

Southeastern Oklahoma State University



**Purchasing Policy and Procedures Manual
January 2015**

Southeastern Oklahoma State University

Purchasing Policy and Procedures Manual January 2015

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Authority

Purchases relating to public construction and improvement contracts are covered by the Public Competitive Bidding Act of 1974, 61 O.S. §101 et. seq.

The universities are exempt from the Oklahoma Central Purchasing Act (see 74 O.S. § 85.3), but are authorized to purchase all necessary supplies, materials, services, equipment, or other appropriate items subject to the following requirements:

Requirements – RUSO Policy Manual – Chapter 2.3 - Expenditures

<http://www.ruso.edu/PolicyManual.aspx>

2.3.1 Supplies, Materials, Services and Equipment

- a) All purchases must be for a public purpose. Purchases which constitute gifts to a non-public or private entity are unauthorized.
- b) The universities shall not make any expenditure which is prohibited by law.
- c) The value of a purchase equals the cost of an individual item or the cost of a bulk purchase of similar items from a vendor.

Split purchasing for the purpose of avoiding bidding or Board approval or notice requirements is prohibited.

Purchases relating to public construction and improvement contracts are covered by the Public Competitive Bidding Act of 1974, 61 O.S. §101 et. seq.

- d) Bidding requirements do not apply to purchases made at or below the current pricing of: a state or federal contract; a state or federal governmental entity contract; an existing contract awarded by a state college or university, or an educational purchasing consortium contract. Professional services, as defined by Oklahoma Statutes (see 18 O.S. § 803), sole source or sole brand items, items placed by direct order with the prison industries of the Oklahoma Department of Corrections, and items which are statutorily exempt from bidding are not required to be bid.

2.3.2 Purchases of \$25,000 or less

- a) A purchase of \$25,000 or less is covered by university internal policies and procedures which may include formal bidding, informal quotation, or other prudent business practices.
- b) A purchase of \$25,000 or less is not required to be reported to the Board.

2.3.3 Purchases exceeding \$25,000 but not over \$100,000

- a) A purchase exceeding \$25,000 but not over \$100,000 must be reported to the Board as an informational item.
- b) A purchase exceeding \$25,000 must be competitively bid.

2.3.4 Purchases exceeding \$100,000

- a) A purchase exceeding \$100,000 must have prior approval from the Board.
- b) A purchase exceeding \$100,000 must be competitively bid.

A “purchase” exceeds \$100,000 in value when the cost of an individual item is more than \$100,000, or when the cost of a bulk purchase of similar items from a given vendor is more than \$100,000.

2.3.5 Sole Source Purchases

Each university may purchase from a sole source or sole brand only after reasonable efforts have been made to identify all possible sources. When purchases are made from a sole source, the university shall sign a sole source statement and document in writing the justification for the purchase from a sole source.

2.3.6 Exceptions

The following items are not required to be bid or reported to the Board:

- a) Library books and media
- b) Utilities
- c) Agency special account operations (700 series)
- d) University memberships
- e) State Risk Management premiums
- f) Aircraft and aircraft related parts
- g) Livestock

The following guidelines are presented to establish acceptable procedures to be followed when goods or services are to be purchased on behalf of Southeastern Oklahoma State University. These guidelines are written to conform to applicable Oklahoma Statutes and Regional University System of Oklahoma (RUSO) policy. The intent of this guide is to assist university personnel in the procurement of goods and / or services, and to insure that both the university and the vendor are protected in the process.

Purchases

The purchasing office when circumstances warrant or when it is in the interest of the University to grant an exception may approve exceptions to these procedures.

University personnel who fail to follow these guidelines may be held liable for any unauthorized purchase.

Auxiliary operations, agency and trust accounts, and other agency special account operations may be exempt from these procedures. Questions regarding exemptions should be directed to the purchasing office.

Authorization

Each department has an established budget (allotment) in the POISE system. The budget (allotment) gives the department the authority to purchase goods and services within the limits of that budget (allotment).

