and locate the missing Amendment and;
5. If the Amendment still cannot be located, the Amendment Processing Supervisor requests a reprint of the Amendment using a pre-written program script in APPWORK:
 - a. The Amendment Processing Supervisor logs into APPWORK by clicking on the IKON on their computer;
 - b. The Amendment Processing Supervisor clicks on the "Operations" dropdown menu, and selects "Requests";
 - c. The Amendment Processing Supervisor clicks on "PUR_REQ_RESET_PRT_FLAG", which opens up the script;
 - d. The Amendment Processing Supervisor enters either "P" to reprint a PO, or "C" to reprint an Amendment;
 - e. The Amendment Processing Supervisor clicks "Submit", which executes the script by erasing the "Print Date" on form FPAPURR.
 - f. The Amendment Processing Supervisor confirms that the program ran successfully by verifying that FPAPURR now has a blank "Print Date";
 - g. At the next production of Amendment print-outs, the Banner system will automatically include the Amendment requested above in its batch.

V. Releasing Amendments trapped with no Fiscal Year indicator.

C&IT RAPP training on the Amendment Processing procedures cautions Requisitioners that they must tab through every FOAPAL associated with an Amendment in order to populate the Fiscal Year indicator for that FOAPAL record. On occasion, Requisitioners fail to follow this procedure, causing Amendments to fail to route through Approval Routing for completion. Such Amendments are virtually "trapped" in "C" status. The following outlines steps the Amendment Processing Supervisor takes to free these Amendments up for further approval.

1. Identification through Smart-I

- a. On a periodic basis, the Amendment Processing Supervisor logs onto the Smart-I reporting application by clicking on the IKON on their computer. In order to do so, the Amendment Processing Supervisor must first "map" their computer to the C&IT Server (typically the "T"-drive). The access ID and password will be the same as passwords for Banner.
- b. Once logged into Smart-I, Amendment Processing Supervisor clicks on the "Query" dropdown menu, and selects "Browse";
- c. Under report type, the Amendment Processing Supervisor scrolls down to the "Purchasing" selection, which populates the "report names" selections;
- d. Under the Report Name selections, the Amendment Processing Supervisor selects "po_without_fy_report", which populates the "Doc Date" column;
- e. Under the Doc Date column, the Amendment Processing Supervisor scrolls down to the most current report. If the report is newer than the last time problems have been resolved, the report is viewed by clicking on the report date.

2. Resolution through Appworx

- a. The Amendment Processing Supervisor logs into APPWORK by clicking on the IKON on their computer;
- b. The Amendment Processing Supervisor clicks on the "Operations" dropdown menu, and selects "Requests";
- c. The Amendment Processing Supervisor clicks on "PUR_REQ_RESET_PO_STATUS", which opens up the script;
- d. Amendment Processing Supervisor enters the Amendment base PO number in the "Default" field.

- e. The Amendment Processing Supervisor clicks "Submit", which executes the script by changing the status of the Amendment from "C" complete to "I" incomplete.
- f. The Amendment Processing Supervisor logs into Banner using the "Helper" profile to add the missing fiscal year indicator.
- g. The Amendment Processing Supervisor opens the Amendment using form FPACHAR;
- h. The Amendment Processing Supervisor manually tabs through any FOAPAL records that do not have a fiscal year, which causes them to populate according to the transaction date of the Amendment.
- i. The Amendment Processing Supervisor exits the form, leaving in "I" status, for completion by the original Requester and subsequent approval routing as described in Section I, point D..

**Operating Procedure
for
Bidding against Requisitions
Effective 11-05-2005**

- I. As of July 19, 2000, the WSU Board of Governors "amended the WSU Code Annotated" statute 2.81.01.080, increasing to \$20,000 the amount that may be spent for goods and services without *requiring* formal written competitive bids. Competitive pricing will continue, and the statutory chance does not *preclude* competitive bidding at levels below \$20,000 if likely to be cost-effective."
- II. Requisitions for goods and services are electronically assigned to buyers in the Purchasing Department, along existing commodity assignments whenever possible, by the Production Coordinator.
- III. Orders are competitively bid with multiple suppliers prior to the award of an order, unless one or more of the following conditions are met:
 - A. Total dollar amount is less than \$20,000.
 - B. The request is for a blanket purchase order (PO class Z)
 - C. The request is for maintenance provided by an authorized dealer
 - D. The requisition requests for "Mandatory" supplier selection and the request has been approved by Purchasing Management.
 - E. A bid waiver has been executed by the Executive Vice President or the Director of Purchasing, and has been included with the requisition.
 - F. Bidding is not appropriate for one of the reasons provided for under the selection code options available within BANNER. A list of Selection Codes is maintained on the Purchasing web site under "Clause Codes for Banner".
- IV. Any exceptions to these competitive bid procedures must be documented by the buyer on the face of the requisition and must be approved by Purchasing Management.
- V. Buyers are encouraged to obtain competitive bids under the following guidelines:
 - A. Items estimated at \$1.00 to \$2,499 would not be competitively bid unless requested by the end user or Purchasing Management.
 - C. Items estimated at \$2,500 to \$19,999 would be formally bid by Purchasing to insure opportunity for Minority, Women Owned, and other Disadvantaged Vendors; and to avoid issuing orders which later increase above the \$20,000.00 bid limit.
 - D. All items above \$20,000 would be formally bid by Purchasing.

Purchasing has historically saved in excess of \$600,000.00 annually through the competitive bid process. It is anticipated that exercising buyer's discretion will allow a continuance of this achievement through value added competitive purchasing at any dollar level.

- VI. Bids will be accepted by the buyer under the following guidelines:

- A. Bids for items estimated at \$1.00 to \$19,999.00 may be accepted either by telephone or in writing (Fax, E-mail, or Sealed Envelope).
 - B. Bids for items above \$20,000.00 must be in writing (Fax, E-mail or Sealed Envelope).
- VII. Cost comparison sheets are prepared indicating as much detail on the individual bids as is appropriate. Cost comparisons may be prepared either by hand or using Excel spreadsheet analysis, and should be signed by the buyer prior to the award of the order. Cost Comparisons should be affixed to the requisition and be attached to the blue copy of the Purchase Order ahead of other documentation and competitive bid quotations.

Please note that University purchase orders are subject to the Freedom of Information Act (FOIA). It is in the University's best interest to be accurate and concise in completing all transactions to effectuate an award.

- VIII. Vendors are normally selected for bidding on the assumption of equal ability to provide service and quality. Resultant Purchase Orders are awarded based upon price, delivery, terms, warranty, and service.. When exceptions occur on competitively bid orders, selection code 7 is used, and the reason for awarding the order on a basis other than low price is documented on the buyer's cost comparison sheet.
- X. Completed Purchase Orders are submitted for approval under the following guidelines:
- A. P.O.s at \$1.00 to \$19,999 may either be submitted to the Coordinator's P.O. tray for cursory review and break-down/dissemination by the support staff or may be submitted to Purchasing Management for detailed review and approval.
 - B. P.O.s above \$20,000 must be submitted to Purchasing Management for detailed review and approval prior to P.O. break-down/dissemination by the support staff.



MEMORANDUM

To: All Purchasing Staff
From: Kenneth Doherty, Associate Director of Purchasing
Subject: Break and Lunch Schedules
Date: February 12, 2001

Breaks:

As you know, in 1998 we instituted a "break" opportunity for the P&A team. At the inception, management set the policy for scheduled breaks for a fifteen (15) minute period to coincide with the policy established by Staff Association. In addition, all breaks should start no sooner than 10:00 a.m. (to accomplish the goal of the idea of a "break" in the work day) and were to end no later than 10:45 a.m. to avoid conflict with lunch period schedules. The afternoon "break" time frame is from 3:00 p.m. to 3:45 p.m. I want to thank those of you who have adhered to this plan. You have helped us help you in providing a true work day "break" in the action. For those of you who are not observing the time constraint, this is a reminder to make the necessary adjustment, so that we don't need to take away the privilege from the rest of the team.

Lunch Schedules:

Purchasing has an established lunch schedule in order to provide and maintain optimum service coverage for the University Community. Our lunch periods are as follows:

11:30 a.m. to 12:30 p.m.
12:30 p.m. to 1 :30 p.m.

Regardless of whether you are on an earlier or later lunch period, your adherence to the above time frames is most appreciated by management as well as those customers we serve. Your dependability lends credibility to our reputation for good service. If you need to adjust your lunch schedule either for a temporary situation, or for a long-term period, please meet with your Supervisor prior to making any adjustment.

Again, thank you for your cooperation and professional approach to our workday and scheduling requirements.

copy to: The Management Team

Items Related to Conference Fees/Registration Fees on Purchase Orders
 Whether to use a AAR / T&E or a Purchase Order

<u>Description</u>	<u>AAR / T&E</u>	<u>Req / PO</u>
Registration to a Conference	Yes	No
Multiple Conference Registrations	Yes	No
Seminar Fees	Yes	No
Booth Fees	No	Yes
Exhibit Fees	No	Yes
Advertising Fees	No	Yes
Travel Costs	Yes	No
Lodging Fees	Yes	No
* Student Conference Fees	?	?
* Student & Staff Combined Conferences	?	?
Staff Retreats	No	Yes
* Student & Staff Combined Travel	?	?
* Student & Staff Combined Lodging	?	?

* There are several gray or "?" areas. Each case must be considered on an individual basis.

Conflict of Interest
(reprint from University Policy 2006)
(<http://www.wayne.edu/fisops/universitypolicy.pdf>)

2005-04 Contracts Between Wayne State University And External Organizations In Which University Employees Participate

1.0 Purpose

The purpose of this university policy is to clarify the procedures that are in place to ensure compliance with the Board of Governors' statute, "Contracts Between Wayne State University and External Organizations in Which University Employees Participate."

2.0 Legal Requirements

- 2.1 In order for the University to contract with (1) a firm in which a University employee is a partner, employee, director, officer, or substantial stockholder, and where the University employee has solicited the contract, engaged in negotiations regarding the contract, or represented either the firm or the University in the transaction, or with (2) an individual who is an employee of the University, the University must follow a "sunshine" procedure.
- 2.2 Specifically, the University must take the proposed contract to the Board of Governors and inform the Board of:
 - The name of each party involved in the contract;
 - The terms of the contract, including duration, financial consideration between the parties, facilities or services of Wayne State University included in the contract, and the nature and degree of assignment of employees of the University for fulfillment of the contract;
 - The nature of any pecuniary interest. * A stockholder owning more than one percent of the total outstanding stock of any class where such stock is not listed on a stock exchange or stock with a present total market value in excess of \$25,000 where such stock is listed on a stock exchange.
- 2.3 The Board of Governors must approve the contract by a vote of not less than two-thirds of the full membership of the Board in open session, and must enter the information regarding the contract into its minutes.

3.0 Sunshine Procedures

- 3.1 Any department, principal investigator, or other University entity seeking to make a purchase from (or otherwise contract with) (1) a firm in which a University employee is a partner, employee, director, officer, or substantial stockholder, where the University employee has solicited the contract, engaged in negotiations regarding the contract, or represented either the firm or the University in the transaction, or (2) an individual who is an employee of the University, shall forward to its dean or director a draft submission to the Board of Governors, together with a memorandum briefly explaining the rationale for contracting with the particular provider. (A model Board submission is attached to this university policy.)
- 3.2 If the dean or director approves the request, s/he shall forward it to the appropriate senior officer.
- 3.3 If the senior officer approves the request, s/he shall initiate procedures to recommend it to the Board of Governors.

