**Purchasing and Invoice Guidelines**

All purchases made for CEI need to go through the Procurement Department in the Business Office. All purchases must follow the following process to ensure they follow CEI’s policies and comply with the State of Idaho statutes.

**Note**: The requisition should be completed, and a purchase order should be issued before the goods or services are ordered. Vendors must reference the purchase orders on their invoices. If goods/services are ordered without going through the purchasing process, the College is not responsible for issuing the payment. The individual will be asked to return the goods or may be responsible for payment.

**Purchasing Process**

**Quote**

1. The Procurement Department or the requesting department shall obtain a quote from the seller (vendor). The quote should include the required items and the total purchase amount.
   1. If this is a new vendor to CEI, a W-9 must be obtained to set up the vendor profile in the Colleague system. A purchase order cannot be completed without a W-9 on file.

**Formal Quotes/Bids/RFP**

The Procurement Department will complete formal quotes, bids, and RFPs. These are for larger equipment and services.

**Requisition**

1. This process will be done through Colleague Self-Service and must be done before the goods/services have been purchased.
2. Please confirm the proper account number (PCA/Sub-object number) is assigned. This determines which budget will be charged.
3. All requisitions must receive the appropriate approvals based on the department and purchase amount.
4. Approvals – The general ledger (Budget) owner will approve the requisition. If the dollar amount exceeds $4,999.99, a second approval of the budget account owner’s supervisor will be required. The Budget Director has the GL account balance or can give access to the budget activity in Self Service.

**Purchase Order**

1. A purchase order is generated after the requisition process has been approved and completed.
2. The Procurement Department will email the purchase order to the vendor. A copy of the purchase order will be sent to the requestor.

**P-Card**

1. Purchases under $2,000 may be made with your purchasing card. If the purchase is with a vendor, the College is currently doing business with and has a vendor profile set up, the requisition process should be used. See the Policy 215 Commercial Card Policy for further details.
   1. Catered Your Way and bookstore purchases **cannot** be purchased on a P-Card and must be completed following the Purchasing Process procedures.
   2. Payments to CEI cannot be paid with a CEI-issued P-card. Work with Julie Wold in Accounts Receivable.

**Receiving**

1. All freight will be delivered to the Procurement Department’s receiving room unless the item(s) are too big or there is a large quantity. If the item(s) are too big or a large quantity, the Procurement Department will direct the freight driver to make the delivery at the Maintenance Shop, Building 4. All other deliveries will follow this route:
   1. Package(s) are delivered to the Procurement Department Receiving Room.
   2. Within 24 hours of delivery, the packages will be sorted and labeled with the appropriate individual’s name.
   3. Any package associated with a purchase order, the receiving documents (i.e., packing slips, goods receipt slip, bill of landing, etc.) will be pulled and matched to the purchase order. The paperwork will be submitted to Accounts Payable to begin the payment process.
   4. An email will be sent to the individual or designated individual to be notified of the package(s) that need to be picked up.
      1. When the package is picked up, it must be signed out with who picked it up, vendor/shipper, how many package(s), and the date picked up.

**Accounts Payable Payment Process**

1. Accounts Payable pays the different vendors of CEI based on a completed purchase order and invoice.
   1. Accounts Payable can only pay vendors from a detailed invoice, not a monthly statement.
   2. All invoices should be sent to Accounts Payable. If the requestor receives an invoice directly from the vendor, please forward the original invoice to Accounts Payable in the Business Office as soon as possible so payment can be made promptly.
      1. Vendors should email [accounts.payable@cei.edu](mailto:accounts.payable@cei.edu) with an invoice. Vendors must have the purchase order number on the invoice.
      2. Do not throw away any invoice received. If you are unclear on any paperwork you receive, please review with Accounts Payable to clarify.
2. A requisition is not required if your purchase is under $150.00 or less. The order may be placed, and the invoice can be sent directly to [accounts.payable@cei.edu](mailto:accounts.payable@cei.edu) to be paid, except for Catered Your Way and Follett Bookstore, which must have a purchase order.
   1. An e-mail will be sent to the budget owner for the PCA and Sub-Object number to apply the payment to and an “okay to pay” the invoice.
3. After receiving the purchase order and the invoice, Accounts Payable will determine whether the invoice and purchase order are acceptable to pay or if additional information is required.
   1. If the purchase order has a consistent dollar amount over a specific period: monthly, quarterly, or twice a year)

**i)** One e-mail will be sent to the budget owner asking for an “okay to pay” for the consistent amount for a specific period of time or until the amount changes.

* 1. Different scenarios exist for Paying the invoice and purchasing the order.
     1. **Scenarios**
        1. If lines and amounts on the purchase order match the invoice received from the vendor:
           1. An e-mail will be sent for verification that all items have been received.
           2. Colleague approvals will be attached to payment documentation.
        2. If the purchase order is created and submitted with an invoice:
           1. Colleague approvals will be attached to payment documentation.
        3. If there is a discrepancy in amounts between the purchase order and the invoice:
           1. A change order will be required if the amount exceeds the correction limit ($150.00).

Accounts payable will ask Procurement to amend the purchase order. If required, they will request approval from the appropriate budget owner.

An e-mail will be sent to the budget owner asking for an “okay to pay.”

**Catered Your Way Contracts**

1. Catered Your Way contracts must follow the purchasing process. The requisition can be created from the contract provided by Catered Your Way. When Accounts Payable receives the invoice, you will be required to provide a reason/proof of why the event requires the catering service. Reason/Proof can be:
   * 1. Minutes of the meeting.
     2. Agenda or invitation to the meeting or event.
     3. Announcement (email, poster, postcard, etc.).
2. After the above is complete, Accounts Payable will begin the process of issuing a check.
   1. Checks are usually processed twice a week, typically Tuesday and Thursday.