The Distributed Purchasing System (DPS) maintains approved signatures which authorize expenditure of funds from a particular department or program. A vice president, dean, or federal grant administrator has the option to require additional signatures of approval to purchase within their respective areas of responsibility. The Vice President of Business Affairs must approve any requisition (purchase order) exceeding \$100,000.

Bids and Board Approval

A purchase that exceeds \$10,000 but not more than \$25,000 (\$10,000.01 to \$25,000.00) must have 3 vendor quotes.

A purchase in excess of \$25,000 (\$25,000.01 and more) requires a formal bid. Departments must contact the purchasing office for instructions on bidding procedures. Exceptions may include library books and media, utilities, agency special account operations (700 series), university memberships, state risk management premiums, aircraft and aircraft related parts, livestock, and others allowed by RUSO policy. Questions regarding an exception should be directed to the purchasing office.

Bid specifications should be forwarded to the purchasing office with suggested vendors and the date the items are needed. Specifications should be received in the purchasing office a minimum of four (4) weeks before order needs to be placed. The purchasing office will place all bids unless approval is given by the purchasing agent for the department to solicit the bids. The purchasing agent must approve acceptance of any bid. In some cases the low bid may not be the best bid. The reason for not accepting the low bid must be filed with the bid record.

A purchase exceeding \$100,000 (\$100,000.01 and more) must have prior approval from RUSO and must be competitively bid. Consult the RUSO policy or purchasing office for exceptions to this requirement.

A purchase in excess of \$100,000 must have prior approval of the Regional University System of Oklahoma (RUSO). A "purchase" exceeds \$100,000 in value when the cost of an individual item is more than \$100,000, or when the cost of a bulk purchase of similar items from a given vendor is more than \$100,000.

Distributed Purchasing System (DPS)

Requisition (Purchase Order) should be processed in advance of placing order for purchases \$2,500.01 or more. Jacket is for dollar purchases \$2,500.00 or less. If warranted a Requisition (PO) can be processed in advance of placing order for lower dollar amounts.

Ongoing monthly services should be encumbered on a Requisition (PO) in DPS for the specified time period and \$ amount. Examples: rentals, custodial services, mentors, alarm services, maintenance contracts, routine repair and maintenance.

The term “services” or “contractual services” means direct engagement of the time and effort of a contractor for the primary purpose of performing an identifiable task, rather than for the furnishing of an end item of supply (74 O.S. § 85.2.31).

Requisition (Purchase Order) - \$2,500.01 or more

The principal means of communication between university departments and the purchasing office is through use of the Distributed Purchasing System (DPS). When a department wishes to purchase supplies, equipment, or services, a Requisition (PO) must be authored for purchase \$2,500.01 or more by the respective department in the DPS system prior to placing order.

Exception to \$2,500.01 or more limit:

Professional Service Contract - If department enters into a professional service contract a Requisition (PO) must be entered in DPS to encumber the contract amount regardless of \$ amount due to the 30 day requirement.

State statute requires that whenever an agency enters into an agreement for purchase of goods, wares, merchandise, contractual services, or construction projects for which labor and material must be furnished by vendors, such agreement (purchases) shall be evidenced by written contracts or purchase orders encumbered by the agency within a reasonable time (determined by the Director of Office of Management and Enterprise Services to be 30 days) against the proper agency class funding and accounts (62 O.S. § 34.62.1).

Example:

Music department enters into a professional service contract September 1 20XX with vendor to conduct a service on December 6 20XX. Due to the 30 day reasonable time determined by OMES a Requisition (PO) is required to encumber the funds. The contract date must not precede the PO entry date – Requisition needs to be entered in DPS on same date departments enters into contract (agreement) with vendor. Payment to be processed against Requisition (PO) at the appropriate time.

If contract is negotiated and signed in current fiscal year and service is not until the next fiscal year then a Requisition (PO) should be entered in DPS once the next fiscal year is opened. An email is sent from the Office of Finance at the beginning of each fiscal year stating DPS is open for business.

Requisitions may not be split to avoid a bid.