4.0 Prohibition

- 4.1 Neither the Purchasing department nor any other division of the University shall make any purchase from (or otherwise contract with) (1) a firm in which a University employee is a partner, employee, director, officer, or substantial stockholder, where the employee has solicited the contract, engaged in negotiations regarding the contract, or represented either the firm or the University in the transaction, or (2) an individual who is an employee of the University, unless the contract has received Board of Governors' approval pursuant to section 2.3 of this university policy.

5.0 Certification

- 5.1 Where a firm in which a University employee is a partner, employee, director, officer, or substantial stockholder desires to contract with the University, in circumstances where the University employee has not solicited the contract, engaged in negotiations regarding the contract, or represented either the firm or the University in the transaction, an authorized agent of the firm may file with the Office of General Counsel a certification that the University employee has not solicited the contract, engaged in negotiations regarding the contract, or represented either the firm or the University in the transaction.
- 5.2 In the Office of the General Counsel and the Purchasing department determine that the certification is adequate, the contract may be processed in the same manner as would any other, comparable, contract.

6.0 Duration

- 6.1 This university policy is revocable by the president at any time and without notice.

7.0 Effective Date

- 7.1 This university policy is effective immediately upon issuance.
- 7.2 Executive Order 92-4 is hereby revoked, effective immediately.

Signed by President Irvin D. Reid June 13, 2005.

**Operating Procedure
For Processing
Construction Bid Bond Checks
Effective 11-07-2005**

To: The Buying Team
From: Ken Doherty
Subject: Procedural Change for Bid Bond Checks

Please make note of the following procedures for handling Bid Bond Checks when such checks are submitted with Construction bids:

*Bid bonds or bid deposit in the form of a certified check payable to Wayne State University are required on all projects exceeding \$50,000 (FP&M procedures; Activity 64, to be revised). The amount of such bonds is 5% of the Vendor's lump sum quotation for "base bid". Bonds are to be from a surety company acceptable to the University, and shall name the Wayne State University Board of Governors as the beneficiary in the event of non performance. Such bonds are kept on file in the central FP&M project files in the Purchasing Department. **In cases where a check has been submitted in lieu of a bond, the check will be deposited in a "holding account" (index 018350 - account 2410) with the University Cashier Department, and a log of the checks will be kept on the LAN V-Drive under V:\PU\PATMILEW\FPM_Bid_Bonds.XLS.** A copy of the check and deposit slip will be kept in the appropriate project file in Purchasing*

Bid bond deposits are kept on account until such time as the Qualified Low Bidder enters into the contract with the University. At this point, the FP&M project manager is to notify the Purchasing Office Supervisor (Ms. Pat Milewski, ad0923) by e-mail that the bid process has been successfully completed, and that any outstanding bid bond deposits should be returned to the appropriate vendor(s). The Office Supervisor then prepares an SPA for authorization to generate a University check payable to each of the Vendors who submitted a bid bond check. The SPA must be fully processed within 1 week of the notice from the FP&M project manager, and a copy of the document will be added to the project file. Bid bond documents from a surety company require no action, and are kept as part of the permanent project file.

In the event that a Vendor is to forfeit his bid bond deposit under circumstances described in Activity 74 of FP&M procedures, the project manager is to send a written memo to the Purchasing Office Supervisor (Ms. Pat Milewski, ad0923) by e-mail requesting that an IRB be generated for the bid bond deposit. Such funds are then deposited or transferred into the corresponding plant fund account relating to the project. A copy of such documents is then added to the project file, and an additional copy is forwarded to University General Counsel.

When the number of qualified bids exceeds three, only the lowest 3 bid bonds or bid bond deposits are retained by the University. Any other bid bond deposit checks are copied and then returned to the corresponding vendors within three business days of the bid opening. In all cases, bid bond deposits are returned after 60 days, unless they have been forfeited as outlined above and in the Proposal Guarantee clause contained in the related project bid package.

Ken

copy to:Joan Gossman, Chris Radcliffe, Pat Milewski, and Pat Wegner

Contract Awards
(reprint from Wayne Statute University Statutes 2006)

(http://bog.wayne.edu/code/2_81_01.php)

Wayne Statute University Statutes	
2.81.01	Contract Awards
2.81.01.010	Preamble
	The authority to contract on behalf of the University is vested in the Board of Governors (Board). This authority includes contracts for the purchase, sale or other disposition of all personal and real property; for capital construction, renovation and related expenditures; for the purchase, sale or loan of supplies or equipment and special maintenance of physical plant; for sponsored research and fellowships, scholarships, grants-in-aid from private sources and governmental units; and for personal services of independent contractors.
2.81.01.020	Policy
	To facilitate the day-to-day administration of the University, this contractual authority is delegated as follows; however, no contract shall be entered into which calls for the expenditure of funds unless those funds have been previously budgeted for that purpose by the Board.
2.81.01.030	Implementation
	The President shall establish and promulgate written administrative procedures and guidelines for the delegation and implementation of the authority and power granted herein, including checkoff procedures. A copy of the established administrative procedures and guidelines shall be kept on file for public inspection in the Office of the Secretary to the Board.
2.81.01.040	Budget Approvals
	Funds to execute contracts shall be considered to have received budget approval if they are financed by budgetary unit allocations from the approved General Fund budget or Board accepted grant funds. Financing provided by a contingency allocation from the General Fund or provided by any other University Fund shall have specific budgetary approval by the Board prior to contract approval.
2.81.01.050	Real Property
	All transactions involving the purchase, sale or other disposition of real property shall be first approved and authorized by the Board. Unless otherwise specifically provided for by the Board, all land contracts and deeds conveying University property and all discharges of mortgages and cancellations of land contracts shall be executed by any two of the three following: President, the Treasurer or officer(s) designated by them to act on their behalf; and shall be reported to the Budget and Finance Committee.
2.81.01.060	Investments

	The investment or reinvestment of gift, trust, agency, and deposit funds; the purchase and sale of personal property acquired in connection with the investment or reinvestment of such funds, and the approval of real estate mortgages may be made by the President, the Treasurer, or their designee(s). Any two of the said officers are hereby authorized and empowered to sell, assign, and transfer the documents necessary to complete the sale of stocks, bonds, evidences of indebtedness or other securities, including the rights and options to acquire or sell the same owned or held by the University. The transfer of any such securities by the officers herein authorized shall be sufficient to convey ownership to the transferee.
2.81.01.070	Routine Contracts
	All routine contracts for the purchase, sale or lease of supplies or equipment or of services, for lease of real property, and for special maintenance of the physical plant within authorized budgets may be executed by the President or his/her designee(s).
2.81.01.080	Routine contracts for the purchase of supplies, equipment or the services of independent contractors requiring the expenditure of budgeted funds in excess of \$20,000 shall be awarded on the basis of competitive bids. The President or his/her designee(s) may grant a written exception in the case of contracts requiring highly specialized service for which a public bid would not be appropriate, or in the case of an emergency. Such exceptions shall be reported to the Budget and Finance Committee quarterly or the first regularly scheduled meeting thereafter. Architectural and engineering contracts, the cost of which are essentially fixed by the State, may be awarded on the basis of specialized experience and strength among the firms which indicate a desire to do business with the University.
2.81.01.090	Capital Outlay
	All contracts calling for planning services and/or for the construction of new facilities shall require prior approval of the Board. The President or his/her designee shall execute such contracts upon approval.
2.81.01.100	All contracts for the alteration or modification of existing facilities of real property involving a project expenditure of more than \$150,000 shall require the prior approval of the Board.
2.81.01.110	All contracts for the alteration of existing buildings owned or leased by the University which do not call for expenditures exceeding \$150,000 may be negotiated by the President or his/her designee.
2.81.01.120	All contracts (purchase orders) for furnishings and equipment related to new construction or alteration/modification projects in excess of \$100,000, which exceed \$100,000 for an item or the aggregate of an item shall require prior approval of the Board. The President or his/her designee shall execute such contracts upon approval.
2.81.01.130	Sponsored Programs
	All contracts for sponsored educational and research programs and supplements thereto, including agreements for fellowships, scholarships, and grants-in-aid may be executed by the President or his/her designee, and his/her signature shall be certified by the Secretary where such certification is requested.
2.81.01.140	Employment
	The employment contracts are not included in these contract procedures.

Legislative History

Adopted 7-0; Official Proceedings 21:2790 (15 October 1976) Amended Official Proceedings 22:3041 (10 March 1978) Amended Official Proceedings 23:3163 (10 November 1978) Amended Official Proceedings 25:3474 (14 November 1978) Amended Official Proceedings 25:3580 (10 July 1981) Amended Official Proceedings 29:3988 (2 November 1984) Amended Official Proceedings 30:4083 (13 December 1985) Amended Official Proceedings 30:4112 (9 May 1986) Amended Official Proceedings 36:4795 (1 May 1992) Amended Official Proceedings 37:4953 (16 July 1993) Amended Official Proceedings 40:5281 (7 June 1996) Amended Official Proceedings 44:5804 (20 July 2000) Prior Acts: Official Proceedings 3:611, 5:774, 11:1284, 14:1766, 15:1925, 25:3580

Cross References

Sec. 2.28.01.100, Sec. 2.81.03.050

WAYNE STATE UNIVERSITY

MEMORANDUM

To: Purchasing Buyer Team

From: Joan M. Gossman, Director of Purchasing

Subject: Contracts - Review and Assessment Procedures

Date: April 11, 2000

To ensure that all of us are following the same procedure for receipt and processing of Contracts and Agreements, I have prepared a short "Cheat Sheet" for your convenience. Below are the steps to follow to safeguard our handling of these important documents.

1. Receive legal document (contract, agreement, quote etc).
2. Review date of service and compare with requisition timing. If "after the fact", contact management immediately.
3. Check the Purchasing Legal Document File. Determine if a " mirror image" is already on file (or a modified or addended document exists). If so, proceed with processing and advise management of the prior agreement.
4. If no prior agreement exists, prepare a memorandum to the Office of the General Counsel asking for "review of legal form". Please note any concerns you may have relative to the substantive information contained in the document. Copy the requestor so they are aware of a potential delay in processing the order.
5. Make a follow up file to ensure that you receive a response from General Counsel. If delays occur, advise management.
6. Upon receipt from General Counsel, review response, advise management as necessary of any complications, and prepare the full document package of the purchase order, copy for the Legal File (with the original memo from General Counsel attached), and forward to management for signature.
7. After management review and approval, prepare letter of transmittal (see March 1998 memorandum) and forward documents to vendor (for signature if required or as fully executed if all signatures are present and no modifications or addenda are indicated). Give to Pat Milewski, Contract Administrator, for vendor follow up.

Ladies and Gentlemen, if we all comply with the above procedure, we will experience far less instance of missing or incomplete documentation. Your attention to detail and full cooperation in this effort are most appreciated. Should you have any questions or concerns, please see me. Thank you.

Cc: Ken Doherty , Associate Director

FOOTNOTE - E-Mail from 8-30-2005

To: pwegner, pmilews, chris, joan, bob, cbranch, kim, val, robin, loretta, Ken Doherty <ac0578@mail.wayne.edu>
From: Ken Doherty <ac0578@mail.wayne.edu>
Subject: 8/30 Contract Signatures to be handled by Pat Wegner

To: All Purchasing Buyers (copy to Joan, Pat M, Pat W, and Chris),

Due to an ongoing effort to streamline processes, effective yesterday, please mark Pat Wegner as the person that signed contracts should be returned to in the body text of your PO's.

To facilitate this, I established Special Instruction PATW.:

*In order to execute this agreement,
a countersigned copy of all documents
must be returned to the University within
10 business days as follows:*

*Wayne State University
attn: Pat Wegner, Contracts Officer
Purchasing Department, suite 4200 AAB
5700 Cass Avenue, Detroit, MI 48202*

Any of you who used to use Special Instruction PATM will now find that this also contains Pat Wegner's name instead of Pat Milewski's.

