



**YOUNGSTOWN
STATE
UNIVERSITY**

YSU Procurement Guidelines
Revision 1.0 (effective January 1, 2022)

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1. Introduction

- Per [University Board Policy No. 3356-3-01](#), Procurement Services is charged with the oversight of all purchasing including compliance with applicable codes of ethics as well as federal, state and local laws and regulations.
- These guidelines apply to all purchases regardless of the fund used unless the specific source of the funding is more restrictive. Please contact Grants Accounting at GrantsAcct@ysu.edu for grant related questions.
- Prior Fiscal Year Funds are not to be used for any Current Fiscal Year purchases. All Purchase Orders must stay within the University's fiscal year, July 1st through June 30th.
- No goods and/or services should be rendered without an approved purchase order and applicable contract/quotation documentation as noted below.
- Purchase requisitions for goods and/or services should be submitted to Procurement Services no later than two weeks in advance to ensure compliance with these guidelines and that the requests can be processed in a timely manner.
- Non-compliance may result in personal financial liability, suspension or cancellation of procurement privileges, and/or personnel actions.

2. Contracted/Preferred Suppliers

- Board Policy 3356-3-01 requires all purchases for goods and services for which there is an existing university contract or a group purchasing price agreement (GPO) with one or more preferred suppliers must be made from these suppliers.
- Here is the website link for: [preapproved university contracts for listed goods/services](#).
- If there is no existing university contract available, Procurement Services can assist in locating competitive suppliers on contract through the State of Ohio term schedule, general services administration schedule, inter-university council purchasing group, or other group purchasing organization ("GPO") pricing agreements.
- Procurement Services can assist with the entire purchasing process for department items/services not available through a university contract supplier. This includes identifying suppliers, request for proposal/quotation, negotiation and establishing a contract.

3. Non-Contracted Suppliers

- Purchases for goods and/or services for which there are no existing university contracts or group purchasing price agreements are subject to the spend thresholds/contract and quotation requirements in section 5 below.

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- If you cannot locate a preapproved contracted supplier in eCUBE for goods/services, a [New Vendor Request](#) must be submitted prior to the requisition.
- Additionally:
 - Comparison quotes may need to be obtained or a competitive event may be required to source goods/services based upon the spend threshold. Comparison quotes and competitive events are not required for designated goods/services with University contracted suppliers.
 - For goods and services below \$1,000 in value that are not under a university contract or on a Group Purchasing Organization (GPO) Pricing Agreement, the PCard may be used for purchasing these items. See the [PCard Guidelines](#) for additional information and restrictions.

4. eCUBE

- eCUBE is YSU's procurement management system for effective purchase-to-pay cycle while ensuring all purchase requisitions, purchase orders and invoices requests are tracked in a single system with complete tracing of purchasing request/approval history and supporting documentation.
- When entering a requisition, make sure the proper documentation is attached to the correct eCUBE form, and be sure it matches current quotation(s), etc. showing what will be purchased and the cost. **(Do NOT attach invoices)**
- If a purchase requisition is NSF (Non-Sufficient Funds) in the final stages, Procurement Services will notify the department of the issue and the department has 30 days to correct the NSF condition AND notify Procurement Services or the order will be cancelled.
- eCUBE attachments must be in pdf format for the system to send them along with the purchase orders. Other attachment types are acceptable, but unable to be sent through the eCUBE system.
- The internal note section should be used to clarify a purchase or external notes to send the note to the Supplier.
- New supplier information or changes in supplier information must follow the instructions on [the New Vendor Information website](#). Please use the most current [New Vendor Information Request Form](#) along with [IRS W-9 Form](#). Both completed forms must be uploaded to the secure website at [New Vendor Upload](#).
- A fixed asset item purchase (single item over \$5,000-ex: equipment) cannot be included on the same requisition as a non-fixed asset item purchase (ex: supplies). Only exception is when there are separate components that go together to make one item over \$5,000.
- See [eCUBE Quick Reference Guide](#) for additional information.