The electronic document will route for the required signatures and advance to the purchasing office. The purchasing office will review, approve, and print the Requisition (PO). The Vendor Copy (Exhibit A), signed by the purchasing agent, and the Departmental Copy (Exhibit B) will be forwarded to the requesting department. The approved Vendor Copy can then be forwarded to the vendor. **Orders should not be placed by the ordering department until the Vendor and Departmental copies are received from purchasing office.** The purchasing

office will retain the Purchasing Copy and forward the Accounting Copy and Signature Approval page to the Office of Finance. If purchase meets the criteria for capitalization the Inventory Copy will be forwarded to the Accountant in the Office of Finance.

The Distributed Purchasing System (DPS) removes the \$ amount from the working available balance once the department authors a document.

Receiving Reports

Accepting delivery of goods is the responsibility of the ordering department. It is the responsibility of the department to inspect all purchases, including opening and checking the contents. The department must determine whether the quality and quantity of the items purchased conform to specifications included in the Requisition (PO).

The DPS author must certify receipt by updating the Receiving Report (Exhibit C) in the DPS System. The DPS author will access the DPS document and receive the items by typing in the 'Qty' and 'Date Recvd' - print receiving report – Option 3 – make notations of any exception, deviation, or qualification – fill in \$ amount and invoice # - sign and date - Staple invoice/s to the front of the receiving report and forward without delay to the Office of Finance to expedite payment.

Jackets - \$2,500.00 or less

When a department purchases supplies, equipment, or services, for purchases \$2,500.00 or less a Jacket must be authored by the respective department in the DPS system. Adequate budget (allotment) must be available in DPS prior to placing order for \$2,500.00 or less. A Jacket is used when a department is holding an invoice and a requisition has not previously been done for purchases \$2,500.00 or less.

A Jacket will be authored in DPS with the appropriate information for invoices \$2,500.00 or less. The document will forward electronically for the appropriate signatures. The DPS author will print a Jacket/Receiving Report for Goods/Services (Exhibit D) – Option 1 – staple the invoices to the back of the jacket document - then forward to purchasing office. The purchasing agent will approve jacket in DPS system once Jacket/Receiving Report for Goods/Services copy with invoice(s) attached has been received - print copy of the approval signatures page - then forward to the Accounts Payable for processing.

The Distributed Purchasing System (DPS) removes the \$ amount from the working available balance once the department authors a document.

Blanket Requisitions (Open P.O.)

A blanket requisition (open PO) authorizes unspecified purchases from vendors not to exceed a stated amount. Blanket requisitions (open PO) must be issued for a stated period of time and a definite \$ amount. **Equipment cannot be procured on blanket requisitions.**

A Requisition (PO) will be authored in DPS with the appropriate information. The electronic document will route for the required signatures and advance to the purchasing office. The purchasing office will review, approve, and print the requisition (PO). A Vendor Copy (Exhibit A), signed by the purchasing agent, and a Departmental Copy (Exhibit B) will be sent to the requesting department. The approved Vendor Copy can then be sent to the vendor. **Orders should not be placed by the ordering department until the Vendor and Department copies are received.** The purchasing office will retain the Purchasing Copy and forward the Accounting Copy and Signature Approval page to the Office of Finance.

Change Orders

If it is necessary to change a Requisition (PO), the department will provide written details on a copy of the receiving report, or email the detail (PO#, \$ amount of increase or decrease) to the purchasing agent that will in turn implement the necessary changes.

Partial Shipments

If the department receives a partial shipment, the DPS author must certify receipt by updating the Receiving Report (Exhibit C) in the DPS System. The DPS author must access the DPS document and receive the items by typing in the 'Qty' and 'Date Recvd' - print receiving report – make notations of any exception, deviation, or qualification – fill in \$ amount and invoice # - sign and date - Staple invoice/s to the front of the receiving report and forward without delay to the Office of Finance to expedite payment. The amount, invoice number and date should be noted on the Departmental Copy (Exhibit B) and the amount should be subtracted from the balance so that the department is aware of dollar amount left on the purchase order.

