

Purchasing Manual

Index

- SECTION I – INTRODUCTION**
- SECTION II – UNIVERSITY BOARD OF TRUSTEES RULES**
- SECTION III – BID EVALUATION AND AWARD RECOMMENDATION**
- SECTION IV – BID WAIVER**
- SECTION V – CHANGE ORDER OR CANCELLATION**
- SECTION VI – CHOOSING THE RIGHT SOURCE TO MAKE YOUR PURCHASE**
- SECTION VII – COMPETITIVE BIDDING**
- SECTION VIII – CONTRACT COMPLIANCE**
- SECTION IX – NON-COMPETITIVE LIST**
- SECTION X – PAYROLLING AGENCIES**
- SECTION XI – PERSONAL SERVICES CONTRACTS**
- SECTION XII – PURCHASING CARD**
- SECTION XIII – PURCHASE REQUISITION**
- SECTION XIV – RECEIVING AND INVOICES**
- SECTION XV – REQUEST FOR PROPOSAL (RFP) GUIDELINES**
- SECTION XVI – SMALL DOLLAR INVOICE (SDI) (PURCHASES UNDER \$300)**
- SECTION XVII – TERM CONTRACTS**
- SECTION XVIII – UNIVERSITY LOGO AND LICENSED VENDORS**

Purchasing Manual - Section I

Introduction

The University of Cincinnati Board of Trustees has designated the Department of Central Purchasing as the sole authority to administer purchase of its construction, equipment, goods and service requirements. Items acquired through other channels are not eligible for payment with University funds. The purpose of the department is to provide the optimum quality, research, medical, classroom, and operational supplies, equipment and services to the University community at the lowest cost, in the fastest time frame, and in the most convenient way.

Primary functions of the department are to:

1. Purchase approximately \$250 million dollars in goods and services for the Uptown Campus (East and West), College of Applied Science, Clermont Campus, Raymond Walters Campus, and Genome Research Institute using purchase orders and term contracts.
2. Insure compliance with Board, State and Federal rules and regulations regarding procurement.
3. Combine the entire University's buying power.
4. Insure that all interested firms have a fair opportunity to compete for the University business, while conforming to all applicable laws.
5. Identify vendor sources for departments and provide catalogs as necessary.
6. Actively recruit minority competition.
7. Formulate long-term fixed price contracts.
8. Bid and award term contracts and purchase orders.
9. Process change orders.
10. Maintain purchasing functions of the UC Flex system.
11. Formulate monthly, quarterly, and annual reports for internal and external agencies.
12. Process vendor registration forms, including changes to the vendor file.
13. Review bid package for format - compliance with Federal and State laws and University rules.
14. Process form A910's (contract approval cover sheets) for signature/approvals of vendor forms by Office of General Counsel, President, or Board of Trustees.
15. Process check request forms.
16. Serve as a liaison between external and internal business community.
17. Monitor purchases to encourage standardization.
18. Explain procurement policies and procedures to departments and vendors.

19. Resolve vendor problems.
20. Interact with government and other group purchasing organizations.
21. Provide a central location for sales representatives and bid analysis for vendor review.
22. Monitor and approve Personal Services Contracts.
23. Reduce transaction costs.
24. Serve as a deterrent against fraudulent transactions.
25. Assist Office of General Counsel in representing departments in product law suits.
26. Oversee the Purchasing Card program.
27. Maintain Purchasing web site to provide online information and services to customers.
28. Maintain term contract and bidding system (TABS).

Purchasing Manual - Section II

University Board of Trustees Rules

[3361:10-17-03 Conduct and Ethics: Employee Responsibilities](#)

[3361:20-23-02 Contracts: purchasing, competitive bidding](#)

Purchasing Manual - Section III

Bid Evaluation and Award Recommendation

For non-construction bids, the award goes to the lowest and best bidder. At a publicly funded institution, low bid within specification is considered the winner.

Reasons for vendor disqualification must be based on criteria already established in the specifications and must explain how the bid(s) did not meet product or service specifications.

Purchasing Manual - Section IV

Bid Waiver

State Statute and University Board of Trustee Rules require open competitive bidding of purchases. However, timing and unique product requirements on occasion may justify the waiving of the bidding procedures. If the department head feels competitive bidding should be waived, a memo referencing the requisition number, citing the professional justification, should be forwarded to Purchasing. It is recommended that the requisitioner discuss the request with the Buyer prior to submittal of a written justification. Purchasing will retain such records for auditing purposes if it agrees that bidding is to be waived.

Examples of professional justification include:

1. There is only one manufacturer, and no distributors from whom competition can be obtained. The unit has an elaborate function critical to the research and no alternate is professionally acceptable.
2. This is the only equipment approved for use on the project by the sponsor. The equipment is available from only one source. (Attach a copy of the grant page on which the equipment was mentioned).
3. The unit connects to existing equipment, and no other would be compatible. (Specify the equipment).

Before requesting a sole source waiver, please consider that experience has shown manufacturers will often reduce their selling price (even for patented equipment) when competitive bidding is conducted.

Purchasing Manual - Section V

Change Order or Cancellation

A change order form is used to notify a vendor to change or cancel an existing purchase order. Instructions regarding how to complete the form are on the back.

The change order/cancellation form #A600 is available from [Central Stores](#).

Guidelines

Five accepted reasons for using the Cancellation or Change Order form are:

1. An extended lapse of time without delivery has occurred.
2. Mutual agreement between the University and the vendor.
3. A change to description, quantity, and/or unit price.
4. To close an order or to reduce extraneous encumbrance.
5. Change in account assignment.