The change should be transparent. Pat W will follow up with each of you anytime the exercise of getting signed documents becomes problematic. In such cases, it is the buyer's responsibility to take ownership of the file and pursue signed documents.

Thanks. Nothing new.... just a change in the person.

Ken

Contract Signatories
(reprint from University Policy 2006)
(<http://www.wayne.edu/fisops/universitypolicy.pdf>)

2004-06 Contract Signatories

1.0 Purpose

- 1.1 In its bylaws the Board of Governors has delegated to the president full authority as chief executive officer of the University and has, in addition, authorized the president to designate the duties of other executive officers.
- 1.2 The Board of Governors is empowered to contract for the University. In its bylaws the Board has empowered the president or his/her designee to execute contracts agreements, leases, and other financial obligations on behalf of the University, as authorized by statute or resolution. The Board of Governors statute, “Contract Awards, “ WSUCA 2.81.01, delegates certain contract-signing authority and authorizes the president to establish guidelines for such delegation.
- 1.3 The purpose of this university policy is to establish rules regarding the signing of contracts, and to delegate to certain administrative officers authority to sign contracts.

2.0 Definition

- 2.1 Any agreement between two or more parties, which is enforceable at law, is a “contract.” This university policy addresses agreements or arrangements with a non-WSU party or parties, to which Wayne State University is a party, whether or not the formal document of agreement is entitled “contract.”
- 2.2 A contract is a “sponsored program” in those cases where the primary purpose of the non-WSU party is to contract for the performance of research, instruction, or public service by WSU, and in those cases where the primary purpose of WSU is to contract for the performance of research, instruction, or public service by the non-WSU party.
- 2.3 All other contracts in which the University is the seller of service constitute “contracts for the sale of services.” All other contracts in which the University is the purchaser of service constitute” acquisition of the services of third party vendors or independent contractors.”

3.0 General Rules

- 3.1 Contracts should be in writing.
- 3.2 Except as provided in section 3.3, and except for contracts that follow exactly a form which has been previously approved, as a form, by the Office of the General Counsel (for example, a Purchase Order form to which no special language has been added, the forms for salary reimbursement agreements of the School of Medicine, or the form “Publishing Contract,” when no special language has been added), or categories of contracts which, in the General Counsel’s written opinion, do not require legal review, no contract may be signed on behalf of Wayne State University unless it has first been approved on its face, in writing, by the Office of the General Counsel. Those purchases that are authorized for purchase on a P-card are not subject to this policy.

3.3 Either (1) the President or (2) any two vice presidents may sign contracts that the Office of the General Counsel has declined to approve in those instances in which they are satisfied that, as a matter of policy, signing the contract will be in the best interest of the University.

3.4 No contract for \$20,000 or more for services of third party vendors or independent contractors or for the purchase, lease, or rental of supplies or equipment may be signed on behalf of Wayne State University until the company submits information concerning diversity plans and efforts on a form designed by the Office of Equal Opportunity, Policy Development and Analysis.

3.5 Whenever the specific approval of a contract by the Board of Governors is required and approval has been obtained by telephone poll or mail ballot, as permitted by the Bylaws of the Board of Governors, the signature of the Secretary of the Board of Governors shall be required on the contract, as verification that the Board has approved the contract, in addition to any other signatures that may be required by statute or by university policy.

4.0 Delegation of Authority

4.1 The following officers are hereby delegated authority to sign contracts on behalf of Wayne State University. No other persons are authorized to sign contracts for or on behalf of the University. No subdelegations of authority other than those listed below may be made without approval of the president.

Activity	Signatory Authorized by Board	Subdelegated Signatory
A. Real Property Transactions (except for (1) petitions for the vacation of streets and/or alleys, and undertakings to obligate the University for the payment of costs for such vacations; (2) leases; and (3) receipt of gifts of unencumbered, reasonably marketable, real property that would not necessitate expenditures of University funds)	Any one of: President, Treasurer or designee(s) (after prior Board authorization)	Treasurer (after prior Board authorization)
1. Petitions for the vacation of streets and/or alleys, and undertakings to obligate the University for the payment of costs for such vacations ³	President or designee	Treasurer
2. Lease of real property (either as lessor or leasee)	President or designee	Treasurer or Executive Vice President in absence of the Treasurer
3. Classroom rentals at extension centers to third	President or designee	Assistant Vice Provost for metropolitan programs and parties summer sessions for daily

		rentals and term rentals up to one academic year; Treasurer for rentals in excess of one academic year.
4. Receipt of gifts of unencumbered, real property that would not necessitate expenditures of University funds. ⁴	President or designee	Treasurer
B. Investment	President or Treasurer or designee(s)	Treasurer
C. Routine Contracts		
1. Acquisition by purchase, lease or rental of supplies or equipment (except as provided in D.7), and acquisition of the services of contractors (including those who are contracted to sell goods and services on campus) not dealt with in subsection 2, below.	President or designee	For contracts for \$ 150,000 or more, Treasurer; for contracts for \$ 20,000 or more but less than \$150,000 , Director of Purchasing; for contracts less than \$20,000 , the Buyer in the Purchasing Department ⁵ . For waiver of bidding for contracts for goods or services of \$ 20,000 or more, where there is only a single source for purchase or where scientific judgment requires the purchase of specified goods or instruments, the Director of Purchasing.
2. Acquisition of the services of independent contractors (Personal Services Contracts) whose expertise is in areas traditionally related to the expertise of the operating divisions	President or designee	For Division of Academic Affairs contracts over \$20,000, and in compliance with competitive bidding requirements, the Provost and Senior Vice President for Academic Affairs. For Division of Academic Affairs contracts for \$20,000 or less, the contracting unit dean or director. For the Executive Office of the President contracts, and in

		<p>compliance with competitive bidding requirements, the Executive Vice President.</p> <p>For all other Divisions' contracts, and in compliance with competitive bidding Requirements, the chief executive officer of the respective Division.</p>
3. Outside Legal	Counsel President or designee	General Counsel
4. Services of artists, speakers and performers for events for student organizations.	President or designee	For contracts of \$5,000 or more, the Associate Vice Provost responsible for Student Affairs; for contracts less than \$5,000, the Dean of Students.
5. Rental of facilities, exhibits and equipment for events for student organizations.	President or designee	For contracts of \$5,000 or more, the Associate Vice Provost responsible for Student Affairs; for contracts less than \$5,000, the Dean of Students.
6. Athletics-related contracts	President or designee	For contracts for \$ 20,000 or more, the President; for contracts for less than \$ 20,000, the director of Athletics.
7. Publishing Contracts in the form that has been approved, as a form, prior to the time of signature.	President or designee	Provost
8. Contracts related to library acquisitions (limited to books and serials) within the authorized budget of the Dean of Libraries.	President or designee	Dean of Libraries
9. Off-campus banqueting arrangement	President or designee	Deans and directors for contracts of less than \$30,000, limited to standard reservation forms and where (if liquor will be served) vendor has a valid liquor license; Director of Purchasing for contracts of \$ 30,000 to \$150,000; Treasurer for contracts exceeding \$150,000.
10. Sale of surplus property	President or designee	Controller for sales of \$5,000

(except real property), i.e., supplies and equipment ⁶	for each item of property up to \$20,000; for amounts greater than \$20,000 but less than \$50,001, the President or designee, after prior authorization from the Chair of the Board or the Chair of the Budget and Finance Committee; for Amounts over \$50,000, the President or designee after approval of the Board of Governors.	or less Director of Purchasing for sales of greater than \$5,000 but less than \$50,000 Treasurer for sales over \$50,000
11. Lease or rental of University supplies or equipment.	President or designee	Treasurer for transactions totaling over \$20,000; Director of Purchasing for transactions totaling \$20,000 or less.
Competitive Bid Exceptions:		
<u>12. Granting written exceptions</u> for contracts in excess of \$20,000 requiring highly specialized service of professional firms for which a public bid would not be appropriate, or for contracts in excess of \$20,000 for the services of independent contractors (Personal Service Contracts) whose expertise is in areas traditionally related to the expertise of the operating unit.		Executive Vice President
All other exceptions, (sole source, scientific judgment, compatible equipment/ service with existing equipment/service, etc.) with written justification from the requisitioner. (Note: except as approved above, routine contracts for the purchase of supplies, equipment, or the services of independent contractors in the amount of \$20,000 or more must be awarded on the basis of competitive bids.	President or designee	Director of Purchasing

Architectural and engineering contracts may be awarded on the basis of specialized experience and strength among the firms that desire to do business with the University.)		
D. Capital Outlay		
1. Planning services for new facilities.	President or designee (after prior Board authorization)	Treasurer
2. Other planning services	President or designee	Treasurer
3. Construction of new facilities	President or designee (after prior Board authorization)	Treasurer
4. Alteration of existing facilities costing more than \$150,000	President or designee (after prior Board authorization)	Treasurer
5. Alteration of existing facilities costing \$ 50,000 to \$150,000	President or designee	Treasurer
6. Alteration projects costing \$50,000 or less	President or designee	Associate Vice President, Facilities Planning & Management or Treasurer
7. Furnishings and equipment which exceed \$150,000 related to new construction, or related to alteration projects of more than \$150,000	President or designee (after prior Board authorization)	Treasurer
8. Special maintenance of fixed equipment and physical plant, within authorized budgets	President or designee	Associate Vice President, Facilities Planning and Management, for \$50,000 or less; Treasurer for contracts in excess of \$50,000
E. Sponsored Programs		
1. Contracts of \$1,000,000 or more	President or designee	Treasurer or Vice President for Research
2. Contracts of \$500,000 or more but less than \$1,000,000, commitments within normal University Activities	President or designee	Associate Vice President for Research or Associate Vice President for Sponsored Programs Administration
3. Contracts up to \$500,000	President or designee	Director of Sponsored Programs Administration
F. Agreements involving no transfer of funds and related to	Provost	For the form Computing Services Center “test

academic programs		contract” previously approved: Executive Vice President
G. School of Medicine salary reimbursement agreements	President or designee	Dean of the School of Medicine
H. Eugene Applebaum College of Pharmacy and Health Sciences salary reimbursement agreements	President or designee	Dean of the Eugene Applebaum College of Pharmacy and Health Sciences
I. Contracts for the sale of services	President or designee	For sales by auxiliary units established in whole or in part for the purpose of selling services (e.g., the McGregor Conference Center), the Assistant Vice President for Business Operations is authorized to sign contracts of \$20,000 or less; for auxiliary sales of service contracts over \$20,000 and all other contracts for sale of services not mentioned elsewhere in this policy, the Treasurer
J. Employment Benefit Agreements	President or designee	Assistant Vice President, Human Resources
K. Labor Agreements Pursuant to prior Board authorization,	President or designee	Provost, Executive Vice President, Treasurer, V.P. and General Counsel (after authorization from the President)
L. Agreements dealing with intellectual property	President or designee	Vice President for Research; Treasurer

5.0 Supersession

5.1 This university policy supersedes the General Procedure, “Contract Award Policy.” of April 11, 1977, the Administrative Procedures and Guidelines of November 12, 1981 regarding contract signatories, Executive Order 85-1, and all other references to contract signatories in University documents.

6.0 Duration

6.1 This delegation is revocable by the president at any time and without notice.

7.0 Effective Date

7.1 This university policy is effective upon issuance.

7.2 Executive Order 85-1 is revoked, effective immediately.

Signed by President Irvin D. Reid October 25, 2004

Contracts and Agreements / Transmittal Letter



Wayne State University

MEMORANDUM

To: Cynthia Branch
Dee Chase
Chris Harris
Loretta Davis
Pam Hudson

Val Kreher
Bob Kuhn
Kim Toby-Tomaszewski
Cassandra Thomas

From: Joan M. Gossman, Director of Purchasing

Subject: Contracts and Agreements / Transmittal Letter

Date: March 6, 1998

As each of you are aware, we have recently undergone a Customer Interview process for QUEST, as well as an internal audit. One of the key issues that has surfaced during these processes is the lack of fully executed contracts for goods and services purchased by the University. The majority of vendors do not follow instructions printed on our Purchase Orders. There would be serious consequences to the University, should a Vendor fail to perform and litigation ensue.

