



VALDOSTA STATE
UNIVERSITY

eProcurement Requestor Training & Purchasing Guidelines

Information contained in this training was provided by:
The Valdosta State University Department of Procurement

Revised September 2025

Training Objective



- At the end of today's training, Requesters will have a high level of understanding of:
- Federal, State, USG, & VSU Procurement Policies & Procedures for:
 - Making purchases
 - Contract Review and Execution
 - Conducting Solicitations
 - Submitting requisitions in eProcurement
- Requester and Departmental Responsibilities
- Procurement Tips & Resources

Introduction

- **Contact Info**

- Phone: 229-333-5708
- Fax: 229-333-7408
- Email: procurement@valdosta.edu
 - itpurchasing@valdosta.edu
 - contracts@valdosta.edu
 - fleet@valdosta.edu
 - pcard@valdosta.edu
 - fuelcard@valdosta.edu

- **Location**

- University Center, Entrance 7

- **Procurement Website:**

- <https://www.valdosta.edu/administration/finance-admin/financial-services/procurement/>

- **Financial Services Forms:**

- <https://www.valdosta.edu/administration/finance-admin/financial-services/forms/>

Department of Procurement

- The Office of Procurement is part of Accounting & Procurement under the Financial Services umbrella and is responsible for supporting the campus community with the following:

- **Purchasing Policy & Procedures**
- **Use of eProcurement** *via PeopleSoft Financials portal*
- **Supplier Onboarding**
- **Purchasing Card/P-Card Program** *via Process Plan & WORKS portal*
- **Statewide Contracts** *Interpretation of & Use*
- **Agency Contracts** *Review, Negotiations, & Execution*
- **Fleet Services** *Holman as the State contracted vehicle maintenance program*
- **Fuel Card Program** *via WEX portal & State Office of Fleet Management*
- **Risk Insurance** *Auto-Physical Damage, General Liability and Property Damage*

Ways to Make a Purchase

1. P-Card

- Point of Sale payment
- Requires pre-approval via ProcessPlan
- Must be permissible per State and VSU Pcard policies

• 2. Fuel Card

- Only for fuel purchases for VSU's State owned vehicles and equipment
- Requires your individual Fuel Pin
- Fuel Pins are assigned after fuel card application is completed
- Cards kept in vehicles, Fuel Pins cannot be shared

• 3. Purchase Order (PO)