5. Spend Thresholds/Contract and Quotation Requirements

Goods and Services

- \$0 - \$24,999 – Requires a written quotation from the selected supplier, no requirement for 3 written quotations^{1, 2, 3, 4}
- \$25,000 - \$49,999 – Requires 3 written quotations^{2,4}
- \$50,000 or greater – Formal Competitive Event²
- Note: All services from business \$1,000 or more requires PSA³; All services from individuals, independent contractors, require Standard Independent Contractor Agreement (“SICA”) regardless of dollar amount³

Software

- All software requires a written agreement with the supplier, regardless of spend amount
 - Written agreements need to be approved by general counsel.
- See Section 7 regarding software license purchase/renewal for additional details
- All software purchases need to be approved by IT prior to purchase.
- Software cannot be procured on a commercial card.

Construction/Renovation Projects

- \$1,000 or more requires PSA³
- \$50,000 - \$214,999 - Requires 3 written quotations or letterhead bid² (excludes professional design services)
- \$215,000 or greater – Requires formal competitive event²

¹ For purchases under \$25,000 and not available through a University contracted supplier or a group purchasing organization (“GPO”) agreement, only one written quote is required to be included with the requisition. However, although not required, multiple quotes may be obtained.

² Goods and/or services purchased on an existing University contract do not require additional quotes or Formal Competitive Events regardless of the thresholds. (See [University Policy No. 3356-3-01](#)).

³ For more detail including applicable forms to use, refer to Guidelines on the [Contract Management webpage](#).

⁴ This only applies to purchases with grant funds where the grant award was made November 13, 2020 or later. For grant fund purchases where the grant award was made prior to November 13, 2020, the threshold requirement of 3 written quotations remains unchanged at \$10,000-\$49,999.

6. Procurement Procedures

Purchase of Dell & Apple Computer/Laptop/Tablet/iPAD

- All new computer, laptop and tablet orders should be initiated through the [Service Level Agreement Program](#) in IT.
- Special orders (such as grant purchases, research projects, or special configurations) *must* be initiated through IT Customer Service. E-Mail servicedesk@ysu.edu and request a quotation.

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- The Brown Enterprise Solutions eCUBE punchout should be used for all Dell devices. The Apple eCUBE punch out should be used for all Apple devices.
- Computers must be charged to account code 701140 Non-Instructional Computers & Printers or 701141 Instructional Computers & Printers Only.

Purchase of Office Supplies

- Office supplies must be ordered through the eCUBE contract punch-out catalogs unless items are not available from these suppliers. Use the Non-Catalog Vendor Order if the items are not available from these suppliers.

Purchase of Printers/Toners

- Printers and Toners must be purchased through Information Technology Maintenance Services (ITMS) by contacting the Tech Desk through a work order in the [Service Catalog](#).

Purchase of Furniture

- All furniture should be purchased through either the eCUBE contract punch-out catalogs (Ohio Desk/HON) or an approved Supplier (See [Furniture Standards](#) or contact Procurement Services at procure@ysu.edu for assistance).
- A supplier quotation is required, regardless of the amount. (Note: Furniture is not to be purchased on PCard.)

Purchase of Drones

- For drone purchases, please contact [Environmental and Occupational Health and Safety](#). See [University Policy 3356-4-44](#). Unmanned Aircraft.

Purchase of Personal Items

- Personal purchases are unallowable, regardless of the method of purchase (PCard, eCUBE, Purchase Order, etc).
- Examples of unallowable personal items may include:
 - General cleaning supplies for business use (given janitorial services are provided): paper towels, window cleaner, disinfectant wipes, disinfectant surface cleaner, carpet cleaner, trash bags, mops, swiffers, vacuum cleaners, etc.
 - Appliances: refrigerators, microwaves, coffee equipment, water coolers, etc.
 - Kitchen supplies: dish soap, plates, napkins, silverware, etc.
 - Hand sanitizer, lotion, tissues, first aid/ medical supplies, pain relievers, heaters, fans, air purifiers, etc.
 - Decorations for offices, celebrations, etc.
 - Personal food and drink items for general offices: snacks, drinking water, soda, coffee and coffee supplies, etc.

