

Wellesley College Purchasing Department
 Frequently Asked Questions

QUESTION	ANSWER
Why do we bid?	The purpose for bidding is to guarantee that Wellesley College always receives the best prices for quality goods and/or services. Allowing vendors to compete in an unbiased and open setting assures that we receive the best possible value.
How long does it take to get a purchase order after submitting a requisition?	Purchasing processes all purchase requisitions within 48-72 hours unless more information is needed to complete the PO. In cases where more information is needed, the process is dependent upon the time needed to obtain the necessary information.
Where can I get a Purchase Requisition form?	Online at www.wellesley.edu/Purchasing/Req/WcReqForm.html
Who needs to approve a Purchase Requisition?	The departmental budget administrator or someone given that authorization by the budget administrator using the authorizing signatory process. Senior staff sign-off may be required on your bid forms.
When are Bid Forms required?	Invoices for purchases that are greater than \$10,000 that are not exempt from the Purchasing Policy cannot be paid until a purchase order is obtained. Purchase orders cannot be generated unless an appropriate completed and signed Bid Form (A or B) is sent with a requisition to Purchasing.
When do I use Bid Form A?	The Competitive Bid Summary and Justification (Form A) should be completed when the required competitive quotes are received and a vendor has been selected. If the vendor selected is higher in cost than the lowest bid by either 15% or \$10,000 (whichever is lower), then the appropriate senior staff person and the VP of finance must sign the form before a purchase order can be generated.
When do I use Bid Form B?	The No Bid Justification (Form B) should be completed when competitive quotes cannot be obtained. This form has three sections: Section A is to be checked for sole source purchases; Section B is to be checked for purchases made under consortia or group purchasing contracts that are approved by the Wellesley College Purchasing Department; Section C is to be checked for any other no bid situations that should arise, including emergency purchases. If the requestor checks Section C as the No Bid Justification, then the appropriate senior staff person and the VP of finance must sign the form before a purchase order can be generated.

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Where can I get tax-exempt certificates?	Online at www.wellesley.edu/Purchasing/Images/Tax%20Exempt%20Documents.pdf
Who do I call when I have a question regarding purchasing an item?	Call the purchasing manager at ext. 2471 or the buyer at ext. 2036.
What's the difference between a blanket PO and a regular PO?	A regular PO is used for a one-time purchase and a blanket PO is used when the intention of the department is to make multiple purchases frequently from the same vendor using the same budget code. A blanket PO is set up for a specified period of time, usually one fiscal year.
What about open purchase orders?	An open purchase order is similar to a blanket PO except that, unlike a Blanket PO, the Open PO has a fixed budget number and the funds on the order are encumbered.
What are Wellesley College's purchasing terms?	Generally, Wellesley College likes to work with a 30-day billing cycle (net 30) or with a standard discount (2% net 10). However, we can accommodate other terms when necessary.
Can I purchase office supplies online?	Yes, once you have been authorized and a password has been set up for you. The password will be given to you when the system is explained. We are currently using Office Depot as the on-line vendor. Call the purchasing manager at ext. 2471 for more information.
Do I need to submit a purchase requisition for travel expenses?	For your own travel expenses, a purchase requisition is not necessary. You can submit an approved expense report to Accounts Payable with the original receipts attached. If you are using one of the two approved travel agents, a travel purchase order (or PT number) can be obtained from Purchasing and used with the travel agency to pay for travel expenses.
How do I purchase a maintenance contract for equipment?	Submit a purchase requisition to purchasing.