Purchase Orders

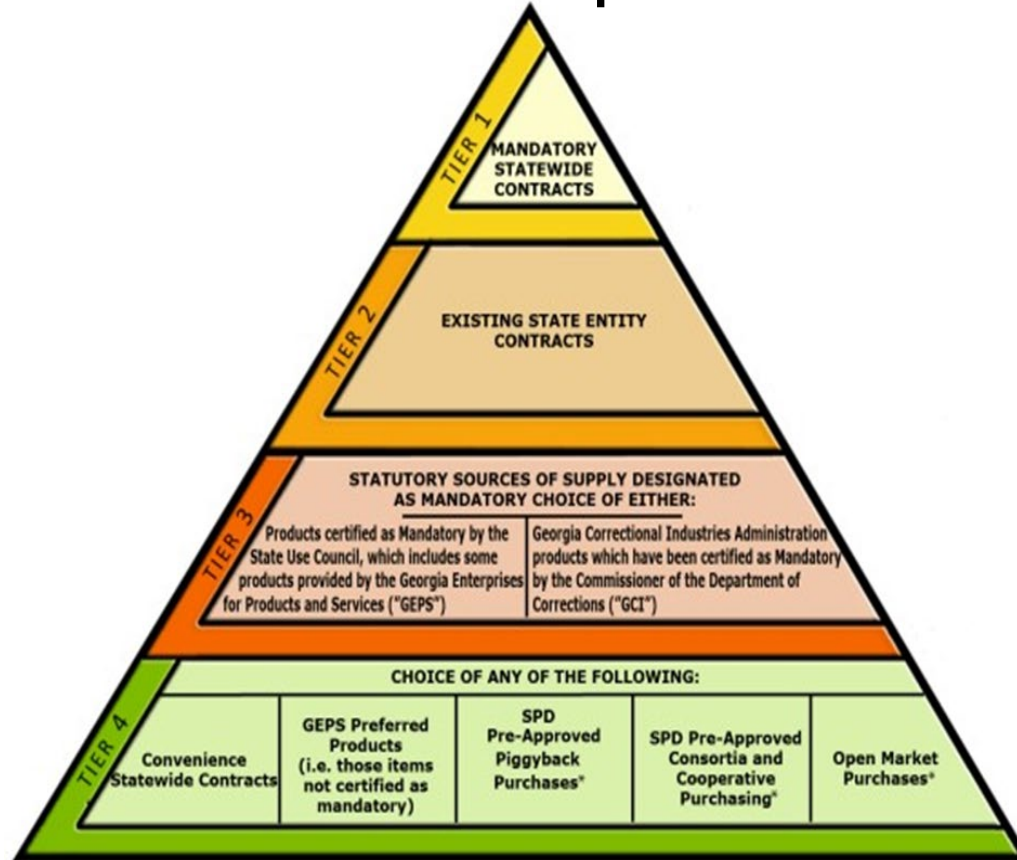
- Purchase Orders can be created through GAFirstMarketplace or as a Special Item Request
 - **GAFirst Marketplace:**
 - Online Catalog housed in PeopleSoft
 - Automated workflow
 - Order is submitted directly to the Supplier
 - Requires documentation if applicable
 - **Special Item Request:**
 - Goods not available from another VSU department, all services and furniture related purchases
 - Requires documentation
 - To receive a PO, a requisition must be submitted, receive budget manager approval, IT/Legal/Marketing/HR approval as necessary and lastly Buyer Approval
 - Once requisitions have received all approvals and reach a valid budget status, then they can be processed into POs
- Buyers authorizes the Supplier to fulfill a purchase via a signed PO
 - NOT THE DEPARTMENT



Poll Question

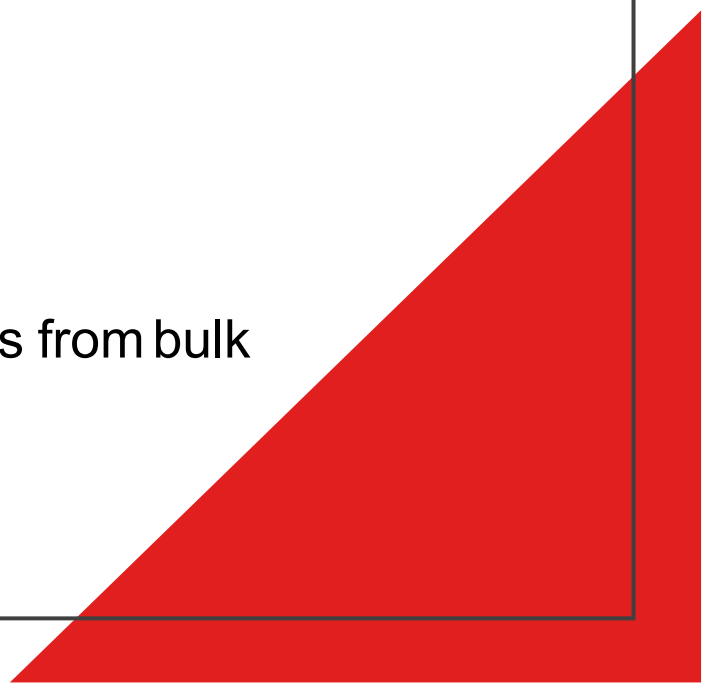
Order of Precedence

VSU Print Shop or IGA



- The Order of Precedence was created by DOAS to demonstrate which sources take priority when making a purchase.
- **VSU Print Shop and Intergovernmental Agreements ("IGAs")** are not subject to the Order of Precedence.
 - – Use these first, if at all possible

