

PURCHASE WISE



Spring 2006

HOME DEPOT COMES TO TOWN

Home Depot has recently opened a store in Bellmead. The Purchasing Office has updated the vendor file in Colleague to make this the default address when doing a requisition. If you need to go to the other store, located in Waco, click the detail button on the address line and the other address will come up for you to select.

Home Depot requires that anyone making a charge purchase for TSTC bring a hard copy Purchase Order with them. This PO must be signed by a Certified Buyer in the TSTC Waco Purchasing Office. If you attempt to pick up items without the signed PO, they will not let you. When typing the requisition, if you'll put your departments fax number in printed comments, the Purchasing Office will fax you the required documentation.

RETURN OF GOODS

If your department receives the wrong items on a Purchase Order, it's critical that you contact the Purchasing Office to ensure that all the necessary steps are taken to avoid an audit finding. We cannot simply return wrong items on a PO and request new ones on the same PO without the proper documentation. If you have questions, please contact buyer listed on the PO, or for delegated purchases, contact Carolyn Farmer.

PUTTING IT ALL ON THE PO

When creating a requisition for a delegated purchase, be sure you are getting a quote from the vendor (preferably in writing) and discuss any additional charges with the vendor prior to ordering. Delivery charges, fuel surcharges or any other extra charge has to be listed on the original PO.

SIGN IT & SAVE IT

As a reminder ... the fund manager should be signing off on all requisitions either electronically or manually and a copy must be kept in the department files. Electronic signatures should be generated in the Printed Comments section of the requisition.

To electronically sign a requisition, the fund manager must be logged into Colleague as themselves and pull up the requisition. Next detail into the Printed Comments section and select Edit and then Date/Time/Login Stamp. This will electronically date and sign the requisition.

PURCHASING CUTOFF DATE

Summer is quickly approaching which means the end of fiscal year 2006 is approaching too. In an effort to have everything purchased, received and paid for, Purchasing will be implementing a cutoff date of June 30, 2006 for FY06 purchases.

Instruction has once again implemented a June 1 deadline for all their requisitions to be processed.

CONTACT INFORMATION

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