

OVC Standard Operating Procedure

Low Value Purchase Requisition



Document version: V0.1

Date: 05/16/2016

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Summary

Topic List	The following contents are contained in this procedure: Revision History Reviewer and Approver Block Frequency Scope Scope Exclusions OVC Policy Reference Required Applications and Systems High Level Process Overview High Level Process Map Roles and Responsibilities Low Value Purchase Requisition Process
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Revision History

Version Number	Change Summary	Prepared or Updated By	Effective Date
1.0	Initial Draft	Jimmy Weng	March 17th, 2016
1.1	Draft Review	Marie Ducasse	April 11 th , 2016
1.2	Re-write based on draft review	Jimmy Weng	May 3 rd , 2016
1.3	Processing Low Value Purchase Requisition validation	Jimmy Weng	May 10 th , 2016

Reviewer and Approver Block

Document Contact:

- Judy Tack, Chief Financial Officer

I confirm that appropriate subject matter experts from the Operations team were part of the review and testing of this document.

Document Approver:

- Carol Ann Higgins, Chief Administrative Officer
- Judy Tack, Chief Financial Officer

Financial Clerks responsible for this process should test the validity of this document on an annual basis to ensure this document remains current. In the event of High Value Purchase Requisition processing operations need to amend this process for whatever reason, an appropriate subject matter expert(s) will be empowered to make suitable changes.

Operations:

I confirm that appropriate subject matter experts from the Financial Clerks team were part of the review of this document.

Document reviewer:

- Judy Tack, Chief Financial Officer

Process Subject Matter Expert/Team Leader:

- Sally Maclachlan, Operations Manager
- Bryan Potter, Operations Manager
- Frances Graziotto, Financial Clerk
- Karla de Uslar, Financial Clerk
- Lily Arpa, Financial Clerk

I certify that in the event of increasing escalations in support of this document, I will raise the concern with the Chief Financial Officer to initiate an SOP review. I will also provide an appropriate resource to vet future changes to this document on a standard ongoing basis.

Controls:

I confirm that appropriate controls are in place for this process and that it will be tested for accuracy on an annual basis through quality reporting.

Should an issue be identified through the quality reporting process, the concern will be escalated to the Chief Financial Officer.

Process Integrity & Change Management:

I confirm that this SOP has consulted all necessary parties to ensure an accurate depiction of the process today. All reasonable efforts have been made to eliminate any procedural gaps.

I certify that in the event that a process gap is identified, I will identify the document owner that will be accountable to close the process gap. In the event of material process changes impacting work-flow, I am responsible to raise the issue in the form of a Change Request and seek agreement from the Chief Financial Officer.

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Frequency

The frequency of the procedures in this SOP document is as follows:

- Daily
- Weekly
- Monthly
- Quarterly
- Annually

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Scope

This SOP scope includes the Low Value Purchase Order process, managed by the Financial Clerks, from the reception of a purchase requisition to placing an order with the vendor.

Please note that Items covered by Supply Managed Contracts (SMC) are covered by this SOP but will have a specific unique # attribution process (refer to step 5 for more details).

To determine if a requisition falls under Supply Managed Contracts, cross-reference the supplier, type of good and total quantity/dollar value on the requisition to the University of Guelph website for [Suppliers by name](https://www.uoguelph.ca/finance/suppliers/by-name) (<https://www.uoguelph.ca/finance/suppliers/by-name>).

Example: if you receive a purchase requisition for the vendor Audcomp (1) and if the requisition is related to the purchase of a computer, then it falls under SMC. On the contrary, if the requisition is related to another product, then the purchase does not fall under SMC.