Intergovernmental Agreements

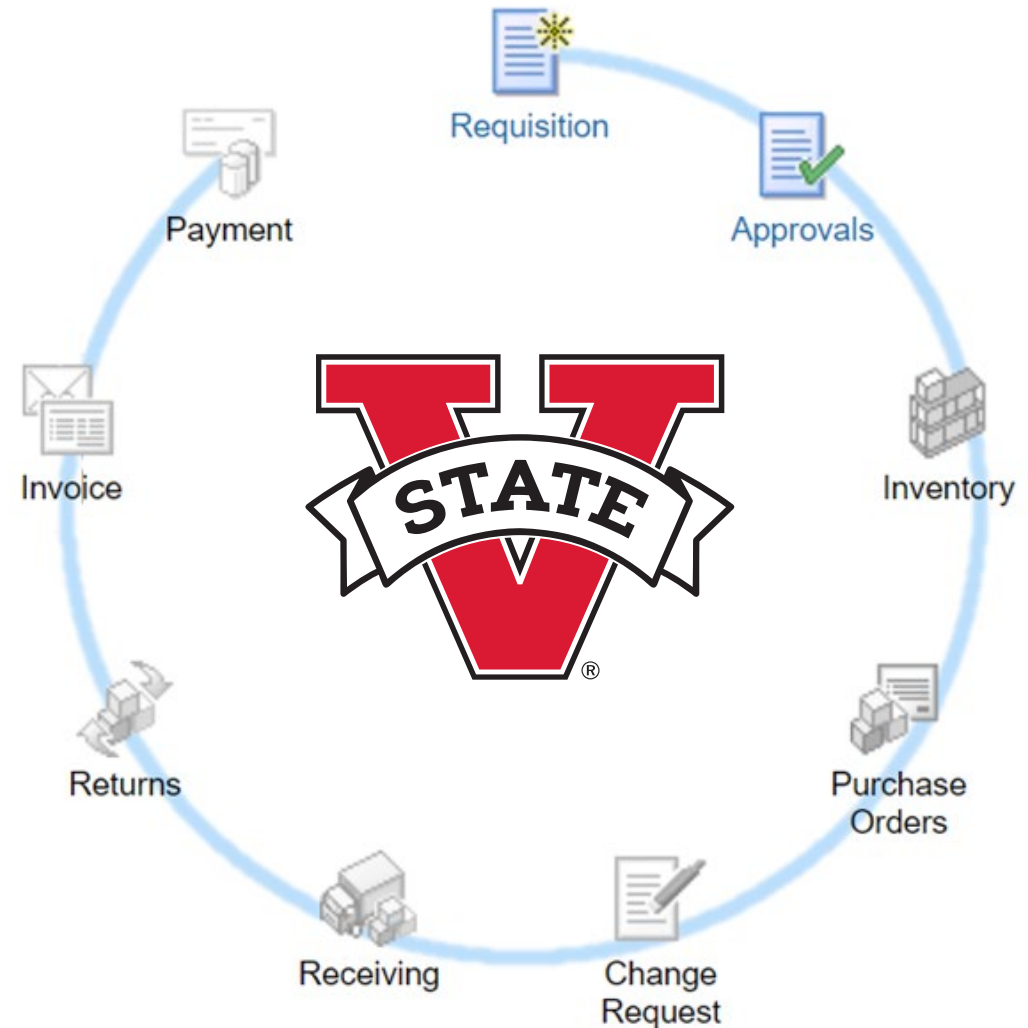
- **Intergovernmental Agreements (aka IGAs):**
 - Contracts/purchases between government entities.
 - States Agencies & Programs, State Funded Higher Education Institutions, and Local Municipalities.
 - Does NOT include the Federal government.
 - Does not require competitive bidding.
 - Does not require Contract Review.
 - Available for Piggy Back purchases
 - Provides greater purchasing power resulting in savings from bulk purchases among more than one agency/institution
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- A large red right-angled triangle is positioned in the bottom right corner of the slide, pointing towards the top right.

