

# *PARNASSUS Financials Newsletter*

September 2006

Financial Services

## *The “Focus on” for this month’s newsletter is the Purchasing Department and iProcurement!*

The **Purchasing Department** is a valuable resource when you need to purchase goods or services. Page 4 gives you a synopsis of the purchasing department and its staff.

**iProcurement** is the Parnassus process to create requisitions for Purchase Orders to purchase or pay for goods or services. This edition will also provide explanations and information to assist department coordinators with processing requisitions for purchase orders through iProcurement.

Past issues of this newsletter are located at [Parnassus Financials Newsletters](#). In the near future, you will also find the “contents” listed by each edition date to assist when searching for a specific topic.

Let me know if you have any feedback about the information in these newsletters. You can always send me ideas or suggestions you would be interested in seeing in future newsletters.

Enjoy!

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Did you know...?

**The following Purchasing Policy Dollar Limit rules apply when ordering goods or services:**

#### **\$1-\$2000**

(For non travel-related & non-capital\* items)

- **Use Visa Procard**
- **If supplier does not accept credit card, use EZ Pay up to \$500**
- or-
- **Create Requisition for Purchase Order (PO) in iProcurement**
- **\*For Small Equipment purchases (Capital subcode 8130) you MUST create Requisition for PO in iProcurement**

#### **\$2001-\$10,000**

(For non travel-related)

- **Create Requisition for PO in iProcurement**
- **MUST include 2-3 competitive quotes or sole source justification before purchasing or paying invoice**  
[Sole Source Justification Form](#)

#### **\$10,000 and Over**

- **Formal Bid Required**
- **Submit Requisition for PO in iProcurement**

[Purchasing Policy Dollar Limit Rules](#)



## HOW WOULD YOU...?

- Q. Some of the addresses for offices in our departments have changed. How can I update the delivery addresses listed in iProcurement?
- A. You would need to advise Karen Cleveland [kcleland@ithaca.edu](mailto:kcleland@ithaca.edu) (4-7341), in the Purchasing Department, if the office addresses listed under "Delivery Address" have changed.

## News & Notes



Please **welcome** two new staff members to the Financial Services team!

Mariko Pimental [mpimental@ithaca.edu](mailto:mpimental@ithaca.edu) has joined Financial Services as the *Information Systems Specialist*. You can contact Mariko at 4-7333 regarding Parnassus Financials system including account access and general questions.

Cynthia Selene [cselene@ithaca.edu](mailto:cselene@ithaca.edu) accepted the position of *Account Services Specialist* in the office of Accounts Payable. Some may have connected with her already since she has worked in this office and on campus as a temporary. Cynthia can be reached at 4-3387.

**NOTE:** the "change" option in iProcurement continues to create problems in Parnassus. Until further notice, please do not use this function until resolved.

### PARNASSUS iProcurement

Stores | Categories | Shopping Lists | Non-Catalog Request

Search: All Ithaca College Items

My Requisitions

Requisition	Description	Total (\$USD)	Status	Copy	Change	Express
112144	2 chairs for office	100.00	Approved			
112143	chair for office	100.00	Approved			

## Purchasing Computer Hardware



- Information relating to buying computer hardware, software, printers, etc. can be accessed through Information Technology Services web site at:

[http://www.ithaca.edu/computing/getit/buying\\_hardware\\_and\\_software/](http://www.ithaca.edu/computing/getit/buying_hardware_and_software/)

- Department Coordinator **MUST submit a Requisition for a Purchase Order through iProcurement**. Instructions for purchasing ITS supported computer hardware using iProcurement are located at:

[http://www.ithaca.edu/financial\\_services/finsvs/parnassus/html/its\\_supported\\_hard.pdf](http://www.ithaca.edu/financial_services/finsvs/parnassus/html/its_supported_hard.pdf)

### Special Notes

- When creating requisition for PO be sure to include the following under "Note to Buyer."
  - Linda Everett to Process
  - Name of person receiving the computer
  - Location where it will be installed (this may not be the individual submitting the requisition).
- Once the PO is created, DO NOT "Receive" the item as ITS will complete the process.
- Desktop & laptop computer purchases for new faculty/staff, new network laser printers, or funds to purchase new or replacement cycle "Z" machines must be budgeted for inclusion in departmental small equipment budget line (Capital subcode 8130). Account Number and Budget Planning information can be found at:

[http://www.ithaca.edu/computing/getit/buying\\_hardware\\_and\\_software/budget.php](http://www.ithaca.edu/computing/getit/buying_hardware_and_software/budget.php)

## Process for Creating a Requisition for a Purchase Order in iProcurement

For those of you who have access to iProcurement, you may or may not be aware of some of the changes that occurred with the last upgrade in August 2005. Below, you will find the basic steps to help you when creating requisitions in iProcurement.