Receipt of Damaged or Unsatisfactory Goods

If a shipment arrives with visible damages, the department employee should insist that the freight bills be noted "Received in Damaged Condition" and proceed with arrangements for an "Inspection Report" by the carrier's representative. All boxes and packing materials should be saved until after the carrier has made an inspection. In case of damage made to a parcel post delivery, the local Postmaster should be contacted followed by written notice to the vendor with a copy sent to the purchasing office.

Returning Materials to Supplier

Goods MUST NOT be returned without first securing permission of both the vendor. When return authorization is obtained, all shipping instructions should be followed and all shipping labels or tags should be attached as directed by the authorization document. The requesting department should also send the vendor a letter of transmittal, which explains full particulars of each returned shipment, including date, requisition number, and name of carrier. A copy of waybill should be attached.

Receipt of Merchandise Not Ordered

The University will accept no responsibility for merchandise received except when delivered in accordance with an official purchase order.

University Purchasing Card (PCard)

JPMorgan Chase provides SE with a Commercial Purchasing Card, referred to as the ProCard or PCard, which is an alternative form of small dollar purchasing for authorized purchases of \$2,500.00 or less per vendor per day. Using the SE Purchasing Card benefits SE and its departments through: promptly paying vendors, reducing overall processing costs, and enabling purchases from vendors who do not accept purchase orders.

Purchasing Card Application (Exhibit E) for the PCard is to be completed by the Budget Director/Department DPS Approver. Two signature approvals required: Card Manager (Budget Director) and Administrative Approval (Dean/AVP/VP). The department DPS author will be the Cardholder and must undergo training arranged by the PCard Administrator in the Purchasing Office. The *Purchase Card Agreement* must be signed at completion of training before card will be issued to the Cardholder for departmental purchases. A copy of the signed *Purchasing Card Agreement* and a *Purchasing Card User Guide* will be given to the Cardholder with other material deemed necessary by the PCard Administrator. Policy violations may result in revocation of card privileges and possible disciplinary actions including termination.

Each SE Purchasing Card has pre-set spending limits which may not be exceeded. It is the responsibility of the Cardholder to ensure that DPS working available budget is sufficient prior to purchasing on purchasing card. The SE Purchasing Card should be used whenever and wherever possible for charging supplies and materials of \$2,500.00 or less per vendor per day and within daily transaction limits. *Purchases may not be split and charged to the purchasing card to avoid the requisition requirements for pre-approval of expenditures in excess of \$2,500.00.* No personal expenses are to be charged to the SE Purchasing Card. Requests for changes in spending limits must be directed to the PCard Administrator in the Purchasing Office.

It is the Card User's responsibility to obtain itemized transaction receipts from the merchant or vendor each time the Purchasing Card is used. These receipts **must** show that no tax was charged. **It is the Card User's responsibility to communicate with the vendor before a purchase is made, that SE is tax exempt.** Card User is responsible to reimburse SE for unauthorized charges and tax charged on the SE Purchasing Card.

As transactions occur, the Cardholder will reconcile the credit card receipt to transaction in PaymentNet by reviewing individual transaction receipt (tax exempt), assigning funding (GL account number), and assigning a state object code(s) in PaymentNet.

Every month, usually second day of the month, the Cardholder will print a 'Statement of Account Portrait' from the PaymentNet and reconcile transactions to original receipts. Individual transaction receipts must be attached to statement in order listed. Reconciliation (Statement of Account Portrait) must be signed/dated by both the Cardholder and the Card Manager. Signed/dated reconciliation with original receipts in order listed on statement is due in the Office of Finance on or before the 5th calendar day of the month by 4:00 p.m. Failure to meet deadline could result in suspension or revocation of the Card and appropriate disciplinary actions.

The SE Purchasing Card is valuable property which requires proper treatment by the Card User, Cardholder, and Card Manger to protect it from misuse by unauthorized parties.

If the SE Purchasing Card is lost or stolen, please contact JPMorgan Chase immediately, 24 hours a day at 1-800-270-7760. Also contact the PCard Administrator in the Purchasing Office at the earliest possible time 580-745-2132 or Office of Finance Administrator (PCard) in the Office of Finance at 580-745-3324.