Buyer Responsibilities

- Ensure all purchases comply with all Federal, State, BOR/USG and VSU policies
- Assist end users with ePro, supplier onboarding, interpreting statewide contracts
- Review and process Requisitions that are entered by Requesters through eProcurement into POs
- IT-related purchases include software, online licenses, hardware, or cloud services that connect to a VSU computer, VSU network, or VOIP device.
 - If you are unsure if your request is IT related, email itpurchasing@valdosta.edu for a determination.
 - Quotes for IT purchases must be obtained by emailing itquotes@valdosta.edu
- Find your Department's Buyer here:
 - <https://www.valdosta.edu/administration/finance-admin/financial-services/procurement/find-a-buyer.php>

Requesters Responsibilities

- Notify Procurement of anticipated purchase requests of \$25K+
- Submit documents for Contract Routing/Approval if applicable
- If using an independent contractor, submit MSA and DOS to HR for review and approval
- Send Invitations to Suppliers not already established
- Required documentation (attached as applicable)
- Track the status of requisitions in ePro through Manage Requisitions
- Inspect and accept, or reject, purchased items when delivered to your Department by VSU Central Receiving receiving@valdosta.edu
- Submit invoices and request for payment forms to Accounts Payable via accountspayable@valdosta.edu



Life Cycle of a Purchase

Solicitation Process

Purchases of \$25,000+ and are not on statewide contract or IGA, must be competitively bid.

- 3 types of solicitations satisfy the state's requirement:
- Request for Proposal (RFP)
 - You know the outcome needed, but want bidders to tell us how to achieve it
 - Price is not the top concern
- Request for Quote (RFQ)
 - You know what you want, and lowest price is top concern
- Sole Source Purchase
 - Very rare as they limit competition



Contract Approval

- Read the contract
- Confirm no existing Statewide or Agency Contract will suffice
- Verify there is enough funding for the entire length of the initial term
- Complete a Monetary Contract Approval Routing Form
- Submit Routing Form and all necessary documents to contracts@valdosta.edu
- **This begins the contract review process**
- Contracts are reviewed by Procurement and any other department as needed
- Fully executed contracts will be returned to the requester to be entered into ePro as a special item request
- Only those employees with Delegated Signing Authority have the right to incur debt on behalf of VSU
- The list of Delegated Signatories can be found here:
<https://www.valdosta.edu/administration/policies/documents/delegation-of-contract-signing-authority.pdf>
- Attach all documentation to your requisition when submitting

****Allow a minimum of 30 days for review & negotiations. If IT related, allow minimum of 60 days****



Poll Question

Independent Contractor

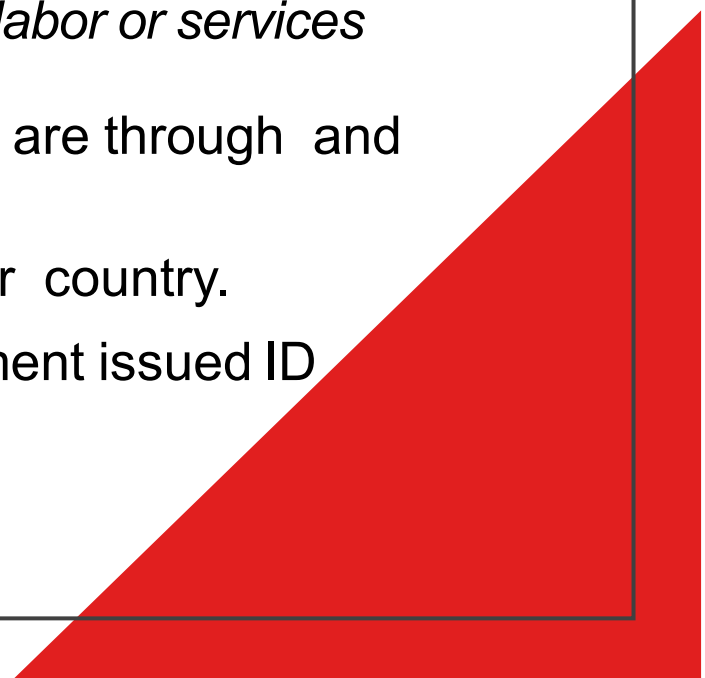
- What is an Independent Contractor?
 - For independent contractor is an individual who VSU will pay under their SSN and not a TIN/EIN
- Independent Contractors need approval through HR prior to submitting a special request in ePro
- For approval from HR, the end user/requester must submit a monetary service agreement and a determination of status form no less than 30 days before the service is scheduled to begin
 - Forms on website <https://www.valdosta.edu/administration/finance-admin/human-resources/forms/>
- Subject to eVerify guidelines
 - Government issued ID will satisfy requirement