To combat this mounting problem, we must formalize a procedure to guarantee proper follow up and completed documents for our files. Effective immediately, please use the following procedures:

1. Prepare the purchase order - continue to use an appropriate clause on the order that references such items as new contract, mirror image of document dated _____, mirror image of document with modifications and/or addendum dated _____, etc.
2. After the purchase order and contract have been approved and signed by the appropriate University authority, prepare a letter of transmittal to the Vendor.
3. The letter of transmittal must include pertinent information, such as a reference to the PO# (if applicable), a reference to modifications and/or an addendum -- note: Do Not go into any detail on the specifics of the modifications or content of the addendum; this is self evident in the legal documents referenced.
4. Insert a statement in the transmittal letter that the order is contingent upon the completion and return of a fully executed agreement for our files. The address for return of all contracts is as follows:

Ms. Pat Milewski, Contract Officer
Wayne State University
Purchasing Department
5700 Cass Avenue, Suite 4200
Detroit, Michigan 48202

5. Give the PO, contract documents, and letter of transmittal to Pat Milewski to prepare for mailing, filing, and the follow-up file.
6. Vendors will be allowed thirty (30) days to respond to our letter. If, at the end of the period, no response has been received, Pat will give the responsible Buyer a copy of all documents for follow-up with the Vendor.
7. Buyers are responsible to work directly with the Vendor to obtain the completed documents.
8. Note: In the event the Vendor returns the documents directly to the Buyer, it is the Buyer's responsibility to give the documents to Pat immediately for completion of the legal file and tickler file.

Please Note: This procedure is designed to ensure our compliance with the requirement to have fully executed documents in our central contract file. All current procedures for processing and obtaining approval for orders and contracts remain unchanged. The only addition is the transmittal letter and follow-up process.

Your complete cooperation is imperative if we are to be in compliance with this requirement. Please let me know if you have any questions or concerns -- or ideas for streamlining this process without sacrificing the necessary results. Thank you for your assistance.

copy to: Kenneth Doherty, Associate Director
Pat Milewski, Office Supervisor



Division of Business Operations

Purchasing Department
Detroit, Michigan 48202
(313) 577-3708
FAX (313) 577-3747

Agilent Technologies
attn: Bill Wasserman
2850 Centerville Road, Bu3-2
Wilmington, DE 19808-1610

February 28, 2000

Dear Mr. Wasserman,

Thank you for submitting the Agilent Technologies Educational Business contract G8Q75 (Exhibit E-02Z). It is our understanding that purchase order P-244923 is on hold at Agilent pending the submission of this document by the University. We are pleased to report that the agreement has been reviewed and approved by University General Counsel on 2-22-2000, and as such, has been authorized by an appropriate University representative. Enclosed by fax is a copy of the agreement. The original will follow in the mail.

Please provide the appropriate counter-signature from a corresponding Agilent representative, and return a copy to the University. The fully executed agreement may be returned by Fax or by mail as follows:

Fax to: Kenneth Doherty
(313) 577-3747

Mail to: Wayne State University
attn: Ms. Pat Milewski, Contracts Officer
Purchasing Department, suite 4200 AAB
5700 Cass Avenue
Detroit, MI 48202

Upon completion, please proceed with our Purchase Order P-244923 for the purchase of 2 GPIB interface cards, as outlined on the original PO (copy attached). The end user is anxious to receive these cards; therefore, anything you can do to expedite their delivery will be greatly appreciated.

Call me at (313) 577-3756 if you have any questions or require additional information.

Kenneth Doherty
Associate Director of Purchasing

enclosure

copy to: Kimberly Toby-Tomaszewski, Purchasing Department

**Operating Procedure
For Processing
Emergency Purchase Orders (EPOs)
Effective 2-04-99**

The following is a step-by-step analyses and Questions & Answers used by buyers when servicing requests for EPOs. These steps should be followed in order, and are as follows:

- I. Determine the nature of the emergency. Allow the caller sufficient time to express the problem *LISTEN!* Appropriate situations that *may* arise include the following:
 - Business Machine Supplies (toner, etc.)
 - Computer Hard Drives (replacements)
 - Employment Ads (Research Assistants and Post Doctoral positions)
 - Equipment Repairs (all types)
 - Manuscript Charges
 - Radioactives (requires H.P. approval)
 - Reprints (Due to deadlines)
 - Supplies for Continuing Research (animals are not allowed)
 - Vehicle Repairs (Security & Bus. Op.)

- II. Identify the caller by name. Verify on the Excel Spreadsheet for EPOs (U:\PU\EPO.XLS) or the Purchasing web site (<http://www.wayne.edu/wsupurch/>) that the caller has been pre-authorized to request EPOs. If not, inform the caller that the request cannot be processed at this time. Inform the caller of the procedures to obtain authorization through their business office and the Purchasing Coordinator (Pat Wegner). If appropriate, advise the caller to check the Purchasing web site, print the EPO authorization form, identify the proper accounts, obtain the appropriate approval, and FAX the EPO authorization request to the Purchasing Department (see attached).

- III. Using the EPO pre-numbered requisition, interview the caller to complete the appropriate fields on the form (see attached), which are as follows:
 1. Comments (nature of the emergency);
 2. Caller's name and telephone number;
 3. Requisitioner's name;
 4. Internal delivery location, room, building, and attention to;
 5. Vendor name and Vendor I.D. - Location;
 6. Account(s) and Object Code;
 7. University Ship To Location and Ship-To Code (if department direct, remember to include information in the body of the requisition)
 8. Item(s) needed including
 - A Quantity & Unit of Measure;
 - B Part / Catalog number;
 - C * Description;
 - D Commodity Group;
 - E Unit Cost;

* Note - if the order is for a repair, in the description please include the equipment to be repaired, location of the equipment, and the model & serial number.
 9. Freight and/or handling charges.

10. Extend the Unit Costs X Quantities to determine if the order exceeds \$1,000.00. If so, Purchasing Management approval will be required before an EPO number can be provided.

IV. Using screen 019 the On-Line Financial Accounting System (FAS), the buyer is responsible for verifying funds availability, and for completing additional information on the EPO form. Funds may be available at the Budget Pool Line (object codes in the 6000s or 7000s), the total available account balance (bottom line), or both. Refer to the attached General Accounting guidelines and special considerations. Special considerations are as follows:

- A. If funds are not available for General Accounts (accounts beginning with a 1 or 2), inform the caller that funds are not available and their request cannot be processed at that time.
- B. If the account is expired or funds are not available for Grant or Designated Fund Accounts (accounts beginning with a 3 or a 4) or if the account is expired, inform the caller that funds are not available and the appropriate reason. If the caller indicates that the account will be extended or funds will be added, volunteer to seek special approval through Grant Accounting (Marlene Grazioli-Erno or her designee). Let the caller know there will be a delay in processing until approval is granted, and that you will contact them once a decision is made. Special approval signatures should be entered in box 14.
- C. If the account is an indirect cost account (144_ _ _ thru 146 _ _ _) and is administered George Dambach, or Daniel Graf (per FAS screen 019), the buyer is responsible for obtaining Dan Graf's approval under the following two options:
 1. A copy of the EPO requisition may be FAXed to Dan Graf at 7-2653 requesting approval by return FAX;
 2. Two copies of the EPO requisition may be left with the Purchasing Department receptionist for approval during Mr. Graf's daily stop in Purchasing.
- D. If multiple accounts are to be used on an EPO, the General Fund and/or Grant Account rules must be followed for each individual account.

If funds are available, complete the EPO form by recording the following from FAS:

11. Department Code;
12. Grant Expiration Date (for grant and federal fund accounts only).
13. Budget balance available (BBA). The dollar amount available should be entered.

Note - If the Fis Op LAN is down, the account number can be verified through the chart of accounts maintained at the Coordinator's desk.

- V. If special approval is needed to process the order, inform the caller that you will seek such approval and will contact them once a determination is made. Examples of EPOs requiring special approval include the following:
 - A. Radioactives require approval through the Health Physics department. Buyer is responsible for calling HP at 577-1254; record the name of the approver in box 14.

- B. Repairs to buildings or building equipment (air conditioners, etc.) require FP&M approval if requested by someone other than FP&M. Buyer is responsible for calling FP&M at 577-1798, and recording the name of the approver in Box 14.
- C. EPOs exceeding \$1,000.00 require Purchasing Management approval. Buyer is responsible for seeking approval through appropriate managers (Joan Gossman or Ken Doherty). If Purchasing Management is unavailable, and the request is a true emergency, contact the Assistant Vice President for Business Operations.

Special approval signatures should be entered in box 14. If the approval is provided by telephone, document the name of the approver and enter it in Box 14.

- VI. Using the On-Line Purchasing / Payables System (PPS), locate the vendor and verify the vendor's address. Once the buyer has verified the vendor address and has the correct vendor number, the buyer completes transaction 010. If the vendor is not on file, inform the caller that the vendor is not set up for EPO use, and the item(s) must be ordered from another source or a requisition must be prepared and submitted to Purchasing. The correct P.O. class is 'E', the correct special instruction is '901' (confirming), and the selection code is '6' (emergency). Other fields are filled using the information listed on the completed EPO form. Once completed, the buyer presses enter and the system will echo back with a new P.O. number. The buyer records the Buyer Code and P.O. number in box 15.
- VII. The buyer now informs the caller of the EPO number. Once the EPO number has been conveyed, the interview is complete. Unless the caller requests additional EPOs or other assistance, the call may be terminated.
- VIII. The buyer is now responsible for insuring the EPO lines are now entered into the PPS system. The buyer has the option of completing the EPO themselves and authorizing, or placing the request in the EPO requisition tray in Data Entry for processing. It is important to remember that the PO should be processed quickly since the goods may arrive as soon as the following business day, and the Receiving Department requires an authorized P.O. in order to process the receipt and forward the merchandise to the Requester.
- IX. The caller or their designee from the End User Department is responsible for contacting the Vendor and placing the order.
- X. If the caller subsequently indicates the Vendor will not accept a verbal P.O., the caller should be informed that an EPO cannot be used and the Department must send a regular requisition for processing in Purchasing. Exceptions must be approved by Purchasing Management. **The buyer** is responsible for issuing an internal COR (see attached) to cancel the existing EPO through the Amendment process. This should be performed within 24 hours of notification to minimize the risk of duplication. If the EPO has **not** been mailed, neither the EPO nor the Amendment need to be mailed, and the white Vendor copies should be filed with the blue P.O., marked "DNM" (Do Not Mail)
- XI. In the event that the PPS On-Line System is down, buyers must issue EPO Numbers from their individual manual PO logs. Buyers are still responsible for verifying EPO Requester authorization and FAS account validation under the procedures above. If FAS and/or the LAN are also down, manual procedures for these events are also listed above.

XII. Special considerations when servicing requests for EPOs include the following:

1. Equipment and software are not allowed on EPOs. EPOs can only be granted for these commodities if Purchasing Management approval is provided.
2. Pre-payment cannot be provided using EPOs. Orders requiring pre-payment must be processed on regular requisitions, and must include the request for deposit or full pre-payment.
3. Orders which include a contract (banquets, rentals & leases, software, and maintenance agreements, etc.) cannot be processed on EPOs. Any order which includes a contract or agreement must be processed on a regular requisition.
4. Other questionable EPO Requests should be brought to the attention of and be approved by Purchasing Management.

