Important Information before Entering Requisitions

Payment Terms
Rowan, as a State University, is required to comply with the Prompt Payment Act which guarantees payment within 60 days. It should be noted that, Rowan’s internal policy is that we pay all invoices received within 30 days of receipt of the good/service or the invoice whenever possible.

NEW JERSEY PROMPT PAYMENT ACT
In accordance with The New Jersey Prompt Payment Act N.J.S.A. 52:32-32 et seq. interest must be paid to any business concern that does not receive payment within sixty (60) days from the date the State (1) received good and services or (2) received a properly executed invoice, whichever is later. Where a signed contract exists between the State and a vendor, payment must be made within sixty (60) days of the payment date specified in the contract.

Bid Splitting
The Improper split of a purchase into multiple purchases in order to avoid triggering dollar thresholds that would require the End User to obtain additional documents.

<table>
<thead>
<tr>
<th>Purchasing Thresholds</th>
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<tbody>
<tr>
<td>$0.01 - $3,069.99</td>
<td>Quotes are encouraged but not required</td>
</tr>
<tr>
<td>$3,070 - $6,139.99</td>
<td>Three (3) phone quotes required (See Telephone Quotes Sheet)</td>
</tr>
<tr>
<td>*$6,140 - $30,699.99</td>
<td>Three (3) written quotes required (See Written Quote Sheet)</td>
</tr>
<tr>
<td>$30,700 +</td>
<td>Contact Contracting &amp; Procurement for assistance</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Additional Thresholds</th>
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<tbody>
<tr>
<td>*$17,500 +</td>
<td>Require Ch.51/EO117 State compliance</td>
</tr>
<tr>
<td>*$25,000 +</td>
<td>Require System of Award Management (SAM) check</td>
</tr>
<tr>
<td>$30,070 +</td>
<td>Require additional approvals such as BOT Resolution, Public Bid, Sole Source or other exception (determined by C&amp;P).</td>
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</tbody>
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*In certain instances, three (3) quotes cannot be obtained, in which case Exceptions may be utilized; however, C&P are the sole determiners of what Exceptions may be applied.
Vendors

In order to receive a Vendor ID#, the following must be supplied to Norma Santiago at santiago@rowan.edu:

- W9
- NJ Business Registration Certificate
- NJStart Registration (not in all cases)

At any time a member of the Contracting & Procurement team may request the vendor to provide updated information.

Preferred Vendors

Awarded Vendors for Recurring Purchases/Services Please contact the originating department or a procurement representative prior to contacting the Vendor and/or entering a requisition.

Examples of Preferred Vendors available for campus wide use:

- Office Supplies
- Ink & Toner
- Stationery
- Scientific Equipment & Supplies
- Travel
- Transportation
**Additional Requisition Requirements**

**Independent Contractors** Anyone who does business using their social security number is required to provide the following documents in order for their requisition to be processed:

- **Contract Cover Sheet** (to be filled out by initiating department)
- **Service Agreement or Addendum** (to be filled out by initiating department and signed by the vendor/individual)
- **Independent Contractor Questionnaire** (to be reviewed and filled out by the vendor/individual)

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**Contracts** Any document that has terms and conditions and/or a signature line is considered a contract and subject to the Contract Approval Process.

You will need to submit a **Contract Cover Sheet** with an unsigned contract to contracts@rowan.edu

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**IRT Related Purchases**

All software, computer hardware, and consulting purchases must be reviewed and approved by Information Resources through ITAP (Information Technology Approval Process). C&P will not approve IT related purchases without the unique ITAP#. For additional instructions and information visit: IT Acquisition

**All** IRT orders, even if excluded from the IRT Acquisition Policy, require the corresponding quotes or invoices sent to requisitions@rowan.edu

**Cell phone reimbursements** -- These require a fully executed request form and a copy of the most recent remittance statement. Both the request form and the reimbursement rates are posted on the IRT website: https://irt.rowan.edu/display/IRT/Mobile+Device+Reimbursement

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**Entertainment Form**

All unit requests for the payment or reimbursement for entertainment or reception expenditures must comply with University policy on food/refreshments, and have a properly completed **Entertainment Form** submitted with your requisition.

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**Travel Form**

All unit requests for the payment or reimbursement of travel expenditures must be accompanied by a **Accounts Payable Travel Forms**. Travel Agent Services are featured by the Accounts Payable Department. Please contact Miranda Salvatore, 856.256.4043 or salvatoremi@rowan.edu for more details.
Vehicle Purchase

All vehicle purchases require the President’s approval. The Vehicle Approval Form is utilized to obtain the appropriate signatures and approvals.

Leases

When entering a requisition for a leased property, you should always use a Standing Order for the entire fiscal year. Submit the lease with your backup documentation and use Account Code 7311.

- Standing Order
- Submit Lease
- Use Account Code 7311
- Leased property address in doc text

Sole Source Exception

It is the policy of Rowan University to procure all materials, equipment, supplies, and services through competitive means. However, there exists a category of expenditure whereby such open bidding is not possible due to the product or service being available from only one source. In those instances, the Procurement Department upon appropriate justification, will act with all due diligence to obtain the product or service at the best possible price to the University.

The Sole Source Justification Form must be fully executed, with at least one category completed, in order to approve your purchase. Please forward your completed approval form along with additional supporting documents, i.e., contracts, quotes, specifications, to contracts@rowan.edu.

A Contracting & Procurement team member will notify you once your Sole Source request has been approved.

Furniture

All furniture purchases require approval from Facilities, Planning & Construction. Please contact Tony Kula at kula@rowan.edu ext. 4948.
Requisitions

Commodity Code List
Account Codes

Submitting Supporting Documentation
- Send to requisitions@rowan.edu
- Annotate requisition # in subject line
- Attach quote, proposal, invoice, appropriate approvals, required forms, etc.
  - Note: Any submitted documentation that has a signature line and/or terms and conditions will be stopped. These are considered “contracts” and will go through the Contract Approval Process before your requisition is converted. To avoid delay, please send your supporting documentation to contracts@rowan.edu.

Standing Order
Standing Orders (SO) are used primarily when your purchase is recurring. If you receive monthly invoices or know that you will continuously purchase from the same vendor, e.g., Office Max, you will want to use a SO and pay against one purchase order for the fiscal year. When creating your requisition, type the “Standing” or “SO” in Comments.

Fiscal Year SO: Recurring monthly, quarterly or semi-annual payments should be set up as Standing Purchase Orders. By capturing the entire projected fiscal year expenditure for a product or service, and issuing one PO based on that amount, the C&P can ensure the correct level of oversight is provided and all necessary compliance is gathered. Examples:
  - Water cooler rental and water delivery
  - Document storage and shredding services
  - Copier rental
  - Lease payments
  - Lab supplies
  - Contracted services

How to Request a Change Order
Requests to modify your purchase orders should be sent to changeorders@rowan.edu with the following information:
- Purchase Order #
- Original Amount
- Amount of Change
- New Total
- Supporting Documentation
- Note: If your change is for something other than price increases/decreases, please ensure your email clearly addresses your need.

How to Request a Closeout
Requests to close your purchase orders should be sent to closeouts@rowan.edu with the following information:
- Purchase Order #
- Closeout Amount