MUST have an established PO. VSU is unable to pay an independent contractor if they begin services before a PO has been dispatched.

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Security & Immigration Contractor Affidavit

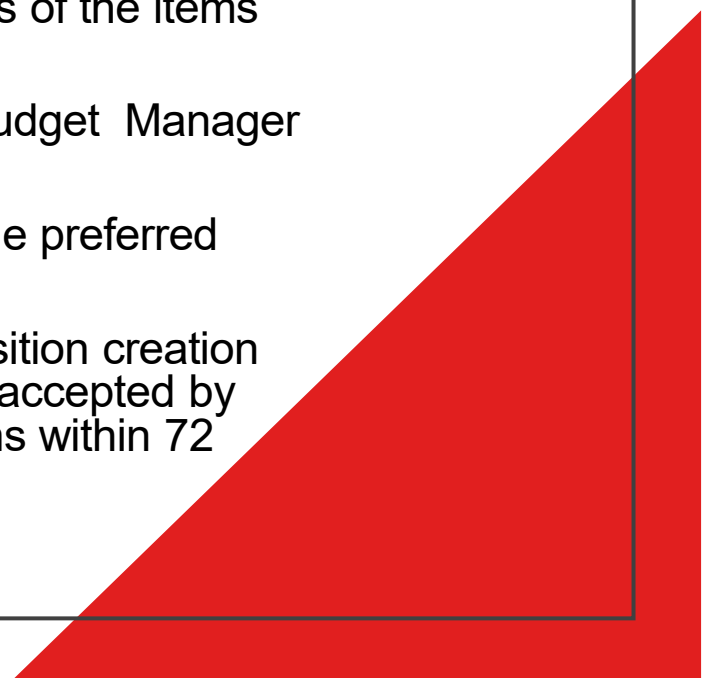
- State and Federal law requires VSU to confirm that any Supplier performing a service for or on behalf of VSU, where there is human involvement/interaction, are enrolled in the Federal eVerify program.
 - This requirement applies to “*any physical performance of labor or services for a public employer using a bidding process or by contract wherein the labor or services exceed \$2,499.99...*” (O.C.G.A. 13-10-90)
 - Purpose of eVerify Affidavit is to ensure that all services provided are through and by individuals who are authorized to work in the United States.
 - Requirement does not apply to any services performed in another country.
 - For an Individual/Independent Contractor – a copy of a Government issued ID will satisfy
 - Such as a driver’s license, passport, work visa, etc
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Food Purchases

- All food purchases must abide by BPM 19.8, including per diem rates
 - Breakfast: \$13
 - Lunch: \$14
 - Dinner: \$23
- Requirements for food purchases:
 - Food pre-approval form – signed by department VP
 - Flyer for the event or occasion
 - Quote
- Aramark Purchases:
 - Aramark must have a PO a minimum of 3 days prior to the event.



