



Contracts & Purchasing Guide



Our Mission

The mission of the Contracts and Purchasing Department within the division of Administration and Finance is to develop and implement sound procurement practices while providing quality service through teamwork and communication with University departments and vendors. The Contracts and Purchasing Department is dedicated to providing our staff and faculty with the most effective and efficient centralized means for procuring quality goods and services, in an economical and timely manner, in support of the Gallaudet University mission and goals. The Contracts and Purchasing Department provides direction and support to the University community in identifying sources capable of providing a continuous supply of goods and services in a quality and cost efficient manner.

Goals

Ensure the uninterrupted delivery of acceptable quality of good and services at the right time and price.

Procure materials and services for the University's use at the maximum end-use value per dollar spent.

Develop reliable alternate sources of supply to meet the University's requirements.

Resolve complaints on all goods and services purchased thru our department.

Establish contract terms and administer contracts effectively.

Ensure University business is conducted in a fair, ethical and open environment, in full compliance with University policies and procedures, as well as applicable laws and regulations.

Promote and encourage the use of deaf or alumni vendors.

Gallaudet University is an equal opportunity employer/educational institution and does not discriminate on the basis of race, hearing status, disability, religion, color, national origin, age, sex, covered veterans status, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, place of business or residence, pregnancy, childbirth, or any other unlawful basis. PP

Contact Us

College Hall, Room 313/315
Hours: 8:00am – 4:30pm, Monday-Friday

Email: purchasing@gallaudet.edu

Telephone: 202-651-5533

Fax: 202-651-5270

<http://www.gallaudet.edu/contracts-and-purchasing>

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HOW TO PURCHASE ITEMS OR SERVICES

All departments must first complete a requisition form. This form can be found on our website under: Information & Forms → Adobe Sign Forms (formerly known as Adobe Sign). Choose the form based on the total price of your order.

Step 1: Requisition Form

First indicate whether it is a new requisition or a change from a previous requisition. Second, be sure to assign a requisition number. Create an 8-digit number that you can use as a reference when inquiring about your requisition form:

NOTE: DO NOT USE THE SAME NUMBER TWICE.

REQ TYPE	<input type="checkbox"/> New <input type="checkbox"/> Change Order
REQ NUMBER	
Create Requisition Number online with Adobe Sign (Budget Org + 4-Digit Sequential Number)	
Purchase Order (PO) # <small>(Contracts and Purchasing Only)</small>	

Once a purchase order is assigned, the Contracts & Purchasing department will complete that section.

For accurate and timely processing, be sure that all of the information on the form is completed so that the appropriate department can receive their goods/services, contacted and billed properly. **Incorrect or missing information can delay this process.**

TODAY'S DATE <small>(Adobe Sign will auto-fill)</small>	FOR INTERNAL USE ONLY. THIS IS NOT A PURCHASE ORDER. DO NOT GIVE TO VENDORS.	
BUDGET ORG AND ACCOUNT NUMBER (e.g., 1234-5351)	DEPT OR GRANT NAME	DELIVER TO: BLDG, ROOM NO.
FOR QUESTIONS ABOUT THIS REQ., CONTACT NAME, EMAIL, PHONE:		
SPECIAL INSTRUCTIONS:	ADOBE SIGN: <input type="checkbox"/> YES <input type="checkbox"/> NO (VENDOR CONTACT NAME AND EMAIL ADDRESS)	

Vendor information should include: Company Name, Contract Person, Mailing Address (no P.O. Boxes), Email address, Telephone number and Fax number (if applicable).

REQUEST FOR QUOTATION DATA (Contracts and Purchasing Only)	LIST THREE SUGGESTED CONTRACTORS, ADDRESSES, EMAIL, PHONE NUMBERS

If order will be charged to more than one budget account, indicate the separate account numbers on separate lines. Be sure to complete the quantity and unit boxes as well.

ORG-ACCT (if split)	ITEM	QUANTITY	UNIT
	1		

Enter a complete description and the amount. Attach any quotes, scopes of work or back up documentation when submitting to Contracts and Purchasing for processing.

COMPLETE DESCRIPTION (Include model number and item details) Per Line Limit: 254 characters.	UNIT PRICE	AMOUNT

Obtain authorized signatures in accordance with the Signature Authorization form that is filed in the Accounting department.

	PREPARER/SENDER No Authority or Up to \$500	DATE
1	BUDGET UNIT HEAD \$0 or \$501 - \$9,999	DATE
2	SENIOR ADMINISTRATOR \$10K - \$24,999	DATE
3	DIVISION HEAD or PRESIDENT \$25K+	DATE
4	Requisition Receipt by Contracts and Purchasing Name:	DATE
	Note: Your Requisition is accepted, unless there is a rejection reason to the right. If rejected, you must submit the form and required info again.	