Supplier name ▲	Product or service
AMI Campbell Inc.	Moving and Relocation Services
Armstrong Moving & Storage Ltd.	Moving and Relocation Services
1 Audcomp	2 Computers

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Scope Exclusions

Are excluded from the scope of the current SOP:

- Goods or services greater or equal to \$5,000;
- Internal campus purchases (e.g. University Bookstore, University Hospitality Services);
- Controlled goods/substances such as hazardous and radioactive materials, chemicals, live animals;
- Items covered by High Value Purchase Orders (HVPO) including Blanket Orders
- Radioactive Materials
- Live Animal (Vertebrates)
- Biological Hazardous Materials
- Hazardous Material Disposal Services
- Denatured alcohol
- BioBar products

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University Policy Reference

The Low Value Purchase Order Policy can be accessed [here](#).

This SOP follows the steps explained in the University Low Value Purchase Order Policy and should reflect any update within this Policy.

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Required Applications and Systems

Application or System Name	Used For :
Footprints	Processing Requisition Forms below \$5,000 CAD.

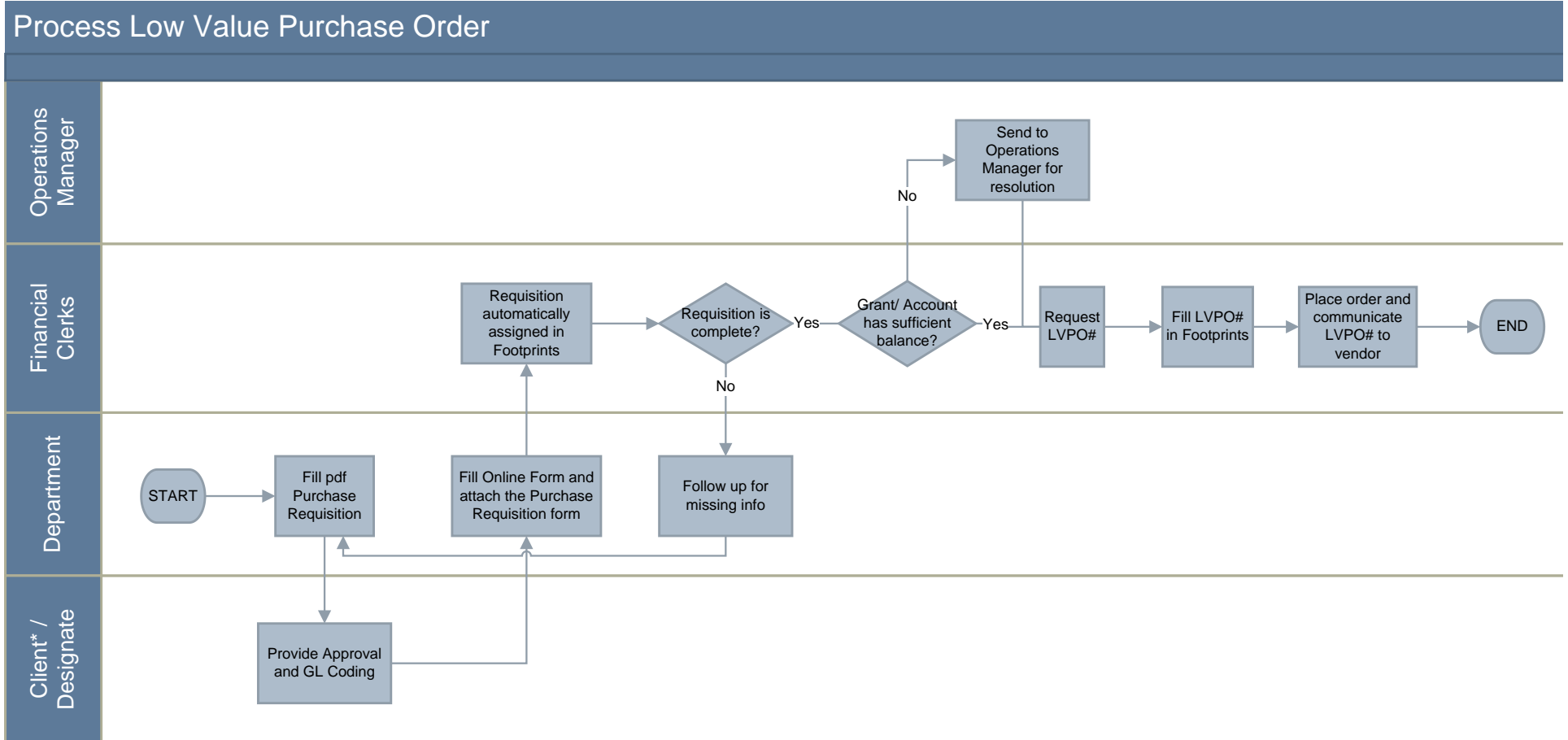
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High Level Process Overview