VSU Amazon Business Prime

- Amazon is available on GAFirst MarketPlace Punchout
 - This is not covered by a Convenience or Mandatory Contract
 - Your VSU email address cannot be tied to an existing Amazon account to use the Punch-out catalog through GAFirst MarketPlace
 - Confirm items are not on a Statewide Mandatory Contract.
 - Confirm that items are either Prime or fulfilled by Amazon
 - All Amazon orders are required to include a business justification regardless of the items being purchased.
 - Procurement will review the requisition and provide Buyer approval after Budget Manager approval is complete
 - Google Chrome cannot be used to order from Amazon. Mozilla Firefox is the preferred browser.
 - **Important Note** : Price changes and availability between the time of requisition creation and final order submission may result in parts or the entire order not being accepted by Amazon. All required approvals **MUST** be completed for Amazon requisitions within 72 hours, or the requisition will need to be recreated.
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Submitting an ePro Request

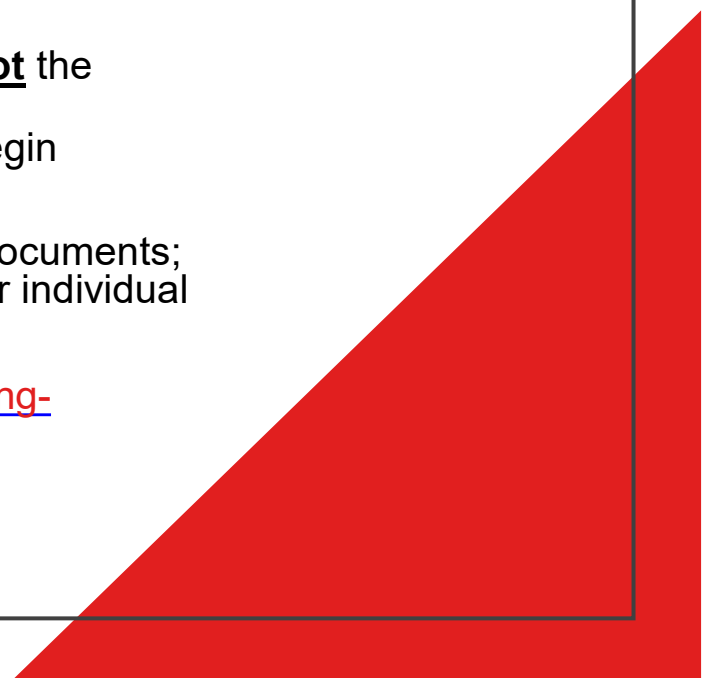
- Enter the requisition into eProcurement
 - Requisitions will require an active supplier to be entered
- Attach required documents, as applicable, to the ePro Request:
 - Valid quote; or an invoice for subscriptions, registrations, or licenses;
 - Service Agreement Form (MSA) & DOS form;
 - eVerify Affidavit;
 - Fully executed contract or agreement
- If your request is **URGENT** – mark the email as important and send to procurement@valdosta.edu
 - Provide the requisition number and the reason for urgency
 - Date the goods need to be on campus or services need to begin

Copier Program

- **Desktop Printers and Multifunction Copiers:**
 - Purchases, leases, and maintenance agreements are coordinated through Procurement.
 - For all inquiries, issues, or requests contact Procurement@valdosta.edu
- **Annual Copier Renewals:** each fiscal year a new PO will be established for your departmental machine(s) to be renewed.
 - Our office will reach out to requesters at the beginning of each new fiscal year requesting information about what machines are still in use and what chart string should accompany the use of each.
- **For Supplies and Service:** We pay for maintenance agreements on most copiers. Toner, replacement parts and service are included; Staples and paper are not included.
 - Have your machine's serial number(s) on hand **BEFORE** calling :
 - To order supplies call **800-599-2198**
 - For servicing of machine call **800-821-2797**

