FAQs (Purchasing) **03/2020**

Q: Where do I get Purchase Requisition (PR) forms?
A: From Purchasing or the front desk of the Business Office.

Q: What is our current tax rate?
A: 9.25%

Q: My request total doesn't match the support documentation – why?
A: Usually it is the taxes. The quoted rate may be different from our local rate OR some of the items on the quote may be taxed (or not) differently from what you have put on your request. Sometimes the Freight/S&H is taxable – if so, then it should be made into a line item on your request. Items that are typically not taxed are Labor/Services, Warranties, Fees, etc (non-tangibles) – remove the tax code from these line items. If you are off by a penny or two, it is probably just a rounding difference in the software, and there is nothing that can be done about that.

Q: What is the price limit for Supplies (54300)?
A: Items with a unit price (price for Qty = 1) less than $200 are considered Supplies.

Q: When do I use Capital Equipment (56400 or 56405)?
A: Items with a unit price (price for Qty = 1) at/above $200 but less than $5000 are coded to 56400; Items with a unit price (price for Qty = 1) at/above $5000 are coded to 56405.

Q: Who signs my request?
A: See either Signature Guidelines or Signatures (Approvals) for Purchase Requisitions and Check Requests that are posted on the Purchasing website under Reference & Training Materials.

Q: I received an Invoice from a vendor – do I need to make a Check Request or is my PO sufficient?
A: If you have a PO set up, charge the invoice to it. (Check Requests are used instead of a PO under certain circumstances that have been identified, and are posted to the Business Office website as Check Request vs Purchase Requisition under Instructions/Guidelines.)

Q: I received a Credit Application from a vendor – what do I do?
A: Forward the Credit Application to Purchasing.