1. General Information

Signing Contracts, Agreements, etc.: Neither FBSO nor department faculty, staff, and students have signature authority on behalf of UGA. Do NOT sign any documents provided to you by a vendor. These will be reviewed and signed via UGA Legal Affairs and UGA Procurement once terms and conditions are agreed upon.

Paying Taxes: Purchases made directly through UGA purchasing methods are tax exempt; please make sure quotes and invoices have tax removed if paying through a UGA account. If an expense is being paid directly through the UGA Foundation, it WILL pay tax.

Pricing Over $2,499.99: If a goods or services order will total over $2,499.99, you MUST use the purchase order method outlined below except for those allowed regardless of dollar value via payment request listed here. This includes if the cost for a single service/project will be divided over multiple invoices, if the total of all invoices will exceed $2499.99.

Unauthorized Purchases: If a purchase is made using the wrong purchasing mechanism, the purchaser will be required to submit an explanation of why proper purchasing policy and procedure were not followed along with an assurance that steps will be taken to avoid future violations. The explanation should include a description of the unauthorized purchase, why the unauthorized purchase occurred, and a description of preventive steps. If an unauthorized charge purchase is submitted for payment or reimbursement, it will be reviewed by an appropriate level of University Management and a case-basis determination will be made as to its approval.

Click here if the unauthorized purchase is for services $2,500 or greater (will require sole proprietor or e-verify documents).

IT Purchases: To streamline purchasing, submit a ticket to OIT for any item meeting Franklin's inventory policy (laptops, tablets, computers, etc.), items over $3,000, and purchases needing CESS review (including software and subscriptions). Franklin OIT will submit the order to BSC to verify funding and submit for approvals once reviewed. Software/subscriptions MUST be tied to a UGA email address in order to be paid/reimbursed by UGA.

Memberships and Dues: Memberships and dues to professional societies can only be paid in the name of an individual if one of the three allowable circumstances in the membership policy is met; justification will be required.

Consultants: "Consultant" is defined by UGA policy as a person or company who gives specialized or expert advice. "Consulting" is non-professional services which involve the rendering of advice only.

Click here for more information on setting up payments to consultants.

Research Incentives: Reach out to BSC early to discuss the best payment method for your particular research incentive situation. Policy information from the Human Subjects Office can be found here and compensation policy information here. UGA highly encourages the use of ClinCard, a reusable prepaid Visa card or virtual card.

Receipts/Invoices: Receipts and invoices should be translated into English if they are in a foreign language. They should also include the name of the vendor, date of service, itemized description of the goods/services, and amount for each line item. A receipt should also include proof of processing (final 4 digits of card charged, $0 remaining balance, etc.).

Wire Transfers: UGA can process wire transfers to international vendors. The information needed to initiate a wire transfer is listed in UGA's policy here.

Additional Information

a) Vendor Registration:

Vendors (whether individuals or companies) must register and be in UGA's financial system in order to execute the Purchase Order or Payment Request payment options. Vendors who have received payment from UGA before do not need to re-register.

- **US CITIZEN/PERMANENT RESIDENT INDIVIDUALS**
  - Send them this link: https://suppliers.uga.edu
    - The individual must say "YES" to accepting purchase orders while registering in order to appear in UGAMart.
    - Immediately upon submission, the individual should receive an automated email confirmation with a registration number.
    - Step-by-step instructions with screenshots can be found here: https://uga.teamdynamix.com/TDClient/3109/FandA/KB/ArticleDet?ID=149300
  - Once approved (in 2-3 business days), the individual will receive another email with their supplier number.
- **US COMPANY**
  - Send them this link: https://suppliers.uga.edu
    - The company must say "YES" to accepting purchase orders while registering in order to appear in UGAMart.
    - Immediately upon submission, the individual should receive an automated email confirmation with a registration number.
    - Step-by-step instructions with screenshots can be found here:
    - https://uga.teamdynamix.com/TDClient/3109/FandA/KB/ArticleDet?ID=149151
  - Once approved (in 2-3 business days), the individual will receive another email with their supplier number.
- **NON-US CITIZEN/PERMANENT RESIDENT INDIVIDUALS**
  - Individuals should send a completed W-8BEN form to the OneSource Service Desk at onesource@uga.edu to complete the supplier registration process.
  - If the individual needs to appear in UGAMart in order to place orders, they must also submit the Vendor Profile Form to onesource@uga.edu
  - Once approved, a supplier number will be provided.
- **INTERNATIONAL COMPANY**
  - The company should send a completed W-8BEN-E form to the OneSource Service Desk at onesource@uga.edu to complete the supplier registration process.
  - If the company needs to appear in UGAMart in order to place orders, they must also submit the Vendor Profile Form to onesource@uga.edu
  - Once approved, a supplier number will be provided.

