

Wellesley College Purchasing Department

Quick Start Guide

IF YOU HAVE...	THEN YOU NEED TO...	AND...
An invoice for an item listed as an "exempt category" in the Purchasing Policy that requires payment	Stamp and authorize the invoice with the appropriate FOAPAL, checking the box that reads "No PO required per Purchasing Policy"	Forward to the Controller's Office for payment
An invoice under \$10,000 that requires payment	Stamp and authorize the invoice with the appropriate FOAPAL, checking the box that reads "One time purchase less than \$10,000"	Forward to the Controller's Office for payment
A vendor that you spend more than \$10,000 with	Complete Bid Form A and obtain appropriate signatures	Forward to the Purchasing for PO processing
A vendor that you spend more than \$10,000 with, but cannot obtain competitive bids	Complete Bid Form B, fill in justification portion and obtain appropriate senior staff signatures (if necessary)	Forward to the Purchasing for PO processing
Obtained competitive bids but wish to award the order to other than the lowest bidder	Complete Bid Form A if the selected vendor's bid exceeds the lowest bid by more than \$10,000 or 15%, fill in justification portion and obtain appropriate senior staff signatures	Forward to the Purchasing for PO processing
An "emergency" purchase over \$10,000	Complete Bid Form B, fill in justification portion referencing the fact that this is an emergency purchase, and obtain appropriate senior staff signatures	Forward to the Purchasing for PO processing
A need for office supplies	Contact Tina Dolan in Purchasing to be set up for Office Depot web ordering	
A package that needs to be shipped over night	Contact Fran Adams in Mail Services regarding outbound Federal Express shipments	
A package that does not need to be shipped over night	Contact Rick Russell in the Distribution Center regarding outbound UPS shipments	
A question or need for copies or copiers	Contact Vicki Mustachio in the Copy Center	
A need for new business cards	Contact Rick Bourque in Printing Services	