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- The purchase of items that appear to be personal in nature, require a written justification of business purpose, and preapproval by Procurement Services. Requests can be made by e-mailing procure@ysu.edu.
- Special janitorial service requests can be requested through janitorial, via email at janitorial@ysu.edu.
- For additional requirements of disinfectant and surface cleaning supplies, hand sanitizers, paper towels, etc. requests should be processed through [EOHS](#).

Delivery Addresses for Purchases

- All Office Supply **delivery addresses** should be listed for direct delivery to the departments, per the agreements with the suppliers. All other orders should have Central Receiving ship-to addresses (Central Receiving, YSU, 235 West Rayen Avenue, Youngstown, Ohio 44555), with the exception of furniture or large freight items that require direct delivery.
- Departments are encouraged to enter their own receipt upon delivery of goods and/or services. Delivery Services will make every effort to enter a receipt for items that are delivered to Central Receiving.
- Note: ***Deliveries to any non-YSU location are unallowable*** without a prior written exception attached to the eCUBE form.
- Any orders for chemicals, medication, or potentially hazardous materials, must have the product flag set on the requisition and the shipping address needs to be YSU Central Receiving.

Close/Cancel Purchase Orders

- Review all Open Purchase Order throughout the year (especially standing orders) for completion.
- If an order needs to be cancelled or closed, enter a comment on the purchase order, add email recipient, search and select acctspay@ysu.edu (hint – type acctspay in the email field), then click “Add Comment”.

Professional Service Agreements/Supplier (Non-standard) Agreements

- There are two options for service agreements with YSU. **The preferred option is use of the YSU Professional Service Agreement (PSA) as this has standard terms and conditions most favorable to YSU.** The other option is to use the supplier’s agreement.
- Purchase requisitions for these agreements may be entered either on the Non-Catalog Vendor Order form if a single payment or the Standing Order form if multiple invoices will be submitted.
- Refer to the [Contract Management website](#) for more information.

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- Any requisition for services or goods that includes a service component and is \$1,000 or more in total **MUST** be accompanied by the Professional Service Agreement (PSA) or supplier contract. The PSA needs to be for the full amount of the goods and services.
 - **In addition to the PSA, the Statement of Work/Scope of Work or Quote should be included with the requisition.**
- Services include, but are not limited to, services performed on or off campus, renovations, installations, etc.
- Authorized signatories are designated by the Vice President for Finance and Business Operations. Standard Agreements include Standard Independent Contractor Agreements (SICAs) and PSAs.

The signature thresholds for Standard Agreements (PSAs and SICAs) are as follows:

<u>Dollar Threshold</u>	<u>Signature Approval Required</u>
Up to \$1,499	Associate Dean, Department Chair or Director
\$1,500 to \$9,999	Dean, Associate Provost or Associate Vice President
\$10,000 to \$14,999	Division Area Officer
\$15,000 or more	Vice President for Finance & Business Operations

- The supplier's agreement can be substituted for a PSA. *The University may use the supplier's Agreement for software licenses/subscriptions and renewals.*
- The Supplier's agreement (Non-Standard Contract) regardless of dollar amount **MUST** be reviewed by Procurement and General Counsel, and signed by the Vice President of Finance & Business Operations before the requisition can be approved. Send **Non-Standard contracts to Procurement Services via email at procure@ysu.edu**. Procurement Services will then coordinate the review process with General Counsel.
- To ensure compliance with state law, please encourage suppliers to use the standard PSA.
- The supplier should sign the agreement **before** the University representative. If submitting a supplier agreement, the agreement must be in a word document to allow General Counsel to make updates (red line).
- All completed documents need to be attached to the requisition in eCUBE. Refer to the [Contract Management website](#) for more information.
- Signed contracts, agreements, order forms, quotations, terms and conditions, or any other signed documents confirming an agreement of any kind, may not be sent to suppliers/contractors without a written purchase order.

