**Flow of JCC Procurement Cycle – Goods or Service**

**FAQ**

* What a PO is. A PO is an authorization for the vendor to ship the goods to the college. A PO is a promise to pay the vendor for the goods once delivered in good form.
* What a PO IS NOT. A PO is not authorization to PAY the vendor. A PO plus an un-signed, un-coded invoice is not authorization to PAY the vendor.
* A three-way match of the Purchase Order, Packing Slip (for goods), and signed & coded Invoice is authorization to PAY the vendor.

**IDENTIFY NEED & OBTAIN PRE-AUTHORIZATION**

* Staff has a need for good or service in future.
* Staff reviews budget to see if funds are available.
* Staff reviews potential purchase with Org Responsible person.
* Org Responsible person gives authorization to encumber budget with a purchase.

**GATHER DATA**

* Staff reviews Purchasing Policy for $ threshold requirements. [J:\BUSINESS OFFICE\Purchase Policy and Forms](file:///J%3A%5CBUSINESS%20OFFICE%5CPurchase%20Policy%20and%20Forms)
* Staff identifies specifics (technical, quantity, etc) of commodities needed.
* Staff reviews vendors by goods/services type list on Common Drive.
* Staff contacts vendor by phone/email for quotes.
* Staff reviews NYS Contracts, where applicable. <http://www.ogs.state.ny.us/BU/PC/Directories.asp>
* Staff asks Purchasing staff for help if needed.
* Staff selects vendor based on quotes by price & deliverability of goods/services, history with vendor.

**PURCHASE REQUISITION**

* Staff completes requisition in Excel.
* Requisition includes item #, description, unit of measure, price, extended price, NYS OGS Contract #, period from/to term, ship to Campus, budget code in the form FUND-ORG-ACCOUNT, etc.
* Staff completes write up of competitive bid, if necessary.
* Staff obtains signature approval from Org Responsible person(s).
* All grant funded requisitions require a second signature by Carol Bremmer.
* Staff emails Purchasing@mail.sunyjcc.edu with signed requisition (in Excel format) and all quotes attached.
* If new vendor, completed W-9 Form and/or blank Credit Application attached to requisition.

**BUSINESS OFFICE / PURCHASING REVIEW**

* Purchasing reviews requisition and all supporting documentation (quotes, bids, sole source justification, W9)
* Purchasing communicates w/Staff about any lacking documents or other questions.
* Accounts Payable adds new vendor to Banner.
* Purchasing completes Purchase Order in Banner Finance. This transaction encumbers the budget code(s) in Banner.
* Purchasing presents the original PO along with all quotes and other documentation to one authorized signer.

**APPROVAL & ACCOUNTABILITY**

* One for the authorized signers (Mike Martello or Karen Fuller) review the PO & sign the Purchase Order.  **The signed PO is JCC’s authorization to vendor for the purchase.**

**COMMUNICATION OF PURCHASE ORDER**

* Purchasing communicates (by email, fax, or US Mail) the signed PO to vendor & Staff person, & Accounts Payable.
* Purchasing forwards Purchase Order and all documentation to Student Worker.
* Student worker scans documents into Banner Document Management.
* Student worker files alphabetically by fiscal year by vendor name.
* Accounts Payable reviews PO for proper coding & vendor # & advises Purchasing of change order if necessary.

**TRANSFER OF GOODS / SERVICES**

* Vendor acknowledges the order with an order acknowledgement (by email, or fax).
* Vendor ships goods or provides the service to JCC.
* JCC Staff inspects the goods/services and notes any damages, discrepancies to Accounts Payable.
* Vendor shipment contains a packing slip.
* Staff marks the packing slip with ‘RECEIVED’ current date & name or initials. For example **Received 09/01/19 Jane Doe**
* Staff keeps packing slip to attach to pending invoice.

**INVOICE RECEIPT & APPROVAL**

* Vendor emails invoice detailing goods/services provided to AccountsPayable@mail.sunyjcc.edu or Business Office at Jamestown Campus.
* Vendor’s invoice date is the shipment date for goods. Vendor’s invoice date is within month for services.
* Accounts Payable print vendor invoices daily from AccountsPayable@mail.sunyjcc.edu
* Accounts Payable stamps invoices & matches to open purchase orders.
* Accounts Payable indicates partial shipments or complete shipments on pink PO.
* Accounts Payable sends vendor invoice w/AP copy (pink) of PO attached to Org Responsible Person (not necessarily the Staff who ordered) for approval & coding.
* Staff attaches packing slip to invoice.
* Staff presents the invoice, pink PO, and packing slip to Org Responsible Person for signature approval and budget code(s) in the form FUND-ORG-ACCOUNT.
* All grant funded invoices require a second signature by Grants Accountant.
* The packet is sent back to Accounts Payable for payment.

**PAYMENT TO VENDOR**

* Accounts Payable audits invoice, looking for proper approvals, packing slip, pink PO, 3-way match, consulting contract, budget code, approves amount to pay, communicates with staff if errors or missing documents.
* Accounts Payable enters invoice into Banner with appropriate due date. This transaction reverses the encumbrance for the budget code(s) in Banner and records the expense in the activity for the budget code(s) in Banner.
* If the invoice is a completion of the Purchase Order, the invoice entry will close the PO.
* Accounts Payable runs invoice selection & check register weekly, striving to pay vendors within 30 days from receipt of goods/ services. Food, freight, & local vendors are paid within 15 days.
* Student worker scans documents into Banner Document Management.
* Director of Admin Services reviews each invoice and check, comparing to check selection and check register. Problems are given back to Accounts Payable.
* Director of Admin Services gives checks to Accounts Payable for distribution to vendors.
* Accounts Payable stuffs checks into envelopes with appropriate remittance advice if needed. Checks are placed for mailroom pickup.
* Mail Room Staff mail checks by US Postal Service. The proverbial check is in the mail!
* Student Worker scans all documents and attaches check stub to invoice(s) and staples.
* Student Worker files paid checks by fiscal year by vendor name by check date.
* Vendor receives check in mail & dances. Vendor thinks ‘Wow, I like doing business with JCC. They paid me within 20 days!’

If you have any procurement or accounts payable questions, please email/call:

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