Note: If a customer cannot obtain an EPO because of any of the above listed constraints, advise / encourage him or her to fax a requisition form to the designated Purchasing fax machine (577-3360) for a speedy response and faster service.

**Print this Form and Mail to:
Purchasing, 4200 A.A.B.**



Wayne State University
MEMORANDUM

To: Joan M. Gossman, Director of Purchasing

From: _____

Subject: Authority to Initiate an Emergency Purchase Order Requisition

Date: _____

We are requesting that the following person on our staff be empowered to call in emergency Purchase Orders under the account numbers listed, to purchase goods and/or services. (Administrative Policy and Procedure Manual 2.2.2).

PLEASE - USE ONLY THIS FORM. YOU MAY ATTACH ADDITIONAL SHEETS SHOULD YOUR AUTHORIZATION BE LENGTHY. (i.e. if you wish to include multiple account numbers for each authorized individual)

Department _____

Account Signature _____

(Please Type)

PERSONNEL AUTHORIZED TO REQUEST AN EMERGENCY PURCHASE REQUISITION:

Name:	Code::

Approved By: _____

(Account Signature)



Wayne State University
MEMORANDUM

To: All Dean, Directors, Chairpersons

From: Joan M. Gossman, Director of Purchasing

Subject: Authority to Initiate an Emergency Purchase Order Requisition

Date: _____

The Purchasing Department is updating the Emergency Purchase Order Authorization File. We are requesting written authorization of each person on your staff empowered to use your account number to purchase goods and/or services. (Administrative Policy and Procedure Manual 2.2.2).

Since the University has experienced changes in staff, would you please take this time to complete the authorization below so that our records will be current and accurate. Each department is required to send a new written authorization.

PLEASE - USE ONLY THIS FORM. YOU MAY ATTACH ADDITIONAL SHEETS SHOULD YOUR AUTHORIZATION BE LENGTHY.

Note: Some of you have submitted recent updates. While I regret this request to repeat your effort, it is necessary for the standardization of our record keeping and the safeguarding of your account.

Department
Account Signature _____
(Please Type)

PERSONNEL AUTHORIZED TO REQUEST AN EMERGENCY PURCHASE REQUISITION:

		Department Code::
Name:		

Approved By: _____
(Authorized Signature)

Effective Date: _____

F P & M Construction Contract Bidding

OPERATING PROCEDURE

(revised 2-23-2006)

The Purchasing Department serves as the University purchasing agent (on behalf of Facilities Planning & Management) for Construction and Building Renovation for projects estimated to be in excess of \$20,000. Such projects require competitive bids as stipulated in the APPM. The following procedure documents the handling of such bids by Purchasing based on the existing procedures contained in the FP&M Operations and Procedures Project Management Manual (see items 64 through 75).

1. Project Initiation

The Project Manager of a construction or renovation project contacts Purchasing Management to request that a buyer be assigned to serve as Purchasing Agent for an upcoming project. Information needed in order to intelligently assign a buyer include, but is not limited to:

- Project Name
- Project Number
- Brief Description of Work Involved
- Location
- Project targeted completion date
- Amount of Liquidated Damages
- Project Architect or Design Firm
- Projected number of Drawings
- Estimated Cost

2. Purchasing Management assigns the Project to a Buyer

Based on present workload, past experience, and buyer availability, a Senior Buyer is selected and assigned to the project. Information about the project is conveyed to the buyer.

3. Contact is made between the Assigned Buyer and the FP&M Project Manager

The Senior Buyer obtains additional details and works with the project manager to develop a strategy for releasing the bids. Key elements include:

- a. Purchasing develops the "front end" of bid specification documents to accompany the Scope of Work, detailed specifications, and drawings. The "front end" includes:
 - The Instructions to Bidders,
 - Notice of Pre-Bid Conference,
 - Form of Proposal (Bid Document),
 - Contractor's Qualification Statement,
 - Prevailing Wage Rate Schedule,
 - Sample Agreement Between
 - Contractor and Owner for Construction,
 - General Conditions of the Contract for Construction (A.I.A. A-201),
 - WSU Supplementary General Conditions,
 - List of Drawings, and
 - General Requirements
- b. A determination is made on how to release the bid documents. When practical, the bid documents and drawings can be posted to the Purchasing web site at http://www.wayne.edu/wsupurch/Adv_bid/Adv_bid.html. Typically a Project is eligible for such release when the complete bid specifications can be compiled into 1 or 2 continuous files, and the number of drawings is less than 10. When impractical to post to Purchasing's web site, the Architect makes arrangements to deliver finalized specifications and drawings to Dunn Blue to post to their Planwell web site at www.dunnblue.com.
- c. An agreement is reached on the invitations-to-bid list. Typically, the architect or the project manager will provide a Vendor list, or will reference a previous bid that has an applicable vendor list that can be used for this project. Purchasing reserves the right to add vendors to any such list. Projects estimated over \$100,000 are also advertised by sending a notice to Construction

Association of Michigan (CAM), McGraw Hill Dodge Reports, Construction News, and Reed Construction Daily. Below \$100,000 is at the discretion of the Project Mgr and Buyer .

- d. A timeline is established for the bid effort, which includes:
 1. Release of the Construction Bid Documents (RFQ)
 2. Date and Location of Pre-bid meeting
 3. Date for second site visit
 4. Deadline date for Project Related Questions
 5. Deadline for Submission of Quotes

5. A Prevailing Wage Rate Schedule is requested

The State of Michigan is sent an E-mail request for a prevailing wage rate schedule. Such request must include the University Project Number, Project Name, and brief description of the work. The Schedule is sent to the following E-Mail address: "Linda Swanson / State of MI" <lswans1@michigan.gov>. This Schedule is later put into section 00410 of the front end document described in item 6

6. The Bid Documents (RFQ) are Prepared as agreed to above

The Buyer prepares the front end bid specification documents by using a recent construction bid and changing appropriate details, such as project timeline dates, project name, amount of liquidated damages, list of drawings, etc. Of particular importance is indicating how an interested contractor may obtain the specifications and drawings, which should be explained in both Sections 00005 and 00100 of the front end. Point 3-b of these procedures describe the options.

7. The Invitation Package is Prepared to correspond to the RFQ

Once the buyer has prepared the RFQ front end, an invitation package is prepared by copying a previous package. Items included in the invitation package are:

- Invitation Letter
- Registration Form
- Vendor Bid List
- Preliminary Minutes
- Bid Tabulation Form
- Pre-Bid Sign in Sheet
- Bid Opening Sign-In Sheet
- Fax cover sheet to CAM, Dodge Reports, etc.

8. The buyer submits the first draft of front end documents to the FP&M Project Manager, the Architect (*if known*), and to the Associate Director of Purchasing for review.

9. Buyer Receives approval of Front End Draft and Releases Invitations

Once the buyer and the project manager have finalized documents, along with associated dates and other variable information, the bid packages are made available either by posting to the Purchasing web site at www.wayne.edu/wsupurch/Adv_bid/Adv_bid.html or by having the Architect send them to Dunn Blue to post to the "Planwell" public web site at www.dunnblue.com . Invitation Letters are faxed to Vendors, along with a copy of the Registration form and the Summary of Work section 01010. For bids in excess of \$100,000, Invitation Letters are also faxed to Construction Association of America (CAM), McGraw Hill Dodge Reports, Construction News, and Reed Construction Daily to advertise the bid opportunity. The Purchasing office manager tracks incoming registrations and gives a list to the buyer of Vendors that responded to the invitation.

10. Pre Bid Meeting Held

On the date, time, and place listed in the RFQ, a Pre-Bid Meeting is held with interested Vendors. 95% of all Pre-Bid meetings are "mandatory" as a condition for providing a bid to the University. At the Pre-Bid Meeting, Purchasing covers Administrative requirements of the RFQ and Bid process, and the Project Manager and/or his Architect covers the Scope of Work and site visit. Purchasing takes responsibility to record minutes, which are later sent to the Project Manager and Architect in Draft form for approval, prior to releasing them to Vendors.

11. Release of Minutes and Sign-In Sheet
Once the draft minutes have been approved, they are e-mailed to all valid e-mail addresses (Vendors and University participants) on the sign-in sheet. The minutes are also posted to the Purchasing web site along with a copy of the Sign-in Sheet.

12. Questions and Answers
For a period of time defined in the minutes of the Pre-Bid meeting, Vendors are permitted to send questions via e-mail to the Buyer and Associate Director of Purchasing. Such questions are routed internally to the Project Manager and his or her Architect for responses. Responses are returned to Purchasing and are then put into either a Clarification or an Addendum and are e-mailed to each Vendor and University participant on the sign-in sheet. The Clarification or Addendum is also posted to the Purchasing web site. They can be defined as follows:
 - a. **A Clarification** answers a question about the Scope of Work that perhaps makes it more understandable, but does not alter the original requirements in any way. Such a document need not be acknowledged in a Form of Proposal bid document.
 - b. **An Addendum** may answer a question about the Scope of Work or may be initiated by the University (or its Architect). Such a document **does** alter the original requirements, and **must** be acknowledged in a Form of Proposal bid document to ensure the Vendors bid has taken into account those changed requirements.

13. Delivery of Bids
For 99% of all Construction Bids, sealed proposals for lump-sum General Contract must be delivered to the WSU Purchasing Department, located in the Academic/Administration Building at 5700 Cass Avenue, 4th Floor Suite 4200. Delivery time is generally set for 2:00 p.m. unless impractical to do so.

14. Bid Opening
95% of all Construction Bids have a Public Bid opening, held within minutes after the cut off for receipt of bids. Bids are opened in front of any Vendors or others who choose to attend. Two individuals from Purchasing participate; generally the Buyer and Associate Director involved in the bid effort. For each Bid received, the following steps are taken:
 - a. The sign-in sheet is checked to verify that the Vendor has attended the mandatory pre-bid meeting;
 - b. The Bid is unsealed and it is verified that any required Bid Bonds are included in the package;
 - c. The Bid is read aloud and recorded on a bid tabulation document, along with any Alternate bid amounts. If any Addenda were issued, it is verified that such Addenda have been properly acknowledged;
 - d. A copy of the Bid tabulation is provided to any participants in the bid opening;
 - e. The Bid tabulation is posted to the Purchasing Web Site;
 - f. A set of the Bid documents is given to the project manager and a set is retained by the Buyer for Purchasing's records;
 - g. If a check was provided in lieu of a Bid Bond, it is turned over to the Purchasing Office Manager as described in the Procedure for handling Bid Bond Checks.

15. Contract Administration Phase
Purchasing's active involvement in the project bid process normally ceases at this point. The project manager holds meetings to qualify the apparent low bidder. Should the low bidder demonstrate a thorough understanding of job requirements needed to complete the project at the quoted price, the project manager prepares a construction contract for the Vendor to sign and return, with the vendor's certificate of liability insurance as described in Section 00800 of the Front End documents. Once signed,

the project manager submits the contract and a letter of recommendation to the Associate Vice President of FP&M for approval. Depending on the dollar threshold, the contract will either be signed by the AVP (below \$50,000) or forwarded for approval to the Vice President for Finance (above \$50,000).

16. Issuance of Requisition and PO

The Project Manager submits copies of the signed contract to the FP&M Business Office to request a requisition. The Business office prepares the requisition online, then forwards a paper copy of the contract to Purchasing as support documentation. The Req is assigned to a buyer for processing, following the assigned commodity guidelines established in Purchasing.

17. The Purchasing web site for advertised bids is updated to indicate the name of the winning Vendor.

This completes the FP&M Construction Bid Procedure as it relates to Purchasing. It is not intended to document all the necessary steps an FP&M project manager must undertake to successfully contract for completion of work, but adds sufficient information to provide continuity to those steps under taken by Purchasing Staff.