b) Putting Together UGAMart Carts:

Here are resources to get started:

- UGAMart Overview/Quick Start
  - Make sure to submit carts only 1 vendor at a time; if multiple vendors are added to 1 cart, the order will have to be redone
- Shopping for Punchout Catalog Items
  - Fisher Scientific, VWR, Bio Rad, IDT, Airgas, and Sigma-Aldrich are all available under the newly launched LabViva Punchout tile on the home screen
- Shopping for Hosted Catalog Items
- Shopping for Non-Catalog Items

- Make sure to include a quote from the vendor or other documentation of the pricing you've entered on the cart

- Shopping Checkout (first 4 minutes only for shopper role)
  - In the comment box please list:
    - The funding source (ideally chart string or speedtype)
    - The address the order should be delivered to
    - If the order is hazardous, please note the Chematix location

c) $25,000+ Orders:

Orders $25k-$249,999.99 will require 2-3 informal quotes, sole source justification, or sole brand justification with the sole source/sole brand form completed. Please Note: If the goods/services being purchased are not exempt from the state competitive bidding requirements, it may be necessary to obtain formal competition through Procurement for purchases of $25k or greater.

d) Blanket Purchase Orders:

Blanket POs are set up with individual vendors for a specific dollar amount and period of time. They are frequently used for sequencing and analysis. The individual/lab should contact the vendor for a quote and follow normal purchasing procedures from there. If the blanket PO is being charged to sponsored project funds, the individual/lab should ensure the quote does not exceed the end date of the sponsored project. Blanket POs can not extend past June 30 as that is the end of UGA's fiscal year. New blanket POs must be set up in each fiscal year.

Once the blanket PO is established the individual/lab will contact the vendor directly to order items referencing the PO#.

Common vendors include Airgas, Azenta, Eurofins Genomics, Plasmidsaurus, and Eton Bioscience.

e) Payments to Accompany Order/Advanced Payments:

Purchase order invoices are not normally paid until the order has been received/services fulfilled. If a vendor requires advance payment, this can introduce risks to the university.

If advanced payment is required under the terms of the purchase, the UGAmart requisition must be accompanied by either an invoice, an order form from the vendor, or other price supporting documentation. When prepayment is required, the end user should indicate this requirement in the UGAmart internal notes area, and the resulting purchase order will include the pre-payment instruction.

Depending on the nature of the procurement, UGA Procurement Office may contact the end user department to ensure they understand the business risks associated with the prepayment and ask for written confirmation that the department is willing to assume these risks. Additionally, if a restricted or sponsored account is involved, Sponsored Programs Post Award Accounting must approve the advance payment.

f) Mandatory Contracts on Furniture

UGA is under a mandatory contract on furniture requiring certain vendors be used; more information here. Several Authorized Dealers are listed below that work with the manufacturers on the mandatory contract. Be sure to tell them what type of furniture you are looking for and your budget. If you need help in any way – please contact Kimberly Eldridge (Kimberly.eldridge@uga.edu).

1. McGarity's Business Products: https://www.mcgaritys.com/contact/

2. Chastain's Office Furniture: https://www.chastains.com/contact-us/

3. C-W-C: https://www.c-w-c.com/get/athens-office-furniture

4. Fowler Office Interiors: https://folcoinc.com/wp/contact-us/

5. Office Creations: https://officecreations.net/contact/

g) E-Verify and Sole Proprietor Form:

Services paid to an individual for projects costing over $2,500 will need a letter from central HR giving approval to pay the person as an independent contractor vs. an employee. FBSO staff will work with you on collecting information needed for this approval.

