PEOPLESOFT – Sending under $5,000 purchase to be processed by Purchasing

End users will be required to notify Purchasing if an order under $5,000.00 contains the following commodities. Departments will be responsible for following the outlined process to ensure their purchase order is processed correctly.

Commodities:
A. Leases (Space)
B. Anything requiring a signature

1. For order(s) under $5,000.00, users must create a requisition and retain all appropriate approvals (See Interim Requisition approval process).
2. After the requisition is final approved, the system will automatically create and finalize a PO. The department must not release the PO to the vendor, as this would be considered an unauthorized PO.
3. Department is responsible for notifying Purchasing regarding the purchase in question.
   a. If the purchase the above stated commodity listing, end user must send an email to purchasing@utsa.edu containing the following:
      i. Email shall state the type of commodity to be procured (example: vendor requires a signed contract)
      ii. Email must include the Purchase Order number (use Manage Requisition screen to determine PO number)
      iii. Email must have all supporting documentation attached (example: vendor agreement)
4. Once Purchasing is notified, department designated Buyer will process a purchase order correction to complete the appropriate purchasing protocols for the designated commodities listed above.
5. Purchasing will send a copy of the finalized PO to the vendor and copy the department for record.