GAS CHARGES PROCEDURES / PM

LOST OR STOLEN CREDIT CARDS CALL AND REPORT IMMEDIATELY TO:

EXXONMOBIL - #1-800-903-9966 Acct.#7187-8592-1602-9842

SUNOCO - #1-800-935-3387 Acct. #4070-3001970

Extra (replacement cards for the lost or stolen gas cards) are in locked file cabinet 3rd file drawer in bright yellow folder marked ExxonMobil / Sunoco Gas Cards. File cabinet is in the file room - the 2nd to the right side of legal files (has lock on it) -- only one name tag on it reads Lease Agreements – other drawers not marked.

Issue the replacement cards and be sure to document which card was lost /stolen – make a copy of the new card and be sure dept. signs /dates the sheet when they pick up and keep copy in the ExxonMobil or Sunoco Binder located in the same file/drawer. Update the Assignment sheet as to which card was stolen and which card issued as replacement.

Gas Charges to ExxonMobil and Sunoco are processed on monthly basis via SPA.

Per Trish Douglas (Purchasing) now charges each dept. account number directly.

On the EXXONMBOIL Invoice the “Fuel Amount” is the correct amount to be charged to each card/dept. and the taxes are already deducted etc. You need to match the card number on the draft sheet to the invoice card number charges.

On the SUNOCO invoice – you have to use calculator to deduct the Exempted Taxes from the Transaction Amount to get the amount to be charged to dept. etc. You need to match the card number on the draft sheet to the invoice card number charges.

Some departments have several cards so you will have to go by the draft sheet to see which dept. has which cards etc.

I prepare the split charges first (FIRST SHEET-DRAFT SHEET) (that list all of the card numbers and who they are assigned to) ExxonMobil / Sunoco Excel file (first sheet)

After – I go the the (SECOND SHEET) and list the info and delete the card #'s and areas not charged (per Trish – they don't need this info on there if they are not being charged anything for that month etc.) ExxonMobil/ Sunoco Excel file (second sheet)

The 2nd sheet is the copy to be printed out and stapled to the SPA and goes together as a package with original invoice to JMG/Ken for approval – then to Donna for approval.

I always place a MEMO on top to Donna asking for her approval with RUSH stamp on it and to call me to pick it up to expedite payment to gas companies etc.

IT IS IMPORTANT TO GET DONNA'S APPROVAL WITHIN 1-2 DAYS AND RUSH TO DISBURSEMENTS BECAUSE IF THEY ARE NOT PAID ON TIME THEY WILL ADD FINANCE CHARGES AND IF WE DO NOT PAY – THEY WILL CUT US OFF AT THE GAS PUMPS. THEY WILL NOT TAKE ANY LATE FEES /FINANCE CHARGES OFF OF THE INVOICES ETC.

COMMIT FUNDS

Go to FGAENCB to commit funds for the SPA Sample of ExxonMobil & Sunoco attached to use as reference and type in vendor number info etc.

Enter in the Index number (dept. account) then account info is always: **72164**

TAB to the **AMOUNT AREA** and key in the amount charged to that dept.

Press (Arrow Down Key) to key in next line item

PRESS ENTER Item 2 will show up (enter in the 2nd account number to be charged etc.)

(same as above tab to amount – key in the amount, press arrow down key / enter and #3 – key in the 3rd account etc.)

BE SURE THE AMOUNT BALANCES TO THE TOTAL AMOUNT OF THE INVOICE – IF IT DOES NOT BALANCE THEN AN ERROR WAS MADE IN KEYING IN THE AMOUNT AND YOU WILL HAVE TO GO BACK AND FIX IT.

BE SURE THE TOTAL AMOUNT MATCHES THE INVOICE/SPA AMOUNT – IF IT DOES NOT MATCH – REVIEW FOR ERROR IN DOLLAR AMOUNT

After final amount committed – press control page down and commit the total dollar amount.

After go to FGIENCD and key in the SPA # and print out each index number and amount to be charged – keep complete copy for files.

After SPA is returned from Donna – make complete copy of the invoice and SPA for each dept. and give them copy of the commitment page (FGIENCD) ONLY FOR THEIR INDEX AND SEND TO EACH DEPT.

Attached is the list of people/addresses to send copies to etc.

Keep Green copy of the SPA with invoice copy and copy of all indexes charged for the files.

Hand deliver and mark RUSH on SPA and forward to Disbursements. I usually type up short note to Cindy to RUSH so they won't add late fees etc.

DECEMBER billing – I usually call the companies to inform them about our closure and tell them we will expedite RUSH payment as soon as we can to them etc. (I TELL THEM TO BE SURE NOT TO ADD ANY LATE FEES ETC.)

Ken – if you have any questions – let me know.

We all need back up and just in case in the future if I need back up – you know all of the procedures to keep things moving etc. Thank you.

Fiscal Year End

Bryan Atkinson requires a copy of all charges to Development Office Only –(I think he has to complete a report and/or audit etc.) a complete copy of SPA with invoice copies etc. and I give him a copy of the Assignment Sheet – for each Sunoco & ExxonMobil (listing all cards issued/departments etc.)

I already have been making copies for Bryan every month (so I can give to him promptly at year end) - and these are in the cabinet also etc. (marked copies for Byran)

Acct. 859-216-019-8

Acct. 7187-8592-1602-9842

New Cards Rec'd April
2005

EXXONMOBIL GAS CARD ASSIGNMENT

Expires: Oct-09

CARD #	Account #	DEPT.	CONTACT PERSON	TELEPHONE
1	170001	Office of the President	Loretta Tatem	577-2230
2	168271	Development Office	Cindy Lawrence Susan Burns	577-6488
3	174500	Environmental Health & Safety	Lance Franklin Jason Taylor	577-1200
4	163962	FP&M Facilities Oper.Adm.	Mike Simmons	577-4301
7	164141	FP&M Grounds Dept.	Kent Bolt	577-6265
9	"	"	"	"
12	160991	Public Safety	Steve Hausner	577-2062
13	REPORTED MISSING on 6/23/05 Lt. Burke			
14				
15				
16	"	"	"	"
17	Replaces Card 13			
20	121471	College of Engineering 1149 Engg. - Dean's Ofc.	Gary Zaddach	577-1022
21	152532	University Libraries	Don Cowan	577-1980
23	227601	Parking	Jon Frederick	577-2075
24	444823	Engineeri ng Mail to: 1173 Engg./Dean's Ofc.	(Michelle Pickett) Gerald Thompkins	577-3781

v/pu/doherty/ExxonMobilGasAssignExpire10-09.xls

Acct. 4070 3001970 0029

SUNOCO GAS CARD ASSIGNMENT

Expires:

Jan-08

CARD #	Account #	DEPT.	CONTACT PERSON	TELEPHONE
1 2	164141	Grounds Dept.	Kent Bolt	577-6265
3	146361	Environmental Health & Safety Pest Control	Lance Franklin	577-1200
4	227601	Parking Office	Jon Frederick	577-2075
5 6 7	160991	Public Safety	Steve Hausner	577-2062

**Sample
Invoice**

**EXXONMOBIL GAS CARD
CHARGES**

Invoice dated 4/6/06

GAS CARD #	Account #	DEPT.	Amount
1	170001	Office of the President	\$ 181.61
2	168271	Development Office /Kimberly Elms	\$ 153.87
3	174500	Environmental Health & Safety	\$ -
4	163962	FP&M Facilities Oper.Adm.	-
7	164141	FP&M Grounds Dept.	\$ 160.72
9	"	"	
12	160991	Public Safety	\$ 5,507.78
13			
14			
15			

**EXXONMOBIL GAS CARD
CHARGES**

Invoice dated 4/6/06

Account #	DEPT.	Amount
170001	Office of the President	\$ 181.61
168271	Development Office	\$ 153.87
164141	FP&M Grounds Dept.	\$ 160.72
160991	Public Safety	\$ 5,507.78

16	"	"						
17								
20	121471	College of Engineering 1149 Engg. - Dean's Ofc.	\$	-	152532	University Libraries	\$	11.63
					444823	Engineering	\$	<u>179.31</u>
						TOTAL		\$6,194.92
21	152532	University Libraries	\$	11.63				
23	227601	Parking	\$	-				
24	444823	Engineering	\$	179.31				
		TOTAL						\$ 6,194.92

Sample Invoice

SUNOCO GAS CARD CHARGES

Invoice dated 3/16/06

GAS CARD #	Account #	DEPT.	Amount
1	164141	FP&M Grounds Dept.	\$611.04
2			
3	146361	Env.Health & Safety	\$ -
4	227601	Parking Office	\$ -
5	160991	Public Safety	\$136.51
6			
7			

TOTAL = \$ 747.55

SUNOCO GAS CARD CHARGES

Invoice dated 3/16/06

Account #	DEPT.	Amount
164141	FP&M Grounds Dept.	\$611.04
160991	Public Safety	\$136.51
TOTAL =		\$ 747.55

**Operating Procedure
For Releasing
Requisitions, Purchase Orders, or Amendments
Trapped in the NSF (non-sufficient funds) Queue in Banner
Effective 4-20-2006**

Releasing Requisitions, Purchase Orders, or Amendments trapped in the Non-Sufficient Funds status.

The University does not deliberately use the Funds Availability Checking feature in Banner to verify that sufficient funds are available in a FOAPAL account to cover the cost for the request. As a result, there should be no documents flagged as "Non-Sufficient Funds" (NSF). However, the Banner system occasionally flags requests as NSF. A special approval queue has been developed which includes key members of Accounting and Purchasing Management to allow NSF requests to be resolved. The following procedures document how to resolve such issues.

1. Identification through Form FOAUAPP

- a. On a periodic basis, the Amendment Processing Supervisor logs onto Banner;
- b. The approval form FOAUAPP is accessed, under the access ID of the Amendment Processing Supervisor and/or another of the key individuals able to resolve such issues
- c. The "Next Block" icon is clicked, bringing up all eligible documents in the Amendment Processing Supervisor's approval queue. In the eighth column, the Queue type indicates whether an item is a "DOC" document, or an NSF.
- d. Any NSF items should be noted, and then disapproved on FOAUAPP. It is not necessary to review the document as there are no substantive reasons for documents to go into NSF. **Please note:** systemically, they have a value of "A" that must be changed to a value of "N".

2. Resolution through Appworx

- a. The Amendment Processing Supervisor next accesses the form in an Action state. Requisitions are FPAREQN, Purchase Orders are FPAPURR, and Amendments are FPACHAR;
- b. On the fourth screen of the document, the FOAPAL appears as the second "block" of the screen.
- c. For each FOAPAL for each line of the order, the Amendment Processing Supervisor clicks on the "override" option listed below "---NSF---";
- d. The Amendment Processing Supervisor logs into APPWORK by clicking on the IKON on their computer;
- e. The Amendment Processing Supervisor clicks on the "Operations" dropdown menu, and selects "Requests";
- f. The Amendment Processing Supervisor clicks on "PUR_REQ_UPD_NSF_IND", which opens up the script;
- g. The next two steps need to occur as close to simultaneous as possible
 1. In Banner, the Amendment Processing Supervisor clicks "Complete" on the fifth screen of the document
 2. In Appworx, the Amendment Processing Supervisor clicks "Submit", which executes the script to override NSF checking for this document.
- h. After sufficient time elapses for the completed document to post and route into Approval Queue's, the approval form FOAUAPP is accessed again under the same ID.
- i. The document is recalled by inserting the document number into the empty "Document" field **and** by unclicking the "Next Approver" check, then clicking the "Next Block" icon.
- j. The document appears for either Approval, Disapproval, or Detailed Review. The Amendment Processing Supervisor clicks "Approved".

