

# Delegated Buyer Final Assessment - SAMPLE

## Instructions

The Delegated Buyer Final Assessment is administered in two parts using the Training Database and Carmen. You will need a score of 85 points or higher to pass.

- Part I (70 points) consists of seven scenarios and requires the use of the Training Database. You will be able to practice similar scenarios in the Purchasing Experience.
- Part II (30 points) is a series of fill-in, multiple choice and matching questions that must be completed in Carmen. This document has a sampling of questions similar to the Carmen portion of the Final Assessment. There is an answer key starting on page 3.

## Sample Quiz Questions

### 1. Place a checkmark in the left column to identify some best practices of a Delegated Buyer.

	Take steps to meet your college/vice presidential area's MBE/EDGE diversity and sustainability purchasing goals.
	Identify special approval categories and plan for the extra time involved in processing these purchase orders. Do not create an order under the wrong category to bypass the special approval process.
	Always select "pay immediate" for the match rule.
	Selecting and entering the correct category code and contract information will enable each department to run accurate reports on MBE spend, cost savings and other spend analysis data.
	Entering incorrect information can be fixed later with a change order.

### 2. Place a checkmark in the column on the left if the item can be found in the MOU.

	Use eStores whenever possible.
	Split orders as needed so that each PO is within the Delegated Buyer threshold.
	Adhere to the principles of the National Association of Educational Procurement (NAEP) and Ohio Ethics law.
	Do not requisition items in the special categories.
	Comply with the restrictions listed about transactions.

## Delegated Buyer Final Assessment - SAMPLE

### 3. Match the PO variations to the correct unique entries and/or fields.

PO Variation	Unique Field Entries
Asset PO	Contract Type
Contract PO	POC template on Standard Comments page
Blanket PO	Unique Account field
Term PO	PO Type
Change PO	"YR" for Unit of Measure

4. True or False: To renew an existing blanket order, add 10% to the amount spent for the previous year to establish a new total.
5. Fill In: Use the \_\_\_\_\_ to close purchase orders when no further activity (voucher, change order, receipt) is anticipated.
6. Fill In: Delegated Buyers ensure departmental purchases are in \_\_\_\_\_ with all policies that govern university expenditures.
7. Fill In: The university should purchase \_\_\_\_\_ of its goods and services from State of Ohio Certified Minority Business Enterprises (MBE) and 5% from EDGE suppliers.
8. Fill In: \_\_\_\_\_ distributions are used to split the cost of a requisition or purchase order between two or more ChartField combinations.
9. True or False: Any request for goods or services against a blanket order must be submitted through eRequest which is called a blanket order release or have the form on file.
10. Multiple Choice: You must comply with Code of Ethics from the \_\_\_\_\_.
  - a. National Association of Educational Procurement
  - b. State of Ohio – Ohio Ethics Law
  - c. Business and Finance
  - d. All of the above

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## Sample Quiz Questions - Answer Key

### 1. Place a checkmark in the left column to identify some best practices of a Delegated Buyer.

X	Take steps to meet your college/vice presidential area's MBE/EDGE diversity and sustainability purchasing goals.
X	Identify special approval categories and plan for the extra time involved in processing these purchase orders. Do not create an order under the wrong category to bypass the special approval process.
	Always select "pay immediate" for the match rule.
X	Selecting and entering the correct category code and contract information will enable each department to run accurate reports on MBE spend, cost savings and other spend analysis data.
	Entering incorrect information can be fixed later with a change order.

### 2. Place a checkmark in the column on the left if the item can be found in the MOU.

X	Use eStores whenever possible.
	Split orders as needed so that each PO is within the Delegated Buyer threshold.
X	Adhere to the principles of the National Association of Educational Procurement (NAEP) and Ohio Ethics law.
	Do not requisition items in the special categories.
X	Comply with the restrictions listed about transactions.

### 3. Match the PO variations to the correct unique entries and/or fields.

PO Variation	Unique Field Entries
Asset PO	Unique Account field
Contract PO	Contract Type
Blanket PO	"YR" for Unit of Measure
Term PO	PO Type
Change PO	POC template on Standard Comments page

- True or False:** To renew an existing blanket order, add 10% to the amount spent for the previous year to establish a new total.
- Fill In:** Use the **PO Closure Form** to close purchase orders when no further activity (voucher, change order, receipt) is anticipated.
- Fill In:** Delegated Buyers ensure departmental purchases are in **compliance** with all policies that govern university expenditures.
- Fill In:** The university should purchase **15%** of its goods and services from State of Ohio Certified Minority Business Enterprises (MBE) and **5%** from EDGE suppliers.

## Delegated Buyer Final Assessment - SAMPLE

8. Fill In: **Multiple** distributions are used to split the cost of a requisition or purchase order between two or more ChartField combinations.
9. **True** or False: Any request for goods or services against a blanket order must be submitted through eRequest which is called a blanket order release or have the form on file.
10. Multiple Choice: You must comply with Code of Ethics from the \_\_\_\_\_.
  - a. National Association of Educational Procurement
  - b. State of Ohio – Ohio Ethics Law
  - c. Business and Finance
  - d. All of the above