Standard Independent Contractor Agreements (SICA)

- There are two options for SICA agreements with YSU.
 - Single payment SICA

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- Multiple payments SICA
- Purchase requisitions for these agreements may be entered either on the Independent Contractor – One Time Payment eCUBE form if a single payment will be made, or the Independent Contractor - Standing Order eCUBE form if multiple invoices will be submitted.
- Follow the directions on the [Contract Management website](#) – Independent Contractor Guide.
- Departments should not collect social security numbers. Contractors should be directed to use the secured links in Procurement Services (W-9) and Human Resources (OPERS form).
- If a travel allowance is included in the agreement, the amount should be included in the total to be paid. Prepayment of travel expenses is generally unallowable.
- Authorized signatories are designated by the Vice President for Finance and Business Operations. Standard Agreements include Standard Independent Contractor Agreements (SICAs) and PSAs.

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\$10,000 to \$14,999	Division Area Officer
\$15,000 or more	Vice President for Finance & Business Operations

- To ensure compliance with state law, please encourage suppliers to use the standard SICA.
- The contractor should sign the agreement **before** the University representative.
- All completed documents need to be attached to the requisition in eCUBE. Refer to the [Contract Management website](#) for more information.
- Signed contracts, agreements, order forms, quotations, terms and conditions, or any other signed documents confirming an agreement of any kind, may not be sent to suppliers/contractors without a written purchase order.

7. eCUBE Forms for Purchase Order Requisitions

Independent Contractor - One Time Payment Form

- This eCUBE form is utilized to order services from an independent contractor (individual) who will receive a one payment for services and travel expenses.
- Complete and attach Standard Independent Contractor Agreement (SICA) packet, OPERS form, and the SR-6/6E if applicable, to the eCUBE form. These documents can be found on the [Procurement Forms](#) webpage.

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- The completed eCUBE Independent Contractor – One Time Payment form along with all required documentation attached, **must be submitted at least two weeks prior to commencement of any services**, to reasonably guarantee that payment can be made when requested. The paperwork must be completed and approved through all channels prior to commencement of any services.
- Once the purchase order has been issued, the system will automatically create an invoice and return it to the Financial Manager for approval in eCUBE based upon the 'supplier invoice date' that is placed into this eCUBE form.
- **DO NOT** approve the invoice for payment until **AFTER** goods and/or services have been rendered.

Independent Contractor – Standing Order Form

- This eCUBE form is utilized to order services from an independent contractor (individual) over a specified time period within the fiscal year.
- Follow the directions on the [Contract Management website](#) – Independent Contractor Guide.
- Complete and attach SICA packet, OPERS form, statement of work, and the SR-6/6E, if applicable, to the eCUBE form. These documents can be found on the [Procurement Forms](#) webpage.
- The completed eCUBE Independent Contractor – Standing Order form along with all required documentation attached, **must be submitted at least two weeks prior to commencement of any services**, to reasonably guarantee that payment can be made when requested. The paperwork must be completed and approved through all channels prior to commencement of any services.
- Accounts Payable must receive an invoice for each payment request against the Standing Order throughout the time period. The invoice must include the Purchase Order number and be submitted to accounts payable at acctspay@ysu.edu.
- Each invoice will route to the Financial Manager for approval in eCUBE. The supplier's invoice will be attached in eCUBE by Accounts Payable. The Financial Manager should click on the attachment to open the invoice and review prior to approval.
- **DO NOT** approve the invoice for payment until **AFTER** goods and/or services have been rendered.

Non-Catalog Vendor Order Form

- Use this eCUBE form to order goods or services from suppliers that are not on our contract catalog links.