Before you create the requisition, you should be checking available funds. Also, be sure the supplier and their address is correct in the Supplier list. For new suppliers or to correct an address go to: [Supplier Request Form](#)

- Log into Parnassus
- Choose iProcurement

### ➤ Select “Non-Catalog Request”

#### ➤ Complete Non-Catalog Request Page

- **“Item Type”**- NEVER CHANGE FIELD  
(even though you have choices it MUST remain as “Goods billed by quantity”)
- **“Item Description”**- indicate “per quote...invoice etc., as this description appears on Purchase Order (PO)
- **“Category”** (defines the item)
  - click on flashlight
  - enter a category name in “search by” blank field
  - click on “go”
  - select or “quick select” closest description
- **“Quantity”**- Enter number of items... 1, 2, etc.
- **“Unit of Measure”**
  - click on flashlight
  - enter a name in “search by” blank field (usually each)
  - click on “go”
  - select or “quick select” unit of measure
- **“Unit Price”** - Enter total dollar amount in field
- **“Currency”** is USD (must convert to US dollars)
- **“Supplier Name”**
  - click on flashlight
  - enter a name or partial name of supplier (use wildcard search)
  - click on “go”
  - select or “quick select” supplier name with “Mail” site.
- **Supplier name & site** will automatically be filled in.

- Click Add to Cart
- Choose View Cart & Checkout

### ➤ Shopping Cart Page

- Click Checkout

### ➤ Checkout: Requisition Information Page

- **“Requisition Description”** – change to meaningful description as this is displayed on Requisitions page
- **“Delivery”** information fields are pre-filled (be sure you set up your preferences)

- Click “NEXT” Step 1 of 3 (DO NOT submit as there are more pages to complete!)

### ➤ Requisition Information: Edit Lines Page

- Click **“Enter Charge Account”** link  
(remember...ignore error message)

### ➤ Requisition Information: Split Cost Allocation Page

- enter account #(s) in Accounting Flexfield
- Click **“RETURN”** this adds the account # to the “Requisition Info: Edit Lines” page

- Click **“Check Funds”** (“check funds completed successfully” message displays at top of Requisition Information: Edit Lines page.)

- Click **“RETURN” again** which takes you back to the “Checkout: Requisition Information” page Step 1 of 3

### ➤ Click “NEXT” Step 1 of 3

### ➤ Checkout: Review Approver List Page

- Add note to Approver
- Note to Buyer
- Click **“NEXT” Step 2 of 3** (Do not submit yet)

### ➤ Check out: Review and Submit Requisition Page

- review information
- Click **“SUBMIT” Step 3 of 3**

### ➤ Confirmation Page

- “Requisition Number” for your records
- write Requisition # on paperwork (invoice or quote)
- fax paperwork to Purchasing for their records

### ➤ Check Status of Requisition

- Requisition Approved
- PO Issued

### ➤ After Items Received & Invoice Received then

- “Receive the Items”
- Fax Invoice to AP with Req/PO#/Receipt #

*You have just completed iProcurement process!*

## Let's FOCUS ON...

# The Purchasing Department

### Mission Statement

We are committed to providing the campus community with value-added customer service by delivering the best overall value in the procurement of goods and services in a professional and ethical environment

### The Purchasing Department at Ithaca College...

- Serves as procurement agents, acquiring goods and services as requested by IC departments securing the best terms including price, delivery and service.
- Acts as an agent representing the College in creating, reviewing & signing contracts for specified services.
- Provides training and customer service to users of iProcurement.
- Acts as a resource and control function in the procurement of goods and services across the campus to assure compliance with all College policies and procedures.
- Coordinates the disposition of surplus or salvage assets.
- Educates and trains departmental personnel regarding financial services and purchasing policies and procedures.
- Assists the office of Risk Management to assure certificates of insurance involving contractual agreements are provided in a timely fashion.

### Professional Affiliations

- member of “*National Association of Educational Procurement*” with over 1,500 members nation-wide involved with higher educational purchasing
- member/shareholder of the *Educational & Institutional Cooperative Service Inc.* “E&I” the only national Group Purchasing Organization for higher education that works in conjunction with “NAEP”

### Who are the individuals within the department?

- ❖ Robert Mudge, Director - Bob provides direction and “hands on” assistance with the daily workflow of the entire procurement operation from Parnassus to contract negotiations. He devotes time promoting a positive working relationship with members of the campus community and suppliers; plus developing collaborative procurement proposals with Cornell University. One day it involves laundry services or elevator maintenance and the next it centers on a vehicle purchase, but it is always interesting and challenging.
- ❖ Gail Wagner, Procurement Specialist – Gail creates purchase orders in Parnassus; obtains quotes, proposals, & bids; negotiates & creates contracts; administers Staples & OfficeMax online ordering system; administers college surplus property & equipment including computer recycling; and purchases engraved signage. She also organizes those great “Lunch-n-Learn” seminars!
- ❖ Karen Cleveland, Procurement Specialist – Karen monitors requisitions & creates purchase orders in Parnassus; obtains quotes, proposals, & bids; negotiates & creates contracts; and handles purchasing questions. Many know Karen from iProcurement training. She is the contact for questions or problems relating to iProcurement.

### Purchasing Department

[www.ithaca.edu/financial\\_services/purchasing](http://www.ithaca.edu/financial_services/purchasing)

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