Step 2: Purchase Order

If you sent your requisition paperwork through Adobe Sign to our office, you will receive an email acknowledging the date it is received. One of our agents will generate a Purchase Order (PO). This PO may be faxed, sent electronically or mailed to the vendor for processing. Each department will receive a copy of the PO via email.

Step 3: Receiving your items

Your item (s) will be delivered to Gallaudet's Central Receiving Department. From there, they will deliver it to the department specified on the requisition. When you receive the invoice for this order, you must submit it to the Accounting Department for payment. Once the PO has been paid, your department should contact our office to close the PO. NOTE: Most Furniture and some larger items will be delivered directly to your department. Our office will coordinate this function.

Ordering Furniture and Space Design

When ordering office furniture, flooring, etc., please contact: Christopher Hoffmann, Manager, Design Services and Space. He will direct you to vendors and/or provide specifications for your furniture or other products.

Gallaudet University is authorized to participate in the U.S. General Services Administration Schedule often referred to as GSA Schedules.

GSA establishes long-term government-wide contracts with commercial firms. GSA Schedules provide access to over 11 million commercial supplies (products) and services at volume discount pricing. It provides fast, flexible, cost-effective procurement solutions that allow us to meet acquisition challenges, while achieving our mission. The benefits of using the GSA Schedules are:

- Realize cost savings;
- Experience flexibility and choice;
- Save time;
- Achieve Transparency
- Control procurement

Contact Christopher Hoffmann for more details.

Once you have selected the vendor(s) go back to Step 1: Requisition Form.

CONTRACTS FOR SERVICES

The Purchasing Department finalizes and issues all contractual arrangements on behalf of the University. Before a contract can be prepared, certain information is needed, and should be attached to the signed requisition form. If the consultant is an individual, their social security number **MUST** be provided. If the consultant or contractor is a company, their Federal Employment Identification Number should be provided. Below is a check list of what should be provided before submitting a contract:

1. **STATEMENT/SCOPE OF WORK OR SERVICES** is a list of tasks that describes what the consultant or contractor is expected to do or produce. Often there is a specific outcome or product for which the consultant or contractor will be paid. Any supporting documentation, e.g. contractor's proposal, should also be attached.
2. **DURATION** is start and end dates and must be provided.
3. **MILESTONES/DELIVERABLES** are times and results of each phase, if any, should be described.
4. **QUALITY/QUANTITY** of the product or service and should be described.
5. **SCHEDULE OF FEES/PAYMENTS** is the total amount of the contract/consulting agreement, to include amounts to be paid at various stages during the duration of the agreement or deposits that may be required.
6. **AUTHORIZED REPRESENTATIVES** to identify the name of the person to contact for technical and/or operational specifics and the name of the authorized representative for the company.

GRANTS

The Contracts and Purchasing Department will create and finalize all grant agreements/sub-recipient agreements on behalf of the University. The following information is required:

The Primary Investigator (PI) must complete a Sub Recipient Contract Questionnaire. The Questionnaire can be found under Forms/Instructions on the Finance Office/Sponsored Programs Post-Award/Policies & Procedures/Subrecipient Monitoring website:

<http://www.gallaudet.edu/finance/sponsored-programs-post-award/policies-and-procedures/subrecipient-monitoring>

The Statement/Scope of Work and the approved budget must be attached to the Questionnaire. The Questionnaire should be signed by an authorized person per the Signature Authority Form.

The completed and approved Questionnaire will then be delivered to the Finance Office so that an audit approval can be performed.

After the audit approval is given and delivered to the Contracts and Purchasing office, a Sub-Recipient Agreement will be created. The original Agreement requires the signature of a University contract official. The signed Agreement will then be sent to the sub-recipient/contractor in duplicate for signature.

Once the signed Agreement is received from the sub-recipient/contractor a Purchase Order is created. A copy if the original signed agreement and the PO will then be emailed to the originating department. The original signed agreement will be retained in a contract file in the Contracts and Purchasing department.

Agreement renewals require all of the information above. An Agreement Amendment will be sent to the sub-recipient/contractor.

STAPLES ADVANTAGE OFFICE SUPPLIES

Gallaudet's main vendor for office supplies is Staples Advantage. To obtain an account for login access, please fill out the form located on our website under Adobe Sign forms: Application for Log in Access. See example of form on the next page.

When using Adobe Sign, complete the form, send it to the appropriate persons for signature, then send to our office at purchasing@gallaudet.edu. Be sure to obtain the appropriate authorization signatures or the form will be rejected.

Once your login access has been approved, you will receive an email with your Username ID, Password and login instructions.



