



Purchasing

Part of the
Business and Finance
Department



Today You Will Learn about...

- Purchase Orders
- PO's VS Contracts
- Office Supplies
- Purchasing Cards (P-card)
- Preferred Vendors
- Purchasing Misc
- Purchasing Web site



Purchase Orders

Q. When is a PO needed?

A. For orders over \$10,000, the following are required:

- A minimum of 3 bids
- Submit a “Purchasing Requisition Form”
- Appropriate approvals are needed
- PO number e-mailed to PO requester



Signature Authorization

Amount

\$0 - \$9,999

Approval

Dept. Head

Verizon Wireless

C Dept. Head + VP

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\$100,000 – 599,999

Single-year

Dept. Head + VP + VPB&F



PO's vs Contracts

Q: When do you use a contract in place of a PO?

A: Purchase orders are only good for up to one fiscal year. Generally, contracts are for multi years, over \$100,000 and can only be signed by a VP.

- VP's authorized to sign Contracts:

- Len Schlesinger..... President
- Bob Fogel..... Executive VP/Executive Dean
- Shelley Kaplan..... Assoc. V.P., Facilities
- Phil Shapiro..... V.P. Finance/CFO
- Mary Rose..... V.P. Administration/CIO



Ordering Office Supplies

How do I order and receive Office Supplies/Printed materials?

- Login to E-Way, for all orders
- All orders automatically are charged to your departments budget
- Letterhead, Business cards & pre printed items



Pcards

Q. What is a P-card?

A. It is a corporate MasterCard from Bank of America

- Used for College related purchases only
- Used for purchases under \$10,000
- Receipts are required
- Cost Allocation Detail reports
- New Re allocation Process



Preferred Vendors

Q. Who are our preferred vendors?

A. Vendors with which Babson College has negotiated pricing for goods and services. Call Purchasing for more information.

Vendors	
Corporate Express	Office Supplies
Poland Springs	Water & Coffee
Filter Fresh	Coffee Services
Verizon Wireless	Cell Phones
Metrocall	Pagers
NECS - New England Copy Specialists	Fax Machines/Cartridges/Repair
Brinks Document Destruction	Shred Services



Purchasing Misc.

- Other Purchasing FYI's
 - Fiscal year end information
 - <http://www3.babson.edu/Offices/purchasing/>
 - Questions???