

# General Purchasing Policies

Remember that you are committing university funds each time you use the BPC card. This is a responsibility that cannot be taken lightly. We have 3 different ways of processing payments. 1. Purchase requisition gets entered into Banner and then turned into a Purchase order. 2. An Invoice or ICD that payment is processed for in Chrome River and 3. The Business Procurement Card.

## **Improper Uses**

Purchases that would not be allowed by other means (i.e. purchase requisition, purchase order, invoice or ICD) shall not be made using the BPC card. It is irrelevant the form of payment rather if it is an appropriate purchase. Orders charged to the card shall not be split in order to circumvent the following: any statutes, contracts, policies and procedures, the bidding processes or BPC preset account limitations.

## **Purchasing Supplier Contracts**

Participation in the BPC program does not change the requirement that all purchases for commodities under state or local contracts must be made from contract suppliers. Information about Supplier Contracts can be found on the Purchasing website at [www.wichita.edu/purchasing](http://www.wichita.edu/purchasing) -click on the link - in this section and then select – Purchasing Supplier Contract Awards.

## **Prior Authorization Forms**

In the instance when a desired purchase falls outside of the existing guidelines, Prior Authorization forms are required to be completed and submitted to the Purchasing office for approval prior to the purchase.

Prior authorization forms can be found on the Purchasing website at [www.wichita.edu/purchasing](http://www.wichita.edu/purchasing) - in this section – Forms. For instructions on how to complete the required documentation or any additional questions, contact the Purchasing Office directly at 316-978-3080.

The following are the requirements for completing the Prior Authorization forms used by the Purchasing Office.

### ***Form #1: Sole Source Prior Authorization***

Required when the following conditions apply: When the department believes there does not exist any competition for the goods or services they are wishing to purchase and the total delivered price exceeds \$9,999.00. The department representative or end user shall complete this form and sign it, avowing that they have taken due diligence to determine there are no other sources that can fulfill their requirements.

### ***Form #2 Off Contract /State Use Waiver Prior Authorization Form***

Required when the following conditions apply: A department representative finds a non-contracted source for a state or local contracted item that offers a considerable savings. The department is responsible for including information about the delivered cost of the non-contracted item they wish to purchase. They must show a comparison to that with the cost of that same item under contract. The comparison must list the absolute savings as well as the percentage of savings. In general, the guideline is to show a savings of 10% or \$100 minimum.

## **Processing Inter-Office/Inter-Agency Transactions**

Processing payments to other WSU Departments, State Agencies or Kansas Board of Regents using the BPC card is not allowed.

Rather, the preferred method is to process an IOTD form also known as the Inter Organizational Transfer Document or an ICD form also known as the Invoice Control Document. For further instructions, contact the Accounts Payable office at 316-978-3070. For purchases with the Rhatigan Student Center (RSC) contact the RSC Finance Department for further instructions.

## **PayPal and other Consumer Website Purchases**

When using PayPal or any website that instructs you to register your BPC card information, you are required to set up an account that reflects the following information:

- ✓ The Department's name
- ✓ The Accountholder's name
- ✓ The billing address associated with the BPC card, which is the campus address
- ✓ Shipping information which is your physical location

**It is prohibited to use any personal account for WSU business related purchases.**

## **Sales and Use Tax**

As an agency of the State of Kansas, WSU is exempt from paying Kansas sales or use tax when both of the following conditions apply:

1. When we take possession of an item or use a service in Kansas
2. The vendor has a physical presence located in KS.

It is the Accountholder's responsibility to provide the tax exemption form to the vendor prior to the sale. They should also confirm sales tax have not been charged on any purchases when applicable.

When Kansas sales tax is inadvertently included in a transaction, Accountholders are required to obtain credit for the tax paid. If the sales tax charged is five dollars or less, departments are not required to obtain a credit. The sales tax-exempt certificate can be found on the Purchasing website at [www.wichita.edu/purchasing](http://www.wichita.edu/purchasing) click on - in this section – forms.

## **Requirements for International Purchases**

Terms and conditions for ALL international purchases are required to be reviewed by the General Counsel's Office. This consists of but is not limited to: Contracts, agreements, MOU (memorandum of understanding), terms and conditions, purchase orders, quotes, and online "click-through" agreements. Contact [gc.contracts@wichita.edu](mailto:gc.contracts@wichita.edu) for more information.

In addition, all foreign vendors are required to undergo a "restricted party screening" to make sure the vendor has not been barred or sanctioned by U.S. Government. Contact [compliance@wichita.edu](mailto:compliance@wichita.edu) for additional information and to request a restricted party screening.

For international travel related purchases, this process is initiated when travel requests are entered into Chrome River. When applicable, Accountholder's will be responsible for providing written documentation of the required approvals prior to requesting an override for an international purchase on the BPC card.