

Procedure #7001
Category: Non-Instructional Operations
Title: ORDERING EQUIPMENT, SUPPLIES, AND REPAIRS
Date of Initial Approval: 12-10-1996 (#1220)
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Reviewers: MSA Superintendent; MSA Business Office

I. PURPOSE

This procedure is to establish procedure for the ordering of equipment, supplies and repairs while staying in compliance with Department of Administration Office of State Procurement's purchasing authority

II. NEED

To inform all employees of the procedure for ordering equipment, supplies and repairs.

III. ORDERING

Equipment, Supplies and Repairs

- A. Purchase order numbers are required for all purchases.
- B. Complete the MSA Order Form (See attached). Be sure to make the order form as specific as possible. **Include the vendor's full name, address, phone, fax numbers, contact person's name, a description or part number, price and shipping.** State Contracts should be used whenever possible. A minimum of 1 quote is required for purchases below \$2500.00 and a minimum of 2 quotes for purchases from \$2500.00-\$10,000.00. Any orders over \$10,000 are required to be bid out by the Office of State Procurement. A targeted vendor needs to be contacted for all orders, if applicable. Questions regarding contracts, quotes, targeted vendors or help with preparing orders should be directed to MSA's Fiscal Services Purchaser.
- C. Forward order form to the immediate Supervisor for approval. Supervisor will then forward it to Fiscal Services
- D. The order will be processed within 3 business days and a copy of the purchase order will be sent to the person ordering.
- E. All orders will be kept on file in Fiscal Services Accounts Payable Office. Any problems with orders or vendors should be directed to Fiscal Services, Accounts Payable. **DO NOT** contact vendors directly.

Purchasing Card

- A. MSA Order forms are required to be completed for all purchases.

B. Purchasing Card users are required to follow Minnesota State Academies Purchasing Card Policy.

When ordering items on 30 day trial period, follow above procedure.

Blanket Purchase Orders

- A. At the beginning of the Fiscal year, supervisors will work with Fiscal Services on setting up Blanket Purchase orders. Blanket Purchase orders allow staff to make smaller purchases on behalf of the Academies without having to have a Purchase order created for each purchase.
- B. Staff will still be required to get prior approval from a supervisor in order to purchase items to be charged against the Blanket Purchase Order.
- C. When staff charge items against a Blanket Purchase Order, they either need to be on the vendor's Authorized Buyers list or have the account number and/or Blanket Purchase order number.
- D. After the purchase is made, a signed invoice or receipt must be returned to the Fiscal Services Accounts Payable office within 2 days to ensure payment is made within the allotted 30 day time frame.
- E. Local purchases **under** \$20.00 may be made using a petty cash fund, if available.

Emergency Purchases

Definition: Emergencies that may lead to personal injury or damage to property are those instances where action must be taken **IMMEDIATELY** to prevent injury or damage.

Purchasing in Situations that Endanger Lives or Property

1. Act immediately.
2. Keep records of what you purchase.
3. Notify the Fiscal Services Director or Fiscal Services Office of the emergency as soon as possible.
4. Complete the MSA Order Form as soon as possible based on the records kept during the emergency and forward to Fiscal Services Office.

Foundation Purchases

Upon receipt of an approved MSA order form with Foundation meeting minutes attached approving the purchase, the Fiscal Services Buyer processes a generic State of Minnesota purchase order form for the said items to be ordered, with copies being forwarded to the Vendor, Warehouse, Accounts Payable and the Foundation treasurer. Upon receipt of the items, a copy of the invoice will be sent to the Treasurer for payment.

MSAB Quota Funds order

Upon receipt of an approved Minnesota State Academies (MSA) order form, the Fiscal Services Buyer processes an order online through American Printing House for the Blind (APH). Copies of the order will be sent to Warehouse, Accounts Payable and the staff ordering the items.

Minnesota State Academies Order Form

Vendor Name: _____
 Address: _____
 City, ST ZIP: _____
 Phone: _____
 Staff: _____

Contract # _____
 Fax: _____
 Date Needed _____
 Approved By: _____

Line Information

Line No.	Catalog Page #	Quantity	Description	Unit	Unit Price	Total Price
			SHIPPING			
Total				Grand Total		