

PeopleSoft Upgrade Project

Manual Purchasing Procedures During System Down Time

1. For small dollar purchases or department group travel, continue using Commodity Card and Department Travel Cards. Contact Linda Pagliaro at (305) 348-2161 for assistance.
2. For those purchases not permitted on Commodity Card or Department Travel Card:
 - a. Purchases under \$5,000 no contract required:
 - i. Departments will submit vendor one (1) vendor quote with department contact information to Purchasing Services via fax to (305) 348-3600.
 - ii. Quotes received will be distributed to appropriate Buyer.
 - iii. Buyer verifies quote and assigned Manual PO Number.
 - iv. Buyer submits order to vendor with Manual PO Number.
 - b. Purchases between \$5,000 and \$25,000, no contract required:
 - i. Departments will submit two (2) vendor quotes with department contact information to Purchasing Services via fax to (305) 348-3600.
 - ii. Quotes received will be distributed to appropriate Buyer.
 - iii. Buyer verifies quote and assigned Manual PO Number.
 - iv. Buyer submits order to vendor with Manual PO Number.
 - c. Purchases between \$25,000 and \$74,999, no contract required:
 - i. Departments will submit three (3) vendor quotes with department contact information to Purchasing Services via fax to (305) 348-3600.
 - ii. Quotes received will be distributed to appropriate Buyer.
 - iii. Buyer verifies quote and assigned Manual PO Number.
 - iv. Buyer submits order to vendor with Manual PO Number.
 - d. Purchases that require contracts:
 - i. Departments will follow current contract procedures and contact Kenia Durañona at (308) 348-2161 for assistance.
3. Competitive Solicitations that are awarded during down time will be assigned manual purchase order number and entered into PeopleSoft after July 13th.
4. When submitting invoices for purchases using the manual purchasing process, please make sure that the manual PO number appears on the invoice before submitting to Accounts Payable.
5. Please follow the A/P Down Time Emergency Invoice Entry Payment Procedures during down time.

A/P Down Time at Year End Emergency Invoice Entry/Payment Procedures

1. Departments will prepare an unencumbered payment request as usual
2. Completed unencumbered payment request will be forwarded to A/P
3. A/P will audit request , manually approve same and forward to Disbursement
4. Disbursement will prepare manual check and attach a copy to the unencumbered payment request
5. Disbursement return unencumbered payment request to A/P supervisor
6. A/P supervisor will maintain all unencumbered payment requests until system is back in use
7. All unencumbered payment requests will be entered by the fiscal assistants and placed on "hold"
8. The team leads will remove the hold and record the payment transaction in the subsystem since a payment check has already been issued.

Emergency Travel procedures

Travel required (No Cash Advance Required)

1. Prepare the Travel Authorization form (in Excel) located on the Office of Finance & Admin website, and retain it in your department. Upon completion of the travel; and when the Peoplesoft system is available (July 13, 2009) process the expense reports.

Travel required (Cash Advance Requested)

2. Prepare the Travel Authorization form (in Excel) and the Cash Advance form (in Excel) located on the Office of Finance & Admin website, obtain signatures and fax the forms to the Travel Department (7-6998). The Travel department will make copies for the Disbursement office; and a manual check will be prepared. The Disbursement office staff (7-3652) will notify the traveler when the check is ready for pick-up (within 24hrs). Upon completion of the travel; and when the Peoplesoft system is available (July 13, 2009) process the expense reports.

Procedures for Manual AP/Travel Payment Issues

1. Travel or A/P Department will provide request for manual payment by way of an Authorization Cash Advance Form or an approved Vendor Invoice with pick-up or mailing information plus any additional special handling instructions.
2. If the payment is to be picked up, a pick up form must be attached to the request for payment
3. If an ACH or EFT payment is requested, all banking information must be supplied by the requesting department in writing
4. Disbursements will issue a check from account ending in 2070
5. List check information on stub and make copy of check to be kept in safe once signed
6. The requesting department will maintain copies of the check along with the invoice or cash advance form for future entries to be made once system allows it
7. Voucher information will be provided to the Disbursements and General Accounting Areas for each payment
8. Travel/AP will copies of check and payment request forms with Vouchers/Cash Adv. Forms
9. Disbursements will document journal information on check stub for reference in Disbursements Area
10. Update Manual check log