The following process highlights all the steps to be performed by the Financial Clerks in order to process low value requisitions, from the receipt of a purchase requisition to placing an order with the vendor.

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High Level Process Map



* This is the person that is authorized to purchase on the funding source.

Note: This map is for context only; detailed procedures are provided below.

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Roles and Responsibilities


Procure to Pay			
Stakeholder		Prepare LVPO Requisition	Place LVPO
Internal to OVC	Technician/Student	R	I
	Client / Designate	A	I
	Financial Clerk	C	R
	Operations Manager		A

Stakeholder	Description
R - Responsible	Who actually completes task
A - Accountable	Ultimately responsible, has yes/no authority
C - Consulted	To be consulted prior to final decision or action
I - Informed	To be informed after action decision or action is taken

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Low Value Purchase Requisition process

Purpose	Low Value Purchase Orders (LVPO) are issued to suppliers for the purchase of goods or services under \$5,000.
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Step	Action
1	<ul style="list-style-type: none"> Log in Footprints to view the Low Value Purchase Requisition (LVPR):  <ol style="list-style-type: none"> Fill you user name and password unsing your central UofG login credentials Click on the "Login" button <ul style="list-style-type: none"> Select "My Assignments" to see the tickets that has been assigned to you

Actions  My Assignments 

- Click on the ticket number to open it. The ticket will open in a new web page.

Number	Priority	Title
  635		Purchase Requisition Hi, Can you please place the enclosed order for me [more...]

3. Click on the "Attachments" tab
4. Download the Purchase Requisition form

Contact Information*

Assignees and Notifications

Issue Information*

Correspondence/Description

Time Tracking

3 Attachments

History

Attach Files

Last Attachment

Existing Attachments

Filename	Size	Date
Request Attachment.pdf	49 KB	2016-04-13 10:22 AM

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- Ensure mandatory fields are filled:
 - Supplier information
 - University information
 - Item #
 - Quantity ordered
 - Part NO, Code, Description
 - Price / Unit
 - Amount
 - Subtotal
 - Tax
 - Total
 - Currency
 - For Tri-Council?
 - Import Order?
 - Shipping Instruction (if relevant)
 - Grant Coding
 - Grant Lead Approval
- Once you have started to work on a FootPrints ticket, manually update the status from "Assigned" to "In-Progress":

Status*

Note: If information is incomplete or incorrect, please notify the requester via Footprints and update the ticket's status from "Assigned" to "Client Pending." If the changes required are significant (i.e. adding items), request a revised copy. If the changes required are minor (i.e. small adjustment to quantity), request the revised information and revise the requisition on the requester's behalf. The revised information must be documented in the correspondence of the FootPrints ticket.

Updated by Jimmy Weng now

Title*
Purchase Requisition

Priority*
Normal(5days)

Status*
Client Pending

Contact Information*

Assignees and Notifications

Issue Information*

Correspondence/Description

Time Tracking

Attachments

History

View Complete Correspondence/Description

Append New Correspondence/Description

Search Knowledge Base

To process this request, the additional info needs to be provided:
Please reply to this email, attaching the revised form.

