

Non-Tax-Levy Web Invoicing and Web Purchasing – Approvals, Process, Steps and Documents

Transaction	Amount	Processing System	Required Documents (Initial Processing)	Approval Levels	Process Steps
GOODS & SERVICES					
Goods purchased or Services performed. (Confirming)	< \$500	Web Invoicing	. Invoice . Packing Slip or Service Letter . Receiving Report Documents must be scanned and submitted electronically	1. Signatory 2. Accounting	. Goods or Services obtained . Prepare Receiving Report or Service Letter . Scan all documents including packing slip and invoice into System . Enter information into Web Invoicing . Approvals obtained . Accounting reviews and creates payment for Vendor
Purchase Goods or Services	< \$500 (If PO required by Vendor) or \$500 to \$5,000	Web Purchasing	. Requisition . Spec or scope of service . Quote from selected Vendor . Detailed Specification if Purchasing to conduct formal competition	1. Signatory 2. ICIT if a Technical purchase; Facilities if a facility oriented purchase Approval level bypassed if a "Regular" purchase 3. Purchasing 4. Accounting	. Obtain quote from Vendor . Enter information into Web Purchasing . Approvals obtained . Send Requisition, Quote and spec or scope of service to Purchasing. If formal competition required send to Purchasing . Send detailed specification to Purchasing if formal competition to be conducted . PO will be created by Purchasing and sent to Vendor, Department, Accounting . Send Packing slip and Receiving Report to Accounting after goods or services received . Vendor sends Invoice to Accounting for payment
Purchase Goods or Services	\$5,000 to \$19,999.99	Web Purchasing	. Requisition . 3 or more Quote(s) from Vendors . Spec or scope of service . Detailed Specification if NTL Purchasing Dept. to conduct formal competition	1. Signatory 2. ICIT if a Technical purchase; Facilities if a facility oriented purchase Approval level bypassed if a "Regular" purchase 3. Purchasing 4. Accounting	. Obtain 3 or more quotes from Vendors . Enter information into Web Purchasing . Approvals obtained . Send Requisition, Quotes and specification to Purchasing who may obtain additional quotes or conduct a more formal solicitation process . PO will be created by Purchasing and sent to Vendor, Department, Accounting . Packing slip and Receiving Report sent to Accounting after goods or services received . Vendor sends Invoice to Accounting for payment
Purchase Foods Food Services or Catering Services	>\$499.99	Web Purchasing	One quote from the College's Food Service vendor is sufficient (regardless of cost). If using an outside vendor, the dollar thresholds as for other purchase apply		
DIRECT PAYMENTS & REIMBURSEMENTS					
Reimbursement to Employee: . Out of Pocket purchases . Local Travel . Out of Town Travel	Up to \$19999.99	Web Invoicing	. Receipts . Supporting Documentation for Travel Documents must be scanned and submitted electronically	1. Signatory 2. Accounting	. Scan all documents into System . Enter information into Web Invoicing . Approvals obtained . Accounting reviews and creates payment for Employee

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Direct Payment . Honoraria (Stipends)	Up to \$19,999.99	Web Invoicing	. Invoice . Copy of SS Card or W9 as these receive 1099s Documents must be scanned and submitted electronically	1. Signatory 2. Accounting	. Scan all documents into System . Enter information into Web Invoicing . Approvals obtained . Accounting reviews and creates payment for Vendor
Direct Payment . Memberships . Registrations . Accreditations . Advertising . Subscriptions . Telephone carriers	Up to \$19,999.99	Web Invoicing	. Invoice . Filled out documentation forms Documents must be scanned and submitted electronically	1. Signatory 2. Accounting	. Scan all documents into System . Enter information into Web Invoicing . Approvals obtained . Accounting reviews and creates payment for Vendor
Direct Payment . Awards	Up to \$19,999.99	Web Invoicing	. Award Letter Documents must be scanned and submitted electronically	1. Signatory 2. Accounting	. Scan all documents into System . Enter information into Web Invoicing . Approvals obtained . Accounting reviews and creates payment for Vendor Note: Scholarships will continue to be submitted to the Financial Aid Office
Direct Payment . Consultants . Independent Contractors	< \$500	Web Invoicing	. Invoice . Copy of SS Card or W9 if an individual as these receive 1099s Documents must be scanned and submitted electronically	1. Signatory 2. Accounting	. Scan all documents into System . Enter information into Web Invoicing . Approvals obtained . Accounting reviews and creates payment for Vendor
<i>CONSULTANTS & CONTRACTORS</i>					
Consultants	\$500 to \$19,999.99	Web Purchasing	. Quotes from Vendors or Detailed Specification if formal competition to be conducted by Purchasing	1. Signatory 2. Purchasing 3. Accounting	. Obtain 3 or more quotes from Vendors . Enter information into Web Purchasing . Approvals obtained . Send Requisition, Quotes and specification to Purchasing who may obtain additional quotes or conduct a more formal solicitation process. . Contract will be created and reviewed . PO will be created by Purchasing and sent to Vendor, Department, Accounting. . Vendor sends Invoice to Accounting for payment . Department submits Service letter to Accounting . Accounting reviews and creates payment for Vendor
<i>ALL PLANNED EXPENDITURES of \$20,000 or MORE</i>					
Purchase Goods or Services	\$20,000 and above	CONTACT Business Office for requirements and procedure before proceeding.	In addition to approval by ICIT and/or Facilities (if applicable), must also be approved by Provost and Business Office.	CONTACT Business Office for requirements and procedure before proceeding.	