

Procurement Services
(585) 475-2107
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Visit our [Website](#)

PREPARE TO PROCURE AND PAY

This communication is the first in a series regarding ways to ensure that payments to suppliers are processed on time and in the most efficient method possible for the RIT campus community and the university's valued suppliers.

PREFERRED METHODS FOR PURCHASE/PAYMENT TRANSACTIONS

People often ask about the best method to purchase and pay for goods and services. The information below is intended to provide guidance and direction to departments.

1. **Procurement Card** – This is the best / most efficient method to purchase and pay for small dollar items, typically goods that cost less than \$1,500 each. Please utilize this purchase / payment method when making small dollar, non-recurring purchases.

Note: the p-card cannot be used for most services due to insurance and indemnification and tax reporting requirements. Neither is it intended for regular recurring payments to one supplier; these types of transactions should be on a purchase order (refer to item 2 below).

To learn more about RIT's p-card program, go here: <https://www.rit.edu/fa/controller/pcard>

2. **Purchase Order** – This is the standard method for purchasing goods and services of \$1,500 or more. It is also the most efficient payment method for departments since authorized approvals are obtained at the requisition stage. When the goods are received in Oracle and the price and quantity match, the invoice will be paid according to supplier terms when it received in Accounts Payable. For services, price and acknowledgement by the requestor that services have been rendered (a two-way match) is all that's required to expedite the payment process.

Note: To ensure prompt payment, supplier invoices should be sent directly to the Accounts Payable Office where the staff will utilize scanning/indexing technology to load the information into Oracle Payables. To expedite the current payment process and prepare for future technology enhancements, AP and Procurement Services staff are working with suppliers to ensure that Purchase Order numbers are included on all invoices.

For tips to create a purchase requisition go here:

<https://www.rit.edu/fa/procurement/sites/rit.edu/fa/procurement/files/docs/P2P%20-%20Preparers%20vs%20Requestors.pdf>

To learn more about RIT's competitive procurement policy and procedures, go here:

https://www.rit.edu/fa/procurement/sites/rit.edu/fa/procurement/files/docs/P2P_Competitive%20Procurement%20Policy_V3_rev_062918.docx

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Reminder: According to policy 2.4 Unauthorized Purchases; a purchase order must be in place prior to services being performed or goods being received.

https://www.rit.edu/fa/procurement/sites/rit.edu/fa/procurement/files/forms/Procurement_Services_Manual.pdf

- 3. Invoice Payment Forms (IPF)** – This is a payment (not purchase) method and is intended for those transactions where neither a p-card nor Purchase Order is practical. Examples of items that are suitable for payment using an IPF include: honorariums, non-employee travel, taxes, fees, permits, postage, sponsorships and charitable donations. To ensure that the invoice is processed timely upon receipt in the Accounts Payable Office, please confirm that the IPF has been approved by an authorized departmental approver, that the 24-digit general ledger account is valid and supporting documentation is attached.
- 4. iExpenses** – Use the Oracle iExpense application, to request reimbursement for RIT business travel and out-of-pocket expenses.

To learn more about the reimbursement process for employee travel-related expenses, go here: <https://www.rit.edu/fa/controller/rit-reimbursement-travel-0>

To learn more about the reimbursement process for employee out-of-pocket expenses, go here: <https://www.rit.edu/fa/controller/customersupport/expenseReimburseindividuals/below:ent.html>

If you have questions about information in the communication, please contact one of the staff members below:

- ✓ **Procurement Cards** – Valerie Russell, Card Administrator at 475-4491 (vdrcto@rit.edu)
- ✓ **Purchase Orders** – Sherry Lupo, Sr. Procurement Specialist at 475-2107 (salpur@rit.edu)
- ✓ **IPFs** – Kristen Dibble, Accounts Payable Specialist at 475-7679 (kxdap@rit.edu)
- ✓ **iExpenses** – Barbara Thome, Accounts Payable Specialist at 475-7221 (bltap@rit.edu)

Coming next:

- ✓ New fiscal year-end payables accrual process
- ✓ New Procurement and Accounts Payable interoffice mail and phone procedures
- ✓ Redesigning the Invoice Payment Form
- ✓ What the future looks like: deployment of Optical Scanning Technology