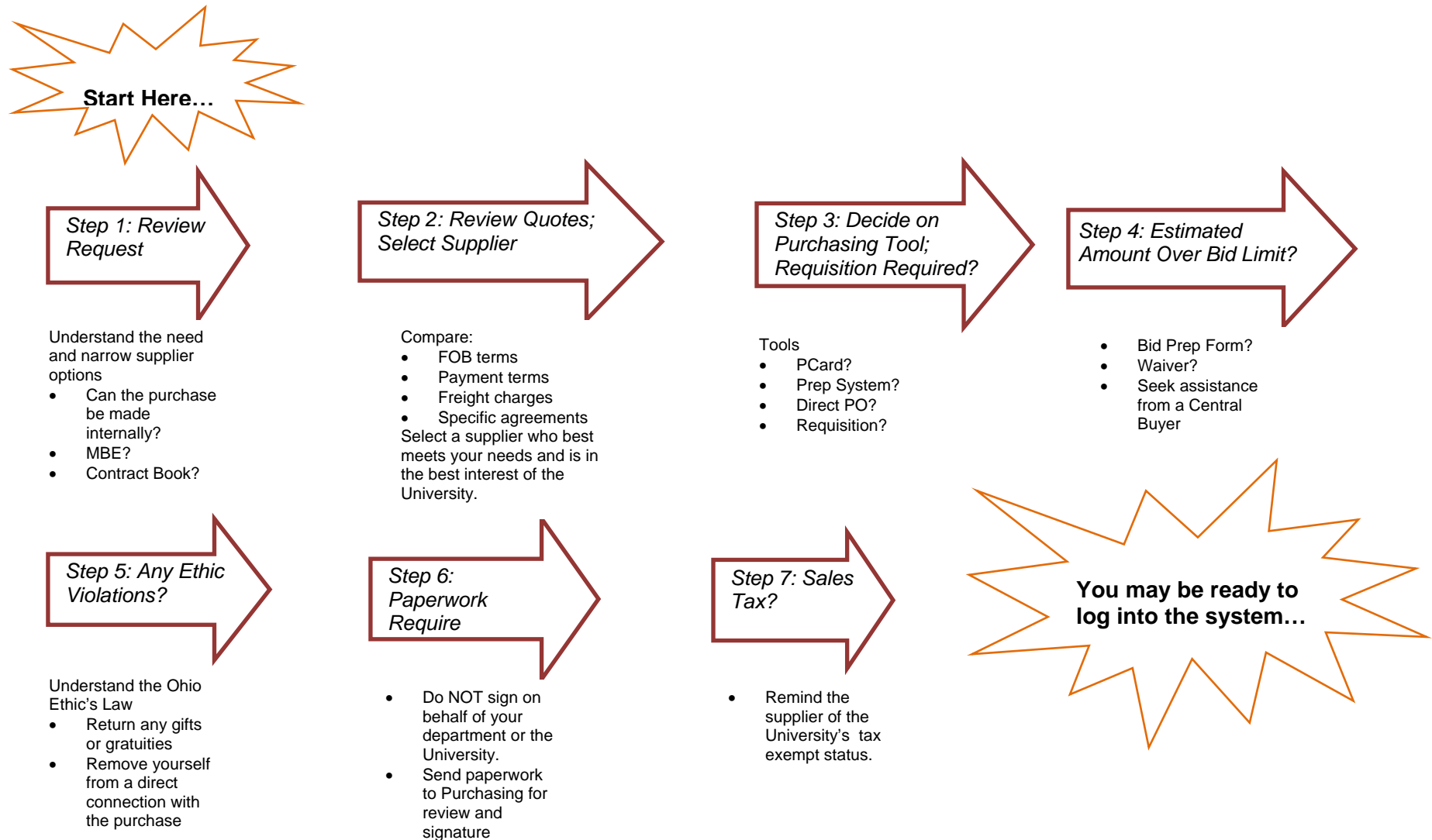


**Pre-System Checklist For All Orders Processed  
By Requisitioners or Delegated Buyers**

**Page 1 Visual; Page 2-3 Step-by-Step Job Aid**

After the need for goods or services has been identified, the customer or purchasing professional could use the following guidelines before logging into the Financials System. This visual document serves as a reminder of the important steps in the process. It compliments a more detailed, step-by-step job aid below. If you have questions, it is recommended that you seek assistance from your supervisor, business area or the Purchasing Department.