Utility Bills

The purchasing agent will approve utility bills. No other signature will be required for utilities.

Custodial Accounts

The university places no restrictions on the expenditures of custodial accounts. Payments will be processed on a requisition/jacket as requested by authorized individuals.

Office of Finance Audit Procedure Prior to Processing

The Financial Assistant/Cashier (all funds) or Research and Sponsored Program Manager (C Funds) has the responsibility to check extensions and reconcile all invoices, review state object codes, and check/verify proper documentation attached prior to processing invoices for payment.

Removal of Inventory from Campus

Selling, trading, or disposing of an inventory item is not within the responsibility of the budget administrator's authority. This responsibility has been assigned specifically to the Purchasing Office. This policy also applies to the disposal of scrap, salvage, obsolete, and surplus items. If an item is to be removed from a department's inventory, the "Deletion (Removal) of Equipment" form should be completed, requesting deletion of the item from inventory then forwarded to Accountant in the Office of Finance for approval.

Once approved by Purchasing, a copy of the approved Deletion (Removal) of Equipment form will be returned to budget administrator. At that time, the maintenance department should be contacted to pick up the items to be removed.

Surplus equipment will be disposed of through sealed bids or public auction.

Equipment Use Off Campus

University owned or controlled equipment shall not be removed from the University premises except in cases where such equipment is to be used to carry out an instructional or University-sponsored activity scheduled off campus as a planned event of the University. The Vice President of Business Affairs or his designee must give approval when university equipment is used off-campus.

Theft of Equipment

Theft of equipment should be reported to Public Safety and Office of Finance (Accountant) as soon as item is discovered missing.

Requirements – RUSO Policy Manual – Chapter 2.2 – Group Travel Advance

<http://www.ruso.edu/PolicyManual.aspx>

2.2 GROUP TRAVEL ADVANCE

The universities utilize student activity revenues in funding student-related trips. The universities are authorized to advance these funds to a faculty sponsor or sponsoring coaches. The funds must be used only for travel, transportation, food, lodging, and/or other trip-related expenses in the exact amount of the actual and reasonable expenditures that were incurred. The unused portion of the funds advanced for a trip must be returned to the institution upon the trip's completion. A report of expenses incurred during the trip must be prepared by the sponsor within a reasonable time after completion of the trip.

STUDENT GROUP TRAVEL PCARD POLICY AND PROCEDURES

Student group travel PCards are authorized for student group travel only. In order to obtain a PCard for student group travel, it is necessary to check out a Student Group Travel PCard from Cardholder. Expenses authorized on the Student Group Travel PCard are restricted to student meals, lodging, onsite registration, admission, transportation and certain miscellaneous expenses. **Coach/Sponsor meals and lodging are authorized expenses only when accompanying students who are participating in authorized student activity travel.** Coach/Sponsor must stay at the same hotel and eat at the same restaurant with the students in a coach/sponsor role to be considered an authorized expense.

Violations of this policy may result in action from suspension of the Student Group Travel PCard, to “counseling report” attached to personnel file to loss of job and/or criminal prosecution.