- k. The Amendment Processing Supervisor then logs into Banner using the "Helper" profile to re-approve the document on behalf of the originating department.
- l. The approval form FOAUAPP is accessed again under the HELPER ID;
- m. The document is recalled by inserting the document number into the empty "Document" field **and** by unclicking the "Next Approver" check, then clicking the "Next Block" icon.
- n. The document appears for either Approval, Disapproval, or Detailed Review. The Amendment Processing Supervisor clicks "Approved" on behalf of the originating department.
- o. If the document also requires Special Approvals (i.e. SPA, DLAR, etc.), an appropriate approver is contacted to provide their approval. Such a determination can be made by calling up the document using form FOAINP to see whether any other approvals are needed after both the Amendment Processing Supervisor approval and the HELPER approval have been made.

This completes the procedure. The document should post to the General Ledger, and the appropriate printout should occur for PO's and Amendments. Requisitions should be available for assignment to an appropriate buyer.

If the process is unsuccessful, it can be repeated to test whether timing was too long between the completion of the document and the running of the script in Appworx. If still unsuccessful, a 3rd attempt can incorporate the following special step:

1. After updating the document, and **before** completing it, contact C&IT operations support at 577-4758. Request that the FMS_FORAPPL chain (called for-apple) be put on hold, to prevent all posting within Banner.
2. Complete the document as described above, while C&IT operations remains on the line;
3. Run the APPWORX script PUR_REQ_UPD_NSF_IND by clicking "Submit"
4. Request that C&IT operations support releases the FMS_FORAPPL chain to resume posting within Banner.
5. Follow the balance of steps outlined in Section 2 above to approve the document using form FOAUAPP.



MEMORANDUM

June 28, 2002

To: ALL STAFF

From: Joan M. Gossman, Director of Purchasing

Ext: 7-3733

Re:: Cost Reduction -Postage/New Procedures

Effective July 1, 2002, all members of the Purchasing Department must adhere to the following procedures relative to mailings from our unit.

Purchase Orders less than \$1,000 in value will no longer be mailed to the vendor

Automatic Exceptions:

- Animal Orders
- Radio Active Orders
- Controlled Substances
- Contracts
- Check Purchase Orders

- Responsibility:

Buyers are the primary decision makers on whether or not an order should be mailed. All orders not mailed are to be marked "DNM" on both the blue and white copies. Vendor "white" must be stapled behind the blue and filed for audit. If the order is faxed to the vendor, the proof of fax must be attached to the PO and stamped accordingly. Please confirm with vendors, as you work with them, that they will accept this new procedure. Note: We currently do not mail LPO or Pro Card orders.

- Amendments

Assistant Buyers are the primary decision makers for each COR/amendment to be mailed if necessary, i.e., Blanket Purchase Order increases, decreases etc. As issues or exceptions are noted, Buyers may override the no mail decision. As with the PO's listed above, the Vendor "white" must be stapled behind the blue Amendment for Audit.

Purchasing Management may override the no mail policy as necessary. The Front Desk may also use discretion to override the no mail policy as necessary.

- Addresses

It is the responsibility of the Buyers, Assistant Buyers and the Data Entry Operators to verify accuracy in the addresses for all Buy From/Remit To Vendors. The list requires constant scrutiny to maintain the validity of the data. Each returned mail piece costs us double the price of postage to correct the error, and of even greater concern, we have the potential for poor quality of service on a delayed order.

Ladies and Gentlemen, this is the first step in "tightening our belt" to weather budget reductions. Please work with one another to save these pennies. They can add up quickly. Your assistance and whole hearted cooperation is sincerely appreciated.

Cc: Purchasing Management Team

**Operating Procedure
for
Pre-payments and Deposits against Purchase Orders
Effective 6/27/96**

I. Occasionally, Purchase Requisitions for orders which exceed \$500.00 require partial or full payment at the time the order is placed.

II. It is the responsibility of the buyer to verify the validity of a prepayment or deposit requirement. Paying in advance is a risk and limits the University's bargaining strength for problem resolution. A prepayment actually constitutes an extension of credit to the Vendor, and should be carefully considered before any CPO or deposit is issued.

III. When prepayments must occur on orders exceeding \$500.00, the buyer must add a clause in the comments section of the PO requesting Disbursements to issue an advance check. All such clauses must include the following key elements:

- A) The date the check is required ***(see note)**
- B) The disposition of the check
 - 1) Mail to Vendor
 - 2) Pick-up by ___?___ (The end user)
 - 3) Pick-up by ___?___ (The buyer)
- C) Type of check
 - 1) Prepayment
 - 2) Deposit
- D) For Deposits, the exact amount of the check to issue, otherwise, checks will be issued for the full amount of the P.O.
- E) A signature and date line for management approval

A Sample Purchase Order is attached for review.

IV. When the buyer has authorized, matched, and approved the PO, the PO should be placed in a folder with the blue copy on top for management approval. The folder should stipulate which buyer to return the management approved PO to. The folder then should be submitted to management.

V. Management reviews and approves the PO for appropriateness and accuracy. In addition, management signs and dates the prepayment clause. The PO is then returned to the buyer in the buyer's folder.

VI. The buyer makes two copies of the blue PO with the approved pre-payment clause. It is recommended that the buyer highlights the clause on both copies. The copies are disseminated as follows:

- A) One copy to the Coordinator of Disbursements

B) One copy to be placed in basket behind Pat M.'s desk - next to fax basket marked "**CASHIER CHECK PICKUPS**"
(This copy only need be produced and submitted for prepayments to be picked up by Purchasing.

- If the check is to be mailed to the Vendor, the buyer holds the PO in his or her pending tray until Purchasing picks up the check from Cashier's. After Purchasing picks up the check, the Buyer assembles the PO in the usual manner and forwards to the PO trays in the receptionist's area for routine distribution.
- If the check is to be picked up by the end user, the Buyer will indicate on the PO and assemble the PO in the usual manner forwarding to PO trays in the receptionist's area for routine distribution.

VII. The Office Supervisor will monitor PPS generated check pick-up dates and ask designated person to pick up checks from Cashier's and hand deliver **immediately (same day)** to the buyer.

VIII. Person designated to pick up checks from Cashier's will make (1) copy of each check and forward both the original and the copy to the Buyer.

The Buyer will staple check copy to the back of the blue copy of the PO, and the original check is stapled to the white (Vendor) copy of the PO. The PO is then submitted to the receptionist's section of Purchasing to be mailed to the Vendor.

***Note:** It is important to allow sufficient time for all of the above steps and an adequate amount of time (48 hours or more) for Disbursements to load the prepayment request into PPS.



WAYNE STATE UNIVERSITY PRODUCT EVALUATION AGREEMENT

_____ ("COMPANY") and the Board of Governors of Wayne State University ("WSU") enter this Product Evaluation Agreement, pursuant to the following terms and conditions:

- 1. Company agrees to provide the following product(s) to WSU from [START DATE] through [END DATE]:

DESCRIPTION	MODEL NUMBER	QTY.	UNIT VALUE	EXTENDED VALUE
-------------	--------------	------	------------	----------------

- 2. Company agrees to loan the above-listed product(s) to the [DEPARTMENT/COLLEGE/SCHOOL] of WSU for the purpose of _____. This Agreement does not constitute an agreement to purchase or intent to purchase by WSU.
- 3. Company will deliver the above-listed product(s) to [CAMPUS ADDRESS] and install the product(s). If instructions on proper use and maintenance are required, Company agrees to provide that instruction at time of installation at no cost to WSU.
- 4. Company agrees to pay all charges for delivery of the product(s) to WSU and agrees to pay all charges for the return of the product(s) to the Company.
- 5. Company agrees to pay for any cost or expenses associated with the normal maintenance and repair of the product(s) necessary to keep the product(s) in good operating condition. WSU agrees that it will not permit the product(s) to be serviced by any non-Company personnel without first obtaining the written authorization of Company to do so.
- 6. Company warrants and represents that the product(s) being provided to WSU pursuant to this Agreement conform to all manufacturer's specifications and are fit for WSU's intended uses. Company further warrants and represents that it has paid all necessary royalties and license fees for patents, copyrights, trademarks, service marks, invention rights that may be associated with the product(s) being provided. Company agrees to defend against and indemnify WSU for any claims of infringement of a third party's proprietary rights to or interests in the product(s).
- 7. To the extent permitted by law, Company agrees to indemnify and defend WSU for any injuries, damages, penalties, claims or losses, including legal expenses incurred by Wayne State University resulting from the ownership, transportation, installation, maintenance, condition, normal operation, intended use, return or disposition of the product(s).
- 8. Ownership and title of all product(s) subject to this Agreement will remain solely with the Company. Accordingly, Company is responsible for payment of all taxes and insurance premiums associated with ownership of the product(s). Company agrees to provide proof of insurance upon request by WSU.
- 9. WSU agrees not to remove any plaques or labels affixed to the product(s).
- 10. WSU agrees that the product(s) will not be sold, loaned, transferred, used as collateral or used in any way that jeopardizes the Company's ownership interest in the product(s).

11. WSU will provide property insurance for the product(s), at its own expenses, if deemed warranted by either party to this Agreement. The insurance will be the same coverage that applies to similar product(s) owned by the University. This coverage does not insure against normal "wear and tear" or ordinary maintenance. Coverage will begin upon the completed installation of the equipment and continue until the Company removes the product(s) from WSU's premises. This provision does not alter Company's independent responsibility to insure its product(s) for losses associated with personal injury or property damage.
12. In connection with WSU's evaluation of the above-listed product(s), it may receive proprietary information of Company. WSU agrees to hold such proprietary information in confidence and not to disclose such information to others, unless required by law or court order.
13. WSU agrees to use the product(s) as instructed by Company, consistent with its normal functions, and in compliance with all applicable laws and all licenses supplied with the product(s). WSU agrees to return the product(s) in the same condition as it was received subject to normal "wear and tear."
14. The parties agree that their damages as a result of a breach of this Agreement are limited to the value of the product(s) at the time of the breach. Neither party is entitled to consequential, incidental, punitive or special damages as a result of a breach of this Agreement.
15. This Agreement terminates on _____. It is Company's responsibility to ensure that the product(s) is removed from WSU's premises within two business days of the termination of this Agreement. Either party has the right to terminate this Agreement at an earlier time for any reason whatsoever upon five days advance written notice.
16. This Agreement and any dispute arising in connection with its operation or execution will be construed in accordance with and governed by the statutes and common law of the State of Michigan, including the choice of law principles of Michigan.
17. This Agreement, consisting of ___ pages, reflects the entire Agreement of the parties relative to the subject matter contained herein and supersedes all prior or contemporaneous oral or written understandings, statements, representations or promises. This Agreement can only be modified in writing signed by the parties to this Agreement.

APPROVED AND AGREED on this _____ day of _____, 2006 by:

WAYNE STATE UNIVERSITY:

[COMPANY]:

Signature

Signature

Printed Name

Printed Name

Title

Title

Date

Date

**Operating Procedure
For Processing
Radioactive Material Purchase Orders
Effective 9-01-2000**

To: The Buying Team
From: Ken Doherty
Subject: Procedural Change for Radioactive Materials

At the request of Lance Franklin of Environmental Health and Safety, we must begin following a new procedure regarding the delivery of any and all radioactive materials being delivered to the University Main Campus and Medical Campus. Per Lance's instructions, all such deliveries are to be delivered to Environmental Health and Safety at their Woodward Location. Joan and I have confirmed with Bill Giammara that this is an acceptable transfer of responsibility. We have also set up a new delivery code "24" which reads as follows:

Wayne State University
Radioactive Materials Enclosed
Office of Environmental Safety & Health
5425 Woodward Avenue, Suite 300
Detroit, MI 48202

In addition, Lance has asked that we include a "Special Instruction" on all radioactive orders that any Friday deliveries must arrive by 3:00 p.m., to insure their safe delivery and storage prior to closing down for the weekend. As you know, radioactive materials begin to lose their radioactivity (1/2 lives), and some of these materials simply cannot be left on a loading dock! To facilitate this, we have set up 2 new special instruction codes, one for spot purchases which are not confirmed, and one for confirmed PO's and for all EPO's, which constitutes approx 1/2 of the orders we process. The codes are as follows:

RA = All Friday Deliveries Must Be Received Before 3:00 p.m.