**Pre-System Checklist For All Orders Processed**  
**By Requisitioners or Delegated Buyers**

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**Step 1: Review the request for goods or services**

- Compare the request to your internal control structure for compliance and approval. Is the business purpose clearly defined?
- Ask questions or clarify any concerns about the specifications with the customer
- Can the purchase be made internally? (Uniprint, University Catering, etc.)
- Is there a state-certified minority vendor that may be able to provide the goods or services? Refer to Purchasing's website for a link to the State of Ohio's minority supplier directory.
- Review the Contract Book for existing OSU contracts or other consortium contracts located on Purchasing's website.
- If you cannot find a supplier on contract, then compare pricing (and other specifications) between at least 2 or more suppliers.

**Step 2: Review all quotes and select a supplier**

- Review all of the supplier's quotes and accompanying paperwork to make sure it matches with the customer's specifications. Remember; do not place your signature on any paperwork or agreements!
- Note the quote number, quote date and representative's name to include on header comments of the order in the Financials System.
- Review quotes for an educational discount. The University is tax exempt and should not pay retail prices.
- Determine appropriate shipping charges based on size and/or special handling. Most delivery carriers will not take large packages off their truck to deliver inside a building without charging additional fees.
- Review the expiration dates on the quotes and determine if you will make the deadline.
- Confirm the freight on board (F.O.B.) term on the quotes is "FOB Destination". If the term is quoted as "Origin", then you need to secure insurance for the order.
- Normally a supplier will not know the freight amount but if the supplier includes freight charges on the quote, you will include this amount as a line item on the order.
- Confirm the payment term is "Net 30 Days" on the quotes. The only time payment terms should be net immediate is with the following exceptions: 1) minority supplier 2) 1099 vendor 3) special circumstances when the vendor demands it
- Select a supplier who meets your customer's needs and is in the best interest of the University
- Confirm the selected supplier is in the vendor file in the Financials System. If not, refer to Purchasing's website to complete the Add/Change Vendor Form. A completed AP Compliance Form is required for all new vendors.

**Step 3: Decide on the Purchasing tool...is a requisition required?**

- Can you purchase the product or service with a Procurement Card? Purchases made with the PCard provide expedited payment to the supplier and uphold our tax-exempt status.
- Can you use the Payment Request Entry Page (PREP) System and reference a convenience order number?
- Can a delegated buyer enter a direct purchase order? Is the cost of the goods or services within the delegated buyer's allowable buying limit of \$5,000?

**Step 4: Are the goods or services being purchased over the bid limits of \$25K for goods and \$50K for services?** If the answer is no, continue with the checklist. If yes, you will be required to submit...

- A "Bid Preparation Form" with your approved on-line requisition.
- An approved "Waiver of Competitive Bid Form" with your approved on-line requisition.
- Refer to Purchasing's website for all forms: <http://purchasing.osu.edu/tabfiles/forms.asp>

**Step 5: Is there a possibility that any Ethics laws could have been violated in orchestrating the purchase of needed goods or services?** If no, proceed to step 6.

If your answer to the above question is...

- Yes, return any personal gift or gratuities provided by the vendor.
- Yes, remove yourself from a direct connection with the purchase if the vendor is a relative, close friend; initiate the transfer of the purchasing responsibilities to another buyer.
- If uncertain, seek assistance from your supervisor or refer to the Ohio Ethic's Law located at: <http://www.ethics.ohio.gov/>

**Step 6: Does the quote or related paperwork require a signature?**

If your answer to the above question is yes...

- Do not sign any paperwork on behalf of your department or the University. The Purchasing Department has been designated by the Office of Legal Affairs to review and approve all purchasing-related documents. Regardless how simple the contract may appear, do not sign it...you may become personally liable for the contract provisions.
- Send a copy of the paperwork to the Purchasing Department for review and signature

**Step 7: Will there be sales tax associated with your purchase?**

- Remind the vendor of the University's exempt status (The Ohio State University is exempt from Ohio sales and use tax). Although not required by law, Blanket Exemption Certificates may be provided to vendors in order to document the exempt status of the University. Purchases made by the University for delivery outside of Ohio may not be tax exempt. Please review the University's tax policies at: <http://www.ctlr.ohio-state.edu/acc/tax-home.shtm>

You may be ready to place your order online with the Financials System. Remember to seek assistance from your supervisor, business area or the Purchasing Department.