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- A written quotation/statement of work/contract/agreement must be included with all non-catalog vendor order form requisitions.
 - Refer to section 5 “Spend Thresholds/Contract and Quotation Requirements” for specific document requirements, based upon spend type and spend threshold.
- All information needs to be completed for orders using the non-catalog form. Some items may be from an online catalog. Make sure the correct current pricing is obtained, manufacturer catalog numbers, and any discounts. If the quote does not match the requisition, then the requisition will be delayed, returned or rejected.
- In the description box, describe the goods/services being ordered, do not reference the quote number. This box is strictly for item descriptions. Reference the quote in the notes area.
- E-Mailed quotes must contain the supplier’s name, description of all items, and all estimated costs. Note: do not attach an e-mail file or a link as these cause system errors. Save as a PDF and attach.
- If there are more than 10-line items ordered, please use the Standing Order for Goods/Services form and just enter the grand total for 1 “Lot” of product. Be sure to attach a complete quotation in the external comment section of the eCUBE form.
- Be aware that if a quantity of 1 is utilized on a non-catalog order, the purchase order will close when the first invoice/receipt is entered. If multiple invoices will be submitted against an order that contains a quantity of 1, the Standing Order form will need to be utilized.
- If there will be more than 1 item and less than 10 items on a purchase order, please enter each item as it appears on the quote.
- Include any estimated shipping charges as a line item.
- The department and/or Central Receiving will enter a receipt when the items are received.
- The supplier must submit the invoice(s) to acctspay@ysu.edu for payment.

Standing Order Form

- Use this eCUBE form when multiple invoices may be submitted against a Purchase Order for services over a specified time period within the fiscal year.
- **Goods: Goods are not ordered on a standing order form unless, as noted above in the Non-Catalog Vendor Order form, more than 10-line items are being entered.**
- Enter the total dollar amount and applicable dates and attach any documentation to the eCUBE form.

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- A written quotation/statement of work/contract/agreement must be included with all non-catalog vendor order form requisitions. Refer to section 5 “Spend Thresholds/Contract and Quotation Requirements” for specific document requirements, based upon spend type and spend threshold. (Note: Invoices should not be attached to this form, or it may be delayed/returned while Procurement Services contacts the individual preparing the requisition to amend the issue.)
- The supplier must submit the invoice(s) to acctspay@ysu.edu for payment.
- Each invoice will route to the Financial Manager for approval in eCUBE. The supplier’s invoice will be attached in eCUBE by Accounts Payable. The Financial Manager should click on the attachment to open the invoice and review prior to approval.
- **The contract may be for multiple years but the purchase order cannot extend beyond the current fiscal year** and only invoices related to that fiscal year will be posted against the purchase order.

As Per Invoice (API) Form

- This eCUBE form is **restricted** to certain types of purchases including but not limited to; Dues/Memberships, Subscriptions, Permits, Rentals, Emergency Purchases and other qualified purchases.
- If there is an invoice for payment that does not meet the criteria above and does not have a purchase order, then the “other” button can be selected and the explanation why a purchase order was not issued prior to the purchase must be included.
- Improper usage of this API form will be monitored for non-compliance with purchasing procedures, and will be communicated to the department and the supplier by Procurement Services.

Deposit/Pre-Payment Request Form

- Use this eCUBE form if the supplier requires a pre-payment/deposit and will not submit an invoice. Examples include but are not limited to permits, performances, lectures, rentals, international study abroad payments (Insurance, touring, lodging, ground transportation, etc.).
- All required contract documents and/or any supporting documentation must be attached to the eCUBE form.
- A separate requisition should be entered for any balance due and the supplier must invoice.

Software License/Renewal Form

- This eCUBE form should be utilized when purchasing/renewing software licenses, subscriptions, maintenance agreements, etc.

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- Please do not change the commodity code of 43230000.
- Use account code 701855 Software licenses and fees.
- After approval by the Financial Manager, the requisition will route to IT Services. For purchases of \$10,000 or more and/or when the software contains sensitive/personal data the approval process may be extensive in order to address audit compliance guidelines. For a select few requests that require SOC2 review, this process may take as long as 8-10 weeks upon supplier submission of their SOC report. For questions, please contact IT at security@ysu.edu for more information.
- All new software licenses, renewals, maintenance agreements must be sent to Procurement Services (procure@ysu.edu) and General Counsel for review before final YSU signature approval. Please put an internal comment on the purchase requisition noting that the agreement has been sent to General Counsel and Procurement Services for review. A YSU PSA should not be substituted for a Software License Agreement.
- If there is a current agreement signed by the Vice President of Finance and Business Operations, please attach it to the eCUBE software license/renewal form for reference.
- **The contract may be for multiple years but the purchase order cannot extend beyond the current fiscal year** and only invoices related to that fiscal year will be posted against the purchase order.

