MEMORANDUM

TO: Campus Community

FROM: Lisa Campagna
Purchasing Manager

DATE: February 11, 2013

RE: RF Purchasing

As the Procurement Office launches its new webpage, I thought it would be a good time to contact you regarding some of the things you can do to expedite your Research Foundation purchase orders. Purchasing's goal is to process orders within 24 hours of receipt. However, this is not always possible due to deficient information on the purchase requisition. Purchasing's ability to process orders quickly and accurately is dependent upon the quality of information received on the purchase requisition.

To improve efficiency, Purchasing is asking for your support and cooperation. You can help by adhering to the following criteria when preparing your RF purchase requisitions:

1. **Provide the supplier's complete name, address, telephone number and, when possible, a fax number.**

2. **Enter a complete description of the item(s) you are purchasing** and reference both the supplier's and manufacturer's part number if they are available. Doing so will reduce the chance for error.

3. **Double check the item description against the unit price indicated on the requisition.** Occasionally an order is received where the unit price does not match the item number (e.g., product description is written for case of 250 and unit price is listed for case of 500). Situations such as this delay the order because Purchasing is not able to complete it without additional clarification from the Project Director as to the desired quantity.

4. **Provide back up to substantiate prices listed on the purchase requisition whenever possible.** This documentation can be in the form of a written quote, price list, catalog page, print out from a web site, or reference to a telephone quote from a specific individual. If pricing is not documented, the order may be held 24 hours while Purchasing verifies pricing.

5. **When ordering chemicals, hazardous or non-hazardous, a Chemical Form must be completed and attached to the purchase requisition.** Orders for chemicals cannot be completed without this form.
6. **Important:** For orders with more than 10 items, please type a list of the items to be ordered on a separate sheet and attach it to the purchase requisition. The Purchasing Department will fax your list to the supplier instead of typing each item as a separate line item on the P.O. This will increase efficiency because it reduces the amount of time it takes to create and modify the P.O., and it will increase accuracy because the information is not being re-keyed.

7. **Make sure grant information (project, task, and award numbers) is correct and appropriate for the grant you are using and that sufficient funds are available.**

Your consideration and support of the above requests would be greatly appreciated. If you have any questions or concerns regarding the above information, please do not hesitate to contact me at 470-6687. Thank you, in advance, for your consideration in this matter.