

Welcome to Georgia State University

The Purchasing Department appreciates the opportunity to work with you in a joint effort to support the educational and research mission of Georgia State University. To assist the departments in that effort, we have prepared this brochure for your use. Additional information is available from the Purchasing Department's website, www.gsu.edu/purchasing.

WE ENCOURAGE YOU TO:

- 1 Call ahead for appointments.
- 2 Promote the use of products with recycled content and items, which are reusable, refillable, repairable, more durable, and less toxic, to the extent that the purchase or use is feasible and cost effective.
- 3 Ask questions regarding our procedures when planning a purchase.

The following definitions are meant to give you an overview of the vehicles used to procure items for your use.

PURCHASE ORDER

A purchase order is a legal document, which obligates the University and the Vendor to certain conditions and agreements. With few exceptions, any purchase of \$5,000.00 or more must be competitively bid.

Purchase Orders are issued only by the Purchasing Department.

REQUISITIONS

Requisitions are used to initiate the purchase order or bidding process for items with a cost of \$5,000.00 or greater. Requisitions may be entered directly into SPECTRUM by department personnel and will be transmitted to the buyer electronically. These items generally will have to be purchased through competitive bid. Time required for the bidding process will vary with the complexity of the purchase. Contact the appropriate buyer for details.

PURCHASE CARD

A procurement card program has been developed to streamline requisitioning, procurement, receiving and payment processing for low-value (\$4,999.99 or less) purchases. Details of the program are available on the Purchasing Department's website.

EXPRESS VOUCHER

Express vouchers may be used to pay for items with a cost of \$4,999.99 and less without a purchase order. The SPECTRUM system is used to create the voucher.

TRAVEL VOUCHER

A travel voucher is used to initiate the authorization and encumbrance process for travel on official University business utilizing the SPECTRUM system.

PURCHASING TIPS

1. The buyers are experienced professionals and are able to assist with problem resolution. Please call if you have any questions regarding the purchasing process.
2. With certain exceptions, all correspondence with suppliers should be handled through the Purchasing Department.
3. Unauthorized purchases are improper and illegal. The purchaser or the Department may be responsible for the charges.
4. Please check your requisition to ensure all information is complete and accurate.
5. If you desire a sole source purchase, include sufficient justification with the requisition. If insufficient justification is presented, competitive bids will be taken.
6. Consult the Purchasing Department for any changes to an existing Purchase Order.
7. Plan ahead to avoid last minute/emergency purchases.
8. When submitting a requisition for bid, please write the specifications as clearly as possible. If necessary, please contact the buyer in advance for assistance in the formulation of the specifications.

CODE OF ETHICS

Georgia State University is a member of the National Association of Educational Buyers (NAEB) and adheres to the Code of Ethics as published by the NAEB. This code is listed below. We encourage you to review the code and to help us maintain these high standards.

1. Give first consideration to the objectives and policies of my institution.
2. Strive to obtain the maximum value for each dollar of expenditure.
3. Decline personal gifts or gratuities.
4. Grant all competitive suppliers equal consideration insofar as state or federal statute and institutional policy permit.
5. Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
6. Demand honesty in sales representation whether offered through the medium of a verbal or written statement, and advertisement, or a sample of the product.
7. Receive consent of originator of proprietary ideas and designs before using them for competitive purchasing purposes.
8. Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier; and/or be willing to submit any major controversies to arbitrations or other third party review, insofar as the established policies of my institution permit.
9. Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.
10. Cooperate with trade, industrial and professional associations, and with governmental and private Agencies for the purposes of promoting and developing sound business methods.
11. Foster fair, ethical and legal trade practices.
12. Counsel and cooperate with NAEB members and promote the spirit of unity and a keen interest in professional growth among them.



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IN PERSON:
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MSC 5A0934

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404-651-2521 (FAX)

OFFICE HOURS:
MONDAY - FRIDAY
8:30 AM - 5:15 PM

Georgia State University, a unit of the University System of Georgia, is an equal opportunity educational institution and is an equal opportunity/affirmative action employer.

*Design by the Office of University Relations
Publication No. G 083040*

PURCHASING



A GUIDE FOR
GEORGIA STATE EMPLOYEES