



Office of Finance & Budget

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Procurement Processes

There are seven methods to procure goods and services. The Office of Finance and Budget (OFB) has the capacity to order goods and services on your behalf. Procurement (Visa) card and PeopleSoft users based in the College's respective units will still have access to initiate their own orders; OFB is providing this service however in order to improve overall College efficiency and to integrate fiscal prudence and oversight.

- Purchase order

The purchase of goods and/or services initiated by creating a PeopleSoft requisition. To have the Office of Finance and Budget place an order for you, you can submit a request through the [online order form](#) found on the [OFB's website](#) or submit a [hard copy paper request](#) using the Order Request form. Alternatively, request for purchases can be emailed to finance-CPSPE@uakron.edu or by calling any of the OFB staff. For student-initiated requests, attestation is required indicating that approval has been sought and granted from the faculty adviser. Orders will not be processed until this authority has been issued and the proposed speedtype can fund the purchase. Once these checks are passed, OFB staff will enter the requisition directly into PeopleSoft and follow up until a purchase order is created. Requesters will be notified as needed. All requisitions, regardless of who enters them (OFB staff or other staff) will route for approval through PeopleSoft to the CPSPE Finance Director.

- University Procurement Card (P Card)

A program that allows departments the opportunity to use a University procurement card to purchase certain small dollar goods. Complete information on the University's P card policies can be found [here](#). CPSPE faculty and staff can use their own P card for approved purchases. OFB staff will offer the service of reconciling and assigning charges in the [PaymentNet system](#). Receipts should be given to department secretaries for regular pickup by OFB staff or delivered to the OFB mailbox in GDYR 334A. All receipts should include an approved [charge assignment form](#) which is used to propose a speedtype account and has an attestation confirming allowability. Approval of P card charges in PaymentNet is done by the OFB Finance Director and/or designee, department chairs, or CPSPE Dean. Receipts and documentation are collected and stored in the OFB offices. If a purchase is needed that is larger than the one-time transaction limit, please email finance-CPSPE@uakron.edu for assistance or contact any OFB staff.

- Blanket Purchase Orders

Blanket purchase orders are requested through a PeopleSoft requisition when repetitive, small dollar purchases from the same vendor are needed throughout the fiscal year. Requisitions for blanket purchase orders need to list requested dollar amount and the names of individuals authorized to make releases against the blanket order.

- On Campus Order form

To purchase goods or services from a university department. This form is used for goods and services from campus providers, such as printing services, telecommunications, physical facilities, computer solutions, chemical stores, dining, etc. College users will still have access to initiate these orders; OFB will provide this service as well. Approvers of the form can be the department chairs, the CPSPE Finance Director, or CPSPE Dean. Access to this form should be requested through the CPSPE Office of Finance and Budget.

- Direct Payment Form

Used for expenditures that do not require processing through the Department of Purchasing and sent directly to Accounts Payable. Approvers of this form can be the department chairs, CPSPE Finance Director, or CPSPE Dean. Please [reference UA policy CAP-6-01](#) for specific information on the types of expenditures that can be reimbursed through the Direct Payment Form. Access to this form should be requested through the Office of Finance and Budget.

- **Travel Reimbursement Process**

All expenses and travel must be in accordance with UA's policy on travel found [here](#). Additional travel information can be found on the [controller's website](#). The process that needs to be followed in the CPSPE is as follows.

1. Complete [certification of leave form](#) and include pertinent travel information. Obtain approval signatures of department chair and CPSPE Dean. Send a copy of the approved form if travel is requested in to finance-CPSPE@uakron.edu or deliver to GDYR 334A Finance Office mailbox. If reimbursement is requested without an approved certification of leave form, reimbursement will be reviewed on a case by case basis with appropriate out-of policy memo. The Dean will review all out of policy travel reimbursement requests.
2. Travel arrangements and collection of receipts are the sole responsibility of the traveler.
3. Receipts should be delivered to OFB or will be picked up from department secretaries regularly. Receipts should include the [charge assignment form](#) which is used to propose a speedtype account and has an attestation confirming allowability.
4. OFB staff will process the [formal travel report](#), collate receipts, reconcile with approved certification of leave forms, and ensure fiscal prudence and pertinence of expense and speedtype. If there are issues with the proposed speedtype, OFB staff will work with the requester to address. If CPSPE faculty, staff, and students wish to process their own formal travel report and send to travelexpensereport@uakron.edu, they can do so provided that signature authority is issued on the form (OFB Finance Director or CPSPE Dean must approve).
5. OFB staff will send the finalized reimbursement to procurement and/or accounts

payable for processing and will follow up with CPSPE faculty, staff, and students in a timely fashion to determine if reimbursement has been received.

- [ESM easyPurchase Suite](#)

A spend management suite to automate the procure to pay process. This is used for orders from preferred, contracted suppliers such as CDW, Fisher Scientific, Grainger, Sigma-Aldrich, GBEX LLC (for office supplies). Access to this suite should be requested through the CPSPE Office of Finance and Budget.

- [ChemStores](#)

Chemicals sold through the Knight Chemical Laboratory as part of the University of Akron's Department of Chemistry. Materials from ChemStores are only sold to UA departments. To order, use the [order form](#). Please send a copy of orders placed to OFB office (finance-CPSPE@uakron.edu) for tracking purposes.