CONTRACTS AND PURCHASING DEPARTMENT

APPLICATION FOR STAPLES ADVANTAGE ACCESS

NEW LOG-ON **CHANGE ACCOUNT NUMBER**

EMPLOYEE NAME			
E-MAIL ADDRESS		VOICE OR VIDEO PHONE	
BUILDING		ROOM NUMBER	

ACCOUNT(S) TO ADD (if more than one account, list separately in each field):

ACCOUNT (BUDGET) NAME	ACCOUNT (BUDGET) NUMBER

ACCOUNT(S) TO DELETE (if more than one account, list separately in each field):

ACCOUNT (BUDGET) NAME	ACCOUNT (BUDGET) NUMBER

For Approval, Form must be signed by Budget Unit Head and/or a Senior Administrator

PREPARER		DATE
EMPLOYEE		DATE
BUDGET UNIT HEAD		DATE
SENIOR ADMINISTRATOR		DATE
CONTRACTS & PURCHASING		DATE
<small>Note: Your application is accepted, unless there is a reason to the right. If rejected, you must submit the form again.</small>		

APPROVAL WORK FLOW AND SIGNATURES

To submit for signatures via Adobe Sign, refer Adobe Sign Manual for instruction.

PURCHASING CARD

The purchasing card program provides campus departments with a quick and easy means for purchasing equipment, supplies and services necessary for day to day business operations. Similar to a personal credit card, the purchasing card may be used at a variety of retail or wholesale businesses for over-the-counter, telephone, or on-line purchases.

This program offers benefits to both the user and the University. It allows departments to make small dollar purchases directly with selected vendors in an efficient and timely manner, while reducing costs associated with invoice processing and check printing. This program adds value to the University, enhancing our ability to provide goods and services ethically to the campus community.

Only regular status employees are eligible to receive a purchasing card. However, athletic coaches hired on a seasonal basis may be issued a card for team travel expenses. Seasonal coaches will be issued a card at the beginning of the season and must return the card to the Contracts and Purchasing Department on or before the coaches' end- date listed on the Special Pay Action Form.

Cards are usually issued to employees at manager level and above. However, Budget Unit Heads (unit administrators) and senior administrators may request a card for an employee based on documented academic or business needs. The Unit Administrator and Senior Administrator must approve issuance of a purchasing card. Each approved cardholder is required to sign an agreement describing the responsibilities associated with card use.

Cards issued to employees will have the cardholder's name printed on the card. The cardholder may make transactions on behalf of others in the department. However, the cardholder is held accountable for all purchases associated with their card.

To apply for a purchasing card, please go to our website to complete the form: Application for Purchasing Card located under Adobe Sign forms (see example on next page). The application must have signatures from a Budget Unit Head and a Senior Administrator for approval. Please make sure to include purchasing@gallaudet.edu to submit the form to our office. Copies of this form or those without signature approval will not be accepted and will be returned to the department.

Once you have applied for a purchasing card, you will want to review the Purchasing Card Manual also located on our website under information and forms link. The manual will answer all of your questions including, but not limited, to:

- Making a Purchase
- Monthly Statements
- Lost or Stolen
- Restricted Purchases

- Fraudulent Purchases
To see the entire purchasing card manual, [CLICK HERE](#).



CONTRACTS & PURCHASING DEPARTMENT
APPLICATION FOR PURCHASING CARD
 (USE ONE FORM PER CARD)

NEW CARD **INCREASE** **DECREASE** **CHANGE LIMIT** **NAME CHANGE**
 ACCOUNT NUMBER CHANGE(S)

Employee's Name on Card: <i>(or as it should appear on new card)</i>	
Employee's Email Address:	
Credit Card Number (if applicable):	
Add Budget Unit Account Numbers (separate by commas if more than one):	
Delete Budget Unit Account Numbers (separate by commas if more than one):	
Monthly Credit Limit:	Single/Daily Transaction Limit:
Budget Unit Account Number (s) already associated with card:	
<i>If this is a request for a new card the following information must be provided:</i>	
Country of Citizenship:	Date of Birth:
Home Address:	

For Approval, Form MUST be signed by Budget Unit Head AND Senior Administrator

PREPARER		DATE
EMPLOYEE		DATE
BUDGET UNIT HEAD		DATE
SENIOR ADMINISTRATOR		DATE
CONTRACTS AND PURCHASING		DATE
<small>Note: Your application is accepted, unless there is a reason to the right. If rejected, you must submit the form again.</small>		

APPROVAL WORK FLOW AND SIGNATURES:
 To submit for signatures via Adobe Sign, refer to the Adobe Sign Manual.



CONTRACTS AND PURCHASING DEPARTMENT

PURCHASING CARD CANCELLATION FORM

(USE ONE FORM PER CARD)

Employee's Name on Card (please print):	
Purchasing Card Number:	
Reason for Cancellation:	
Name of person returning card if not Employee:	
Reason Employee is not returning their own card:	
If card is not attached, please give explanation:	

Budget Head or Senior Administrator must sign if card will not be returned

Preparer		Date
Employee		Date
Budget Unit Head		Date
Senior Administrator		Date
Contracts and Purchasing		Date
<small>Note: Your application is accepted, unless there is a reason to the right. If rejected, you must submit the form again.</small>		

APPROVAL WORK FLOW AND SIGNATURES

To submit for signature via Adobe Sign, refer to Adobe Sign Manual.