- Click on the "SAVE" icon to save the ticket



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If the LVPR does NOT fall under SMC:

- Generate LVPO# from [LVPO Form Generation site](#)
- Add this assigned number to the end of the Footprints ticket's title to ease the future reconciliation with the invoice and the packing slip.
- Input the LVPO unique # on the top right corner of the Purchase Requisition pdf:

Low Value Purchase Order:

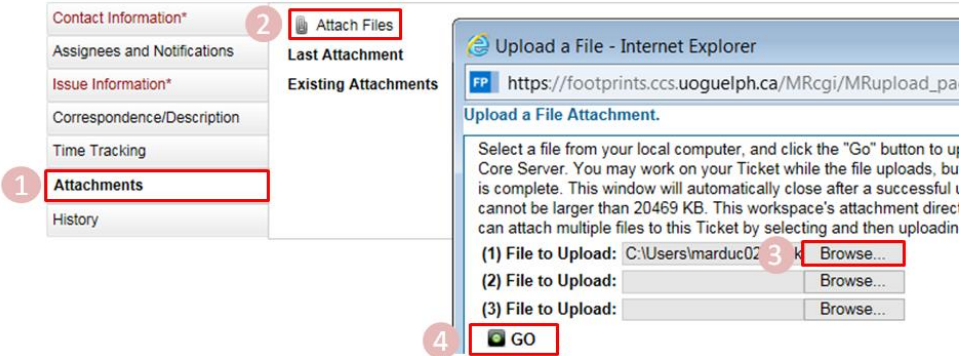



- Upload the updated Purchase Requisition form into Footprints

If the LVPR DOES fall under SMC or Paid via Procurement Card:

- SMC: Assign the unique PO# as "SMC-20XX-###" where XX represents the current year and ### represents the FootPrints ticket number.
- PCard: Assign the unique PO# as "PC-20XX-###" where XX represents the current year and ### represents the FootPrints ticket number.
- Add the assigned number to the end of the Footprints ticket's title
- Input the LVPO unique # on the top right corner of the Purchase Requisition pdf

Note: to know if the purchase requisition falls under the Supply Managed Contract process, cross-reference the supplier, type of good and total quantity/dollar value on the requisition to the University of Guelph website for [Suppliers by name](https://www.uoguelph.ca/finance/suppliers/by-name) (<https://www.uoguelph.ca/finance/suppliers/by-name>).

Requisitions that specify suppliers listed beside Biobar products are out of the scope of this SOP and are covered under the SOP for BioBar Purchase requisitions.

<p>4</p>	<ul style="list-style-type: none"> • Print and sign the “Ordered by” box • Obtain signature of the Operations Manager in the “Authorized by” box • Place order to vendor by emailing the LVPO <ul style="list-style-type: none"> - Include “Purchase Order” as subject - Include a message that says “Please process the attached Purchase Order.” in the message body - Provide instructions to the vendor that says “Please provide the PO# _____ on the invoice.” The PO# will be the unique code assigned on the top right of the requisition form
<p>5</p>	<ul style="list-style-type: none"> • Ensure the assigned PO# has been added to the end of the FootPrints ticket title • Update the ticket with the order confirmation (if provided) and scanned final version of the Purchase Requisition Form <ol style="list-style-type: none"> 1. Click on “Attachments” 2. Then click on “Attach Files” 3. And click on the “Browse” button to select the files on your desktop. 4. Click on the “GO” button  <ul style="list-style-type: none"> • File the LVPR into the Pending file, alphabetically by supplier name • Click on the “SAVE” icon to save the ticket 
<p>6</p>	<ul style="list-style-type: none"> • Once the order has been place, change the FootPrints ticket status to “Order Processed”:  <ul style="list-style-type: none"> • Click on the “SAVE” icon to save the ticket. This will notify the requester that the order has been processed. 
<p>7</p>	<ul style="list-style-type: none"> • Once the Invoice will have been approved in ImageNow, close the ticket in Footprints by selecting the “Closed” status within the ticket: • For SMC purchases once the packing slip is received, close the ticket in Footprints by selecting the “Closed” status within the ticket:

	<div style="border: 1px solid red; padding: 2px;"><p>Status*</p><p>Closed ▼</p></div>
8	<ul style="list-style-type: none">Refer to the University of Guelph website for more information on LVPOs (https://www.uoguelph.ca/finance/departments-services/procurement-and-payables/low-value-purchase-order)

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