Services over $2,500 should be processed on a Purchase Order.

UGA must obtain a signed and notarized E-verify Contractor Affidavit or Sole Proprietor Form (more information below) prior to any UGA contract or transaction for services over $2,500.00.

For purchase orders, UGA procurement staff will reach out to the vendor to obtain the affidavit or form once a requisition is received and prior to issuing a Purchase Order. However, department users can help expedite this process by obtaining a signed and notarized affidavit or form from the contractor and attaching it to the draft requisition. If the department obtains the affidavit or form after the requisition is submitted, it can be attached entering a UGAmart comment on the requisition.

For services over $2,500 that should have been set up on a purchase order but are being processed via payment request (with the unauthorized purchase letter attached), the department will need to request the following from the vendor:

- E-Verify Affidavit (if business has 10+ employees or holds a qualifying public contract), or
- A sole proprietor form and a copy of the vendor's state-issued driver's license or identification card that is compliant with the Real ID Act for services provided by individuals with no employees and no intent to hire employees

h) Who Can Hold a P-card:

A PCard may be issued only to permanent, part-time or full-time, employees of the University whose job duties require the use of a PCard. Cards are issued to individual employees only rather than to a specific department or division.

Pcards are highly regulated and monitored and department employees should only request a pcard for high need situations.

Criminal and Credit Background checks must be conducted before a pCard can be requested. The employee must be seated in a "position of trust." Existing employees who either transfer departments or are promoted to a "position of trust" must undergo both a criminal background and credit check as required by State policy.

Only the person named on the Pcard is the authorized user. Pcard sharing is prohibited and will result in immediate termination of the Pcard and all Pcard privileges.

More information from UGA procurement on the p-card program is available here.

Email BSC to discuss holding a p-card and requesting application materials.

i) Petty Cash Custodians:

The custodian must be a full-time employee of the University of Georgia. The custodian must accept personal responsibility for the safety, proper usage, and return of the funds entrusted. In certain circumstances, the actual handling of the funds may be delegated to another UGA employee, but the responsibility of the funds remains with the custodian (this delegation is subject to review and approval by the Bursar and Treasury Services). Anyone handling petty cash and/or change funds is in a "position of trust" and must follow applicable Human Resource policy.

A BSC partner will serve as reconciler of the petty cash account.

j) Consulting Services:

1. Email your BSC division to request the consulting services assessment questionnaire.
2. If approved as an independent contractor, the consultant and department will need to complete UGA's consulting agreement or provide a service proposal the consultant has signed.
    a. Central HR will provide an approval letter
    b. Reminder: Do NOT sign on behalf of UGA; Procurement will review and sign for UGA.
3. The consultant must register as a supplier with UGA; if the total cost will be over $2,500, they MUST say "yes" to accepting purchase orders when registering.
4. If the consultant/firm employs more than 10 full-time employees, they must provide an E-Verify.
    a. If they do not, obtain a notarized sole proprietorship affidavit with a copy of the consultant's driver's license or passport.

<u>If the total cost is under $2,500:</u>

A. Consultant registers as a supplier with UGA and DOES accept purchase orders:
    a. A non-catalog item UGAmart cart will be processed with the items listed in 2 and 4 attached
B. Consultant registers as a supplier with UGA and does NOT accept purchase orders:
    a. BSC will send the consulting agreement or service proposal to procurement for review and final signatures.
    b. BSC will create a Payment Request with a non-employee payment form and the items listed in 2 and 4 attached.

<u>If the total cost is between $2,500 and $25,000:</u>

A. Consultant registers as a supplier with UGA and MUST accept purchase orders.
    a. A non-catalog item UGAmart cart will be processed with the items listed in 2 and 4 attached

<u>If the total cost is over $25,000:</u>

A. Consultant registers as a supplier with UGA and MUST accept purchase orders.
B. Bid specifications or a sole source justification explaining the lack of competition must be provided at this price point
C. A non-catalog item UGAmart cart will be processed with the items listed in 2 and 4 attached, along with the bid specifications or sole source form