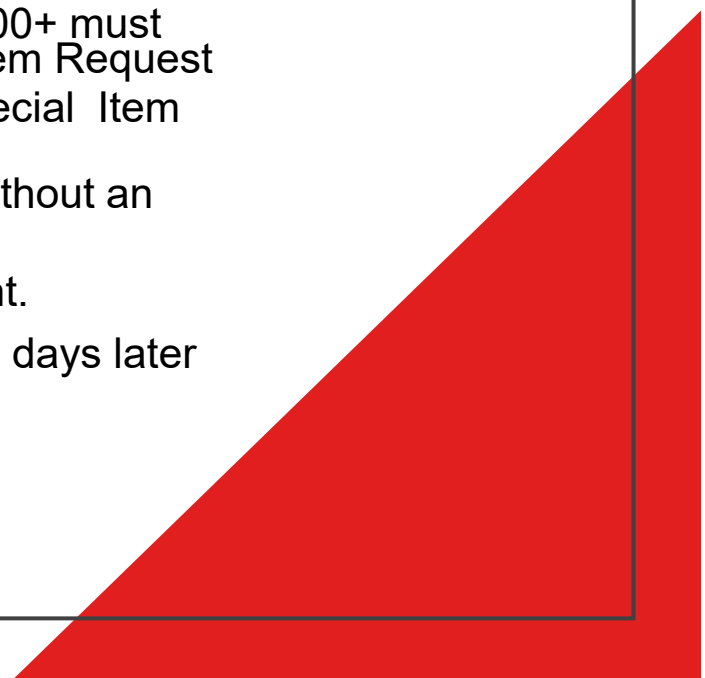


Purchasing Tips & Tricks

- Requisitions (Reqs) are processed by a Buyer in the order they are approved & pass budget check
 - Enter your Req when all required documents are obtained or a fully executed contract is provided back to the Department by the VSU Contracting Officer.
 - Requisitions do **NOT** secure funds out of your budget; Req budget check only determines if funds are available at the time of Req submission & Approval
 - Funds are not actually secured out of your budget until you receive a signed PO back from Procurement
 - Procurement authorizes and places Special Item orders/services with the Supplier; **not** the Department
 - Submitting a Special Item Requests does not give authorization to Supplier to begin order/service fulfillment
 - Requesters and Budget managers are only authorized to sign internal VSU related documents; You are not authorized to sign binding documents between VSU and any company or individual
 - The list of Delegated Signatories can be found here:
<https://www.valdosta.edu/administration/policies/documents/delegation-of-contract-signing-authority.pdf>
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Purchasing Tips & Tricks

- Request for Payment forms submitted to Accounts Payable without a PO must be <\$2,499
 - Requests for Payment that do not have an established PO will require the Requesting End User's, Budget Manager's, & the Department's VP's signature, acknowledging that proper Procurement Policy was not followed.
 - Request for Payment (RFP) forms submitted to Accounts Payable will be sent back to the department if the purchase was \$2,500+ and no PO was established before purchase was made
 - Departments that receive a returned RFP form for a purchase that was \$2,500+ must submit the invoice & the Request for Payment form into ePro as a Special Item Request
 - A Request for Payment with your VP's signature must be attached to the Special Item Requisition
 - Accounts Payable will not remit payment for purchases that were \$2,500+ without an established after-the-fact PO & signed RFP Form
 - Request for Payments (RFP) are not an acceptable alternative method of payment.
 - Books go down at midnight on the last day of every month and open 3-4 business days later
 - Requesters lose access to ePro at beginning of June for year-end processing
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Poll Question

If You Need Assistance With:

Contract Review Requests, Questions, or Issues contracts@valdosta.edu

General Procurement; Supplier Onboarding procurement@valdosta.edu;
supplier@valdosta.edu

pCard or Fleet Management pcard@valdosta.edu; fuelcard@valdosta.edu

IT Purchasing or IT Quotes itpurchasing@valdosta.edu; itquotes@valdosta.edu

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If You Need Assistance With:

Determination of Status for Independent Contractors

vsuindependentcontractor@valdosta.edu

Travel; Accounts Payable travel@valdosta.edu; accountspayable@valdosta.edu

Budget budget@valdosta.edu

Training Requests training@valdosta.edu

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