ERA = All Friday Deliveries Must Be Received Before 3:00 p.m.

*** Confirming Order - Do Not Duplicate ***

The only exception to this change in policy would be for radioactives ordered by and authorized by one of the Hospitals, where different approval procedures are already in place, and delivery is to the VA loading dock.

Thanks, Cassandra and Tyra, for helping finalize the methodology we'll use to meet Lance's new requirements. If any of you have questions, or need additional information, stop in and see me.

Ken

copy to: Joan Gossman, Grace Hill, Pat Milewski, and Pat Wegner

WAYNE STATE UNIVERSITY

MEMORANDUM

To: Purchasing Buyer Team

From: Joan M. Gossman, Director of Purchasing

Subject: Change of Assignment - Requisition Procedure

Date: April 30, 2004

From time to time, requisitions may be assigned to a buyer and, for any number of reasons, the requisition should be moved to a different person. Should this occur, please follow the steps outlined below if you feel that you have been inappropriately assigned a requisition:

- Review the commodity and determine the Buyer you believe should process the requisition.
- Consult with the Buyer that you believe should have received the requisition.
- If both Buyers agree that a Buyer, other than the assigned buyer, should process the requisition; you have full authorization to enter the Buyer's queue and process the requisition.
- If both Buyers do not agree on the potential reassignment, please send an email to Kenneth Doherty with the subject line **Re-assignment of Requisition Request**. Include a short explanation, the requisition number and the name of the Buyer you believe should be assigned this requisition. Please be sure to copy Patricia Wegner and Grace Hill on this email.

We hope that by following these procedures, we will expedite the turn around time.
Thank you in advance for your support as we continue to streamline the Banner Purchasing Payable System.

Cc: Ken Doherty
Grace Hill
Patricia Wegner

TAGGABLE ASSET
OPERATING PROCEDURE

(revised 9-20-2002)

The purchase of equipment, furniture, or other taggable property is an everyday occurrence for the majority of professional staff. Taggable property is defined as items that are movable property of a permanent nature with a determinable useful life of at least one year. Frequently, the requisition containing the taggable item(s) will include other items which may or may not be a taggable asset as well. If the items are Not taggable, expense related accounts (object codes) should be used in assigning accounts to the PO line. If the items are part or will become part of the taggable item; however, they should be given the special taggable asset account (object code) 6112.

Taggable equipment must satisfy the following conditions:

Each unit must have an acquisition cost or appraised value of at least \$5,000.00. In determining the acquisition cost, the following will be considered in addition to the base cost or appraised value of the item:

1. Freight-in costs will be added, prorated by the number of equipment units shipped;
2. Cost of all component parts and accessories identified as 6112 will be included;
3. Cost of all assembly will be included;
4. All discounts will be subtracted;
5. The cost of any maintenance contract or warranty will be excluded if it can be separated from the purchase price;
6. Trade-in allowances will be added back in.

Use of the equipment must not alter its identity or consume it.

Taggable equipment must not be a component part of another piece of equipment which has a UNIVERSITY designated tag number. Component parts and accessories acquired for equipment previously purchased will increase the carrying value of the original equipment by the acquisition cost, but only if the component is an addition to the original piece of equipment, rather than a replacement of a worn, damaged, or obsolete part.

The buyer must decide:

1. If the item is considered equipment or a component part if it has a useful life of more than one year and its value is more than \$5,000. Component parts must be included as part of the cost of the asset. Use a capital asset account (object code) 6110 for equipment and 6115 for equipment leases, and 6112 for component parts. Equipment that is permanently affixed to real property (building / wall / floor) is not taggable property (i.e. blinds and drapes).
2. If the item does not fit the definition of equipment with a useful life of more than one year and a unitary value of more than \$5,000, use an expense object code (refer to the list of object codes provided by Fiscal Operations).

Example of a Unit with Component Parts

Description	Cost	Account (Object Code)	Component Part
1. CPU ^{1*}	\$5,880.00	6110	Yes - Add to price
2. Monitor	\$765.00	6112	Yes - Add to price
3. External Zip Drive	\$585.00	7610	No - Separate Unit
4. Keyboard	\$180.00	6112	Yes - Add to price
5. Software	\$615.00	7615	No - Separate Unit

^{1*} The value of the Computer will be as follows:
 (5,880.00 + 765.00 + 180.00 = \$6,825.00)

Example of Typical Expenses and Correct Object Codes:

Description	Cost	Account (Object Code)	Classification
1. Rotor Replacement	\$1,113.00	7910	Repair Expense
2. New Cable Install	\$20,365.00	6310	Building Improvement
3. Desk	\$5,615.00	6110	Taggable Asset
4. Chair	\$285.00	7610	Supply Expense
5. Installation Cost for New Asset	\$80.00	6112	Taggable Asset - Add to the Cost of Tangible Asset
6. Copier Lease with buyout option	\$12,500.00	6115 **	Taggable Asset
7. Copier Lease without buyout option	\$2,310.00	7715	Rental / Lease Expense

** Special Note for Lease Agreements:

A capital lease is one in which a buyout clause is contained within the contract or consumes more than 75% of the life or 90% of the value of an asset. Capital leases should be recorded under account (Object code) 6115 as an installment purchase. For most classes of assets that have lease agreements, if no buyout clause is listed, any lease of more than 5 years is considered a capital lease. Other types of leases are considered strict operating leases and are not taggable equipment. Operating leases should be recorded under account (object code) 7715. This equipment is expensed as it is used and should not be tagged.

Copies of Purchase Orders for all leases of any type (6115 Asset or 7715 Expense) should be sent to General Accounting, to the attention of Jim McLaughlin.

WAYNE STATE UNIVERSITY

MEMORANDUM

To: Purchasing Buyer Team

From: Joan M. Gossman, Director of Purchasing

Subject: Department Policy - Vacation Requests

Date: September, 2005

Our Department has long had a policy in place that "First Come/First Served" was the appropriate method of honoring all vacation requests. While this plan works, we also recognize that we must maintain 50% level of coverage in order to provide a good quality of service for our customers.

The Management Team has had lengthy discussion on this topic and we would like to institute a "Lottery" for any holiday/vacation period where more than 50% of the Team requests time away. In order to make it uniform and fair, the following procedure is now in place:

The Cut Off Date for First Requests for 2006 will be September 22, 2005. In the future, all vacation requests for 2007 and beyond will open each year on August 1st.

There will be a two (2) week window to place your vacation plan requests. After that time, should more than 50% apply for the same time slots, a lottery will take place. Those not selected will be placed on a list (in order of the draw) for consideration should some one with approved time away cancel his/her time.

We hope this Vacation Request Policy will insure a fair and equal opportunity for all members of the department. Thank you for your cooperation in this effort.

Cc: The Management Team

WAYNE STATE UNIVERSITY
Absence Request Form

To: **Joan M. Gossman, Director of Purchasing**
Kenneth Doherty, Associate Director of Purchasing
Christina Radcliffe, Assistant Director of Purchasing

From: _____

Date of Request: _____

I understand that approval does not constitute any guarantee that I will have adequate time available, and that its my responsibility to manage my own time banks. In the event that the time bank relative to the request below is exhausted, I understand that time taken will be at "no pay".

Signature of Requestor X _____

Please approve my request for the following absence:	Personal Business	Floating Holiday	Illness	FMLA	Special Needs	Seminar/Training (NO CHARGE TO VACATION)
<i>(please circle appropriate request)</i>						
Date(s) _____						
Please charge my bank a total of _____ hours.						
Approved by: _____ Date: _____						

Please approve my request for the following absence:	Personal Business	Floating Holiday	Illness	FMLA	Special Needs	Seminar/Training (NO CHARGE TO VACATION)
<i>(please circle appropriate request)</i>						
Date(s) _____						
Please charge my bank a total of _____ hours.						
Approved by: _____ Date: _____						

Please approve my request for the following absence:	Personal Business	Floating Holiday	Illness	FMLA	Special Needs	Seminar/Training (NO CHARGE TO VACATION)
<i>(please circle appropriate request)</i>						
Date(s) _____						
Please charge my bank a total of _____ hours.						
Approved by: _____ Date: _____						

WAYNE STATE UNIVERSITY

ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

10.2.11 Wireless Devices and Business Call Reimbursement

DESCRIPTION

Wireless devices (such as cellular phones, Blackberries, Treos, Tivos, etc.) can provide significant advantages for employees whose University work requires them to be mobile or who need to be continuously available around the clock. This policy establishes the procedure to obtain an allowance for wireless devices, as well as the procedure to obtain reimbursement for business calls made from non-university telephones

POLICY – Wireless Devices

University-paid cellphone or wireless PDA accounts are prohibited regardless of the funding source, i.e. General Fund, auxiliary, grants, etc. The University may approve an established allowance to help pay for the cost of wireless service. The criteria for receiving an established allowance are:

The individual's job responsibilities require **immediate** and **direct** accessibility/response that cannot be accommodated by another device – e.g., pager, dispatcher

or

The individual's job responsibilities require a high degree of mobility during business hours such that the individual cannot be reached in a timely manner at his/her office phone

or

The individual's job responsibilities require ready accessibility/response during non-business hours

and

The appropriate Vice President or the Provost granted approval, or the President for persons reporting to the President, based on the criteria stated above.

Selection of a personal wireless device (as defined above) and service plan, and all interactions with the employee's service provider, are the responsibility of the employee.

The University cannot guarantee that the wireless device allowance will continue for the life of the employee's wireless device service contract.

It will be the responsibility of the business manager to monitor the eligibility of employees for a wireless device allowance; to obtain the approval of the appropriate Vice President or the Provost for the established allowance; and to periodically inform the Payroll Office of changes to the list of employees eligible to receive the allowance.

PROCEDURE TO REQUEST AN ALLOWANCE FOR A WIRELESS DEVICE

<u>Responsibility</u>	<u>Action</u>
Requesting party	<ol style="list-style-type: none">1. Identify a personal wireless device (e.g., cellphone) that you intend to use for University business.2. Submit your wireless device number to your division's business manager.
Business Manager	<ol style="list-style-type: none">1. Obtain approval for an allowance from the appropriate Vice President, the Provost or the President.2. Notify the Payroll Office of the employee's eligibility for an allowance.3. Periodically, solicit documentation from employees receiving an allowance to verify their continued eligibility for the allowance.

POLICY – Business Call Reimbursement

In appropriate circumstances, employees may be reimbursed for long-distance phone charges not covered by their wireless service plan, or calls made after-hours from home. To pay for such charges, the employee must present the specific phone bill and identify all University business calls. The approval of the employee's supervisor will be required for reimbursement.

PROCEDURE TO REQUEST PAYMENT OF SPECIFIC BUSINESS CALLS

<u>Responsibility</u>	<u>Action</u>
Requesting party	<ol style="list-style-type: none">1. Obtain approval for the reimbursement from his/her supervisor. Submit the phone bill to the division business manager identifying which charges represent University business calls.
Business Manager	<ol style="list-style-type: none">2. Submit an SPA along with a copy of the phone bill to Disbursements for payment.