1. Coach/Sponsor must complete Part 1 of the **Student Group Travel PCard Request Form (Exhibit F)** <http://www.se.edu/dept/purchasing/student-travel/>
Coach/Sponsor will estimate expenses for the trip, sign and date the form and obtain the signature of the Budget Director (Card Manager). Coach/Sponsor will submit the form to the Cardholder.
2. The approval signatures signify approval of funding and expenditures for the trip.
3. Cardholder will review estimated costs to ensure there is adequate budget to cover the trip. The Cardholder will review the form to ensure approval has been obtained.
4. If budget is adequate, the Cardholder is allowed to sign out the Student Group Travel PCard to the Coach/Sponsor once approval and budget have been verified. Coach/Sponsor will sign the log transferring responsibility from the Cardholder to the Card User.
5. **Coach/Sponsor MUST keep all itemized receipts of expenditure** to be turned in with trip reconciliation. MUST ensure NO TAX is charged on receipt – take care of receipt problems at time of payment.
6. No personal items are to be charged to the Student Group Travel PCard.
7. Gratuity is limited to 18%. Some vendors automatically charge up to a 20% gratuity for large groups – if so, 20% is allowed. For gratuity above 18% by choice must be reimbursed by coach/sponsor.
8. **It is the Coach/Sponsor's responsibility to stay within budget for the student group travel.** If the pre-approved budget for the trip is exceeded, the coach/sponsor bears the responsibility of the amount that exceeds the approved request and must reimburse SE upon return trip.
9. Upon returning – Student Group Travel PCard(s) are to be turned in to the Cardholder immediately upon returning from trip.
10. Upon returning – Student Group Travel PCard Request Form Reconciliation is to be turned in to the Cardholder **within 2 business days upon returning from trip.**
11. The Coach / Sponsor is responsible to reconcile the Student Travel PCard Request Form – attach all original receipts, roster of who attended the event and appropriate brochures.

12. Reconciliation to be completed by Coach/Sponsor will consist of:
 - a. Original completed/signed Student Group Travel PCard Request Form
 - b. All original receipts attached in the order listed in Part 2 under 'Vendor Paid Expenses'
 - c. Verify NO TAX charged on receipt – which should have been verified at time of purchase – if tax charged coach/sponsor is responsible to reimburse SE for unauthorized expense
 - d. Gratuity is limited to 18%. Some vendors automatically charge up to a 20% gratuity for large groups – if so, 20% is allowed. For gratuity above 18% by choice must be reimbursed by coach/sponsor.
 - e. Roster to include the names of the students and coach/sponsors who actually participated must be attached to the reconciliation
 - f. Coach/Sponsor must sign on bottom of page 2 approving all charges listed on reconciliation were for the sole purpose of the student group travel trip and authorized expenses
 - g. Coach/Sponsor responsible to turn in reconciliation **within 2 business days upon returning from trip**
13. The Cardholder will review the reconciliation and attached documents
 - a. Check transactions for accuracy and compliance
 - b. Check receipt(s) for tax – if tax charged except for areas where SE is not exempt (call purchasing office if unsure)
 - c. Gratuity is limited to 18%. Some vendors automatically charge up to a 20% gratuity for large groups – if so, 20% is allowed. For gratuity above 18% by choice must be reimbursed by coach/sponsor.
 - d. Review receipt to ensure expense is authorized and in agreement with the number of students coach/sponsors listed on the roster
 - e. Verify that all trip transaction original receipts are attached to the Student Group Travel PCard Request Form in order listed in Part 2 under 'Vendor Paid Expenses'
 - f. Code each transactions in PaymentNet with appropriate department number/expense code(s) and state object code(s)
 - g. If more than 1 state object code and/or department number/expense code the Cardholder is to write the state object code(s) and/or department number/expenses code on receipt
 - h. Forward to Card Manager for review and approval
 - i. Verify all approval signatures – Coach/Sponsor, Card Manager, and Cardholder are required signatures on the bottom of page 1 verifying reconciliation has been reviewed and approved
 - j. Verify adequate budget to cover the expense prior to sending the Statement of Account Reconciliation to the Office of Finance
14. Reimbursing a Coach/Sponsor for out of pocket expenses:
 - a. Complete the 'Coach/Sponsor Reimbursement for Out of Pocket Expenses' section of the form on page 1
 - b. Attach original receipts for out of pocket expenses to a **copy** of the form with all signatures
 - c. If no receipt is available complete the 'Missing PCard Receipt Form' (Exhibit G), Coach/Sponsor sign and date then forward to Card Manager for approval. Attach 'Missing PCard Receipt Form' to copy of the form requesting coach/sponsor reimbursement for out of pocket expenses
 - d. The **copy** of the Student Travel PCard Request Form requesting reimbursement for out of pocket expenses must be signed by the Budget Director (Card Manager)
 - e. The copy with approved signatures and original receipts must be presented to the Business Office located in Hallie McKinney Hall for reimbursement
15. All reconciliations for the month must be attached to the Statement of Account Portrait printed by the Cardholder usually on the 2nd day of every month. Cardholder will review the statement for accuracy on each transaction and sign/date then forward to the Card Manager for review, approval, and signature/date. Statement and Student Group Travel PCard Request Form (Reconciliation) with all original receipts attached in order listed are due in the Office of Finance, A208, on or before the 5th calendar day of the month by 4:00 p.m.

