PO Process Flow Chart

Unit identifies business need to purchase goods or services

Is the purchase allowable per University Policy 3.14?

- Yes
- No

Complete purchase with P-Card (see P-Card Process)

Can you use a P-Card for purchase?

- Yes
- No

Is the purchase over $25,000?

- Yes
- No

See Vendor Selection Flow Chart

Use E-Shop to complete purchase

Can a preferred or contract supplier be utilized?

- Yes
- No

Contact Procurement for Assistance (ie. Bid Request/Sole Source Justification)

Is the preferred vendor available in E-Shop?

- Yes
- No

IWD is approved by Authorized Requester with transaction authority

Unit submits IWD to SSC

IWD is routed to SSC for review and processing. SSC determines appropriate payment method

Unit confirms duplicate request has not been sent to SSC

Unit monitors purchases monthly with budget vs. actuals and reviews encumbrances

Legend
Minimum Required Control
Processed by Unit
Processed by SSC
Processed by Procurement
Fiscal officer/delegate approves.

Autopay after 10 days

Fiscal officer/delegate approves.

SSC: A/P Representative with transaction authority reviews PREQ for approval and notes receiving as per SLA*

Is this purchase over $5,000?

Yes

Unit monitors budget vs actuals, reconciliation of purchases on monthly basis

No

Payment Processed

Yes

Unit must confirm physical receipt of goods or services within e-Doc*

No

Fiscal officer/delegate with transaction authority approves PREQ

Was Positive Pay Confirmation required**?

Yes

SSC: A/P Representative with transaction authority reviews PREQ for approval and notes receiving as per SLA*

No

Fiscal officer/delegate approves. Autopay after 10 days

Legend
Minimum Required Control
Processed by Unit
Processed by SSC
Processed by Procurement

*Refer to Service Level Agreement for further details on process.

**Positive Pay: Can be specifically designated in KFS during the REQ process. Requires matching of invoice with receiving documents. All e-shop orders below $2,500 are automatically Positive Pay.
Someone within your unit identifies need to purchase goods or services with a PCard

Does a new PCard need to be issued?

Submit application for new PCard

Is the good or service allowable per University Policy 3.14?

Is the purchase eligible for payment using a PCard?

Is there a conflict of interest or commitment?

Work with your unit leadership to determine next steps

Make PCard Purchase

SSC: Processes PCard applications, maintains and closes PCard accounts.

Legend
Minimum Required Control
Processed by Unit
Processed by SSC
Processed by Procurement

Cardholder reviews procurement card bank statement for accuracy

Initial email notice is sent to cardholder when transaction is received from bank. Cardholder needs to submit documentation (business purpose, account details, etc.).

Automated emails are sent to cardholder if documentation is not supplied: 10-day reminder email, 20-day reminder email. Account will be suspended if documentation is not supplied within 30 days. Supervisor is notified if cardholder fails to provide documentation.

Supervisor follows established PCard transaction review process.

Unit performs periodic review of accounts to monitor budgets vs. actuals.
Someone within unit identifies need to select vendor for the purchase of an allowable good or service, under $25,000, that does not qualify for purchasing using e-Shop or a Procurement Card.

Report the conflict and work with your unit leadership to manage conflict.

Can the conflict been managed?

Select a potential vendor

Select a preferred supplier for goods or services.

Can a preferred or contract supplier be utilized?

Procurement: Manages preferred suppliers list

Stop Here, Identify a different vendor

Do NOT sign contract. Do NOT start work. Refer to Policy 4.2 to ensure the appropriate unit delegates are engaged. Refer to Buying Manual for Special Purchasing Agreements

Work with Procurement to finalize service contract.

Congratulations you’ve successfully chosen a vendor

Services

Goods

Can the conflict been managed?

Is there a conflict of interest per Policy 4.14

SSC: Oversees vendor maintenance including edits and reactivation. Performs annual processes such as vendor database review, vendor inactivation and SBA annual update. Determines appropriate method of payment for payment requests and processes payment in accordance with the Buying Manual

Procurement: Initiates new vendor set up process by inviting new vendor to fill out vendor registration information.

Legend

Minimum Required Control
Processed by Unit
Processed by SSC
Processed by Procurement

1. MRC

Preferred Suppliers are suppliers with whom Procurement Services have negotiated and/or implemented a University-wide agreement and that Procurement Services endorses as the "best overall value". Contract suppliers are suppliers who have participated in a competitive bid process and agreed to Cornell's terms and conditions. We encourage units to use preferred and contract suppliers to take advantage of price discounts and pre-existing agreements.