Change Order Request Form

- Use this eCUBE form to request Procurement Services make changes to an existing Purchase Order. This may be an increase or decrease in price or quantity.
- The request must include the amount to increase or decrease the purchase order, if applicable, along with the new total in the detail box on the change order request.
- The FOAP on the change order **cannot** be different than the original order. If the FOAP is different, a new requisition will need to be entered and a change order cannot be processed.
- If the remaining invoices in a fiscal year are anticipated to total less than the remaining encumbrance on a purchase order, a decrease to the order may be requested to free up funds for other needs.
- If the invoice for payment is the final invoice, request Accounts Payable close the purchase order after payment via a comment on the purchase order in eCUBE and submit the invoice to acctspay@ysu.edu.

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8. Important Notes

- Certain states have agreed to grant YSU a tax exemption. See [Sales Tax Reciprocal Agreements by State](#) under Procurement Services.
- All invoices and credit memos should reference the purchase order and be sent by email to accounts payable at acctspay@ysu.edu by either the department or supplier.
 - Invoices should not be attached to purchase requisitions, since they represent goods/services that have already been rendered. No goods and/or services should be rendered without an approved purchase order and applicable contract/quotation documentation as noted below.
- [Operating Expense Account Code Descriptions](#) are listed on the Controller's website.
- [Commodity Codes and Descriptions](#) are listed on the Procurement Services website.
- Construction/Renovation projects must be managed by Facilities. See [University Policy 3356-4-15](#) for more information.
- There can only be one supplier per purchase requisition, as there can only be one supplier per purchase order.
- Only Procurement Services shall distribute purchase orders and associated documents (contracts). Suppliers **must** receive an approved Purchase Order **before** goods are ordered and/or services are provided. No verbal orders are permitted.
- **Business Related Expenses (BRE)**
 - Must use Account Code 701330 (Business-Related & Entertainment expense).
 - Must comply with [BRE Guidelines and include all supporting documentation \(forms, receipts, etc.\)](#)
 - BRE form and **written quote** must be attached to the requisition and the business purpose must be clearly documented on the BRE form.
 - The requisition must be entered and approved before the event takes place.
- **Chartwells (On Campus Catering)**
 - All Chartwells catered orders must be entered through the punch-out catalog in eCUBE.
 - All on-campus catering with a value of \$100 or higher must be done through Chartwells.
 - All food orders under \$100 are meant for prepackaged items, regardless of the food supplier/s. Perishable foods are not permitted.

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- Contract exceptions – Areas that are not subject to the Chartwells contract requirements are: Wendy's, Pete's Treats (candy counter), Barnes and Noble Bookstore, Stambaugh Stadium, Beeghly Center, WATTS Center, Athletic concessions and Wick Pollock House.
- Other exceptions – Advance approval needed. In order to be granted an exception, the department should request a quote from Chartwells prior to submitting a request for exception. Requests are to be emailed to jlbyers@ysu.edu.
- A completed BRE must be attached to the requisition to document the business purpose and compliance with BRE guidelines for all food orders. Save the BRE file including the date of the event in the file name. The Financial Manager does not need to sign the BRE since they are electronically approving the invoice.
- If the order is over \$5,000 the BRE form must be signed by the Area Division Officer.
- After the event, Chartwells will send invoice back through eCUBE. If the invoice and the purchase order match, the invoice will be automatically paid. If there is a difference, the invoice will route to the Financial Manager for approval.
- A receipt for the order does not need to be entered.
- See the Chartwells ordering information on the [eCUBE webpage](#).
- **Returns/Backorders/Not filled**
 - If any items are returned, if notice of items on backorder are received, or notification that items are cancelled, please enter a comment on the purchase order to document for historical purposes. Include acctspay@ysu.edu as a recipient (hint – type acctspay in the email field), then click “Add Comment”.