Exhibit A

Southeastern Oklahoma State University Purchase Order	DIRECT INQUIRIES & BILLING TO: Accts, Payable, Office of Finance 1405 N 4th Ave PMB 4140 Durant, OK 74701-3330 Phone:580-745-2146 Fax:580-745-7489	Purchase Order R9637 Date: 07/01/2014
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EthicsPoint is a reporting tool to assist management and employees to address your concern. To submit a potential concern, please visit www.ruso.ethicspoint.com or by calling toll-free at 866-898-8438.

OKLAHOMA NATURAL GAS
DEPT. 1234

TULSA, OK 74186-0001
() - 0
01020
73-0383100
Needed by:

Ship to: *SOSU CENTRAL RECEIVING
DANA BELL
UTILITIES
705 CHUCKWA
DURANT, OK 74701

F.O.B. Destination, Freight
Prepaid and Added

Registration for tax free transaction under chapter 32 of the Internal Revenue Code, FEI:736017987

Line	Qty.	Item Description	Unit Cost	Amount
01	1.00 EACH	FY1415 GAS CHARGES	65,000.000	65,000.00
Total:				\$65,000.00

As per Quotation or Bid#: _____

By: _____ Date: _____

Approved By: Candice Date: 7/1/14
(Signature)

(Vendor Copy)

Southeastern Oklahoma State University, in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services.

Exhibit B

Southeastern Oklahoma State University Requisition	DIRECT INQUIRIES & BILLING TO: Accts Payable, Office of Finance 1405 N 4th Ave PMB 4140 Durant, OK 74701-3330 Phone:580-745-2146 Fax:580-745-7489	Requisition R9637
		Date: 07/01/2014

OKLAHOMA NATURAL GAS DEPT. 1234 TULSA, OK 74186-0001 () - 0 01020 73-0383100 Needed by: <i>Registration for tax free transaction under chapter 32 of the Internal Revenue Code, FEI:736017987</i>	Ship to: *SOSU CENTRAL RECEIVING DANA BELL UTILITIES 705 CHUCKWA DURANT, OK 74701 F.O.B. Destination, Freight Prepaid and Added
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(Departmental Copy Only - This is Not a Vendor Purchase Order)

Line	Qty.	Item Description	Unit Cost	Amount
01	1.00 EACH	FY1415 GAS CHARGES Doc:011065885 Acct:A-6-0885-1517-111	65,000.000	65,000.00
		Total:		\$65,000.00

Date	Claim No.	Invoice No.	Amount	Balance

Exhibit C

Southeastern Oklahoma State University
RECEIVING REPORT
18-Dec-14

Requisition Number: 1065885
P.O. Number: R9637

SE Vendor #: 01020
CORE Vendor #: 0000095787

Date: 07/01/2014

Order From:
OKLAHOMA NATURAL GAS
P O BOX 219296
KANSAS CITY, MO 64121-9296

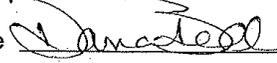
Line Description	State Object	Amt to be paid	Date Rcvd
01 A6-0885-1517-111 UTILITIES FY1415 GAS CHARGES	531360	<u>734.13</u>	<u>12/18/2014</u>

Requestor: DBELL 2132

Total Invoice Amount \$ 734.13

Invoice Number: 9637 NOV14

OKAY FOR PAYMENT

Signature 

Date 12/18/14

Exhibit D

Southeastern Oklahoma State University
JACKET/RECEIVING REPORT FOR GOODS/SERVICES

Jacket Number: 1066714

SE Vendor #: 00645
CORE Vendor #: 0000000120

Date: 09/29/2014

Remit To:
UNIVERSITY OF CENTRAL OKLAHOMA
100 NORTH UNIVERSITY DR.
EDMOND, OK 73034
FEI:73-6017987

Requestor: CCOATS 2134

Line#	Description	Inv Amt
01	(A6-0391-1511-012 INSTRUCTIONAL SUPPORT) (290) (00001) (554230) INV #: N1278196 MCAFEE & TAFT INVOICES	\$207.85

Total Invoice Amount: \$207.85 ✓

Invoice Number: N1278196

OKAY FOR PAYMENT

Signature

Ron A. Wallis

Date

9/29/14

SOUTHEASTERN OKLAHOMA STATE UNIVERSITY

PURCHASING CARD APPLICATION

	Department Name
	Card Manager
Budget Director/ Department DPS Approver	
	Office Extension
	Cardholder
Department DPS Author	
	Office Extension
1405 N 4th Ave	Campus Address
	PMB

GL Account Number(s) to be Assigned to Card	

Required Signature Approvals			
Card Manager	Date	Administrative Approval	Date
Budget Director		Dean/AVP/VP	

For Purchasing Office Use Only	
Forward approved application Purchasing Office for processing	
Application Date Submitted	Total Spend Limit
Card Number Assigned	Single Purchase Limit
Date Card Issued to Cardholder	PCard Training Date Completed

Budget Head / Budget Director complete yellow highlight

Purchasing Office complete blue highlight

Southeastern Oklahoma State University

STUDENT GROUP TRAVEL PCARD REQUEST FORM

PART 1: TO BE COMPLETED AND SUBMITTED PRIOR TO TRIP TO REQUEST A STUDENT GROUP TRAVEL PCARD WHICH IS TO BE USED FOR APPROVED STUDENT AND COACH/SPONSOR EXPENSES ONLY

Date _____
 Group Name _____
 GL Account No _____
 Event _____
 Destination _____
 Travel Date _____ Return _____
 Contact Person _____
 Phone Extension _____

Meals _____ x _____ x _____ = _____
 # in group # of meals \$ per meal Total

Lodging _____ x _____ x _____ = _____
 # of rooms rate # of nights Total

Transportation \$ _____

Other Expense \$ _____

Total Estimated Expenses \$ _____

Coach/Sponsor – Card User _____ Date _____

Budget Director/Card Manager _____ Date _____

STUDENT TRAVEL CARD # ISSUED _____

PART 2: TO BE COMPLETED UPON RETURNING FROM TRIP – PCARD IS TO BE TURNED IN TO CARDHOLDER IMMEDIATELY UPON RETURN FROM TRIP – SUBMIT ORIGINAL FORM WITH RECONCILIATION WITHIN 2 BUSINESS DAYS TO CARDHOLDER

RECONCILIATION continuation on page 3

VENDOR PCARD EXPENSES	Meals	Lodging	Fuel Charges	Other Charges	TOTAL
Reconciliation Subtotal from pg 3					
RECONCILIATION TOTAL					
State Object Code	2212	2212	3429	2212	

COACH/SPONSOR REIMBURSEMENT FOR OUT OF POCKET EXPENSES:

VENDOR	Tolls	Parking	Other	TOTAL
TOTAL COACH/SPONSOR REIMBURSEMENT				
State Object Code	6113	6113	6113	6113

Coach/Sponsor _____ Card Manager _____ Cardholder _____

Southeastern Oklahoma State University

Missing PCard Receipt Form

Cardholder Name: _____

Card User Name (If applicable): _____

Cardholder Extension: _____

Cardholder Department: _____

Card Number Used: _____

Merchant Name: _____

Date of purchase: _____ **Amount of purchase:** _____

Briefly describe items purchased: _____

Briefly describe circumstances of missing receipt: _____

Card User signature: _____ **Date** _____

Cardholder signature: _____ **Date** _____

Card Manager signature: _____ **Date** _____

Provide this report to your Cardholder to attach with the monthly reconciliation statement.

Repeated loss of receipts may be grounds for discontinuing a cardholder's purchase card or other disciplinary action.