Procedure

1. Complete all of the necessary information on the Cancellation or Change Order form.
2. Have the Change Order signed by the authorized departmental representative.
3. Forward to Purchasing where the Change Order form will be reviewed. If approved, then Purchasing will modify the order, notify the vendor as necessary, and return an approved copy to the department.

Purchasing Manual - Section VI

Choosing the Right Source/Method to Make Your Purchase

The University provides many products and services through internal sources. Use external sources, (preferably in the order shown below) if the product or service is not available through the internal sources listed below.

Internal Purchasing Sources

- **CENTRAL STORES** - Central Stores offers a complete inventory of all office supplies at discounted prices.
- **PRINTING SERVICES** - PDS is a full service printing center providing high quality offset printing and high-speed color and black and white copying/duplicating to the University community. Services include bindery and finishing operations such as folding, punching, collating, GBC and saddle stitch binding. The department also incorporates automated bulk mail capabilities allowing them to insert up to 6 pieces in a single envelope, address and sort mailings for reduced postage rates.
- **UNIVERSITY BOOKSTORE** - The Bookstore offers office supplies, art supplies, computers, (Macintosh and DOS based machines), software, computer accessories, textbooks, general books, teaching aids, student supplies, and UC insignia in five convenient locations.
- **CREATIVE SERVICES DIV. OF UNIVERSITY RELATIONS** – Creative Services provides editorial consultation, graphic design, and photography. E-mail: angela.klocke@uc.edu
- **ACADEMIC HEALTH CENTER PUBLIC RELATIONS & COMMUNICATIONS SERVICES**
 - Duplicating Services
MSB Room 6351
Phone: 558-2680
Fax: 558-3616
E-mail: duplicating.services@uc.edu
 - Art and Design Services
MSB Room 6351
Phone: 558-2680
Fax: 558-3616
E-mail: digital.duplicating@uc.edu
 - Photography Services
HPB Room G 44
Phone: 558-6111
Fax: 558-4120
E-mail: photo.slides@uc.edu
 - Video Services
HPB Room G 44
Phone: 558-5681
Fax: 558-4120
E-mail: video.services@uc.edu

External Purchasing Sources

- **ANNUAL TERM CONTRACTS**

At the beginning of each fiscal year, the University competitively bids and contracts for hundreds of term contracts for services and supplies used by all departments. No time is lost during the year waiting for orders to be placed or researching the cost. Once included, needed items or services are ordered by individual University Departments sending the vendor a Term Contract Release Order.

Fifty percent of all purchases are on term contracts (for high-dollar, repetitive needs). Browse an on-line list of term contracts, or call the appropriate Purchasing Buyer to identify if the needed goods or services are on a term contract. Refer to FAQ's or call the Buyer to find out how to add departments to the term contract. For additional information, refer to the term contract section.

- **PURCHASING CARD**

The Purchasing Card provides a convenient means with which to make small dollar purchases, and at the same time, reduces the costs associated with initiating and paying for those purchases. The University Purchasing Department is responsible for managing the program and each Academic or Administrative department is responsible for managing its cardholder accounts.

- **SMALL DOLLAR INVOICE (SDI)**

The SDI feature in UC Flex should be used for small dollar purchases when a Purchasing Card cannot be used.

The following are some reminders regarding SDI:

- The transaction is FB60.
- On the initial screen, the user should open the drop-down under the date field and select "Small Dollar Invoice"
- If you have further questions regarding the use of SDI, then please contact Accounting Resource Center.

- **PERSONAL SERVICES CONTRACT (A-127)**

This form is used to contract for the professional services of an individual (not a company) other than a University employee. The services must be short term and of a unique nature. See the section on Personal Services Contracts. This A-127 form is not appropriate to secure services which are available through a University Term Contract, or where the dollar amount requires competitive bidding as outlined in University Board rules.

- **LIMITED SERVICES ENGAGEMENT**

To make payment for services rendered at a one-time event, the Limited Services Engagement is most appropriate. Complete the Limited Services Engagement Form (AP-10) and attach it to a Recommendation for Payment form (A-114). Send these forms to the Accounts Payable Office.

- **PAYROLLING AGENCIES**

Payrolling Agencies are used to procure services of professional individuals (not incorporated) with specific talents, to perform projects at the University for a specific period of time. Refer to the section on Payrolling Agencies.

- **UNIVERSITY PURCHASE ORDER**

If none of the above procedures are appropriate, a regular Purchase Requisition is entered into the UC Flex system. A requisition is intended for high-dollar, non-repetitive needs for which the University does not have an existing agreement. Please use procedures mentioned above and/or internal sources whenever possible. Refer to the online UC Flex help for instruction on entry of a purchase request and other purchasing processes.

To accommodate monthly or quarterly payments for service agreements, a purchase order is issued for the period (usually our fiscal year). However, in order to identify the multiple transaction expectancy, the order is highlighted with the heading "Rental, Service, Maintenance, or Lease Agreement".

A Contract Approval Cover Sheet (Form A-910) must be completed to obtain approval for any purchase above \$1,331,000, or for any purchase using a non-standard or vendor form. (Further instruction for its use is contained on the A-910).

Purchasing Manual - Section VII

Competitive Bidding

Competitive bidding is a pricing procedure wherein the Central Purchasing Department solicits bids from potential suppliers and then selects the vendor submitting the lowest and best proposal. It is a common method used by governmental and/or public agencies concerned with the task of obtaining the right price for goods and services.

The University of Cincinnati's Central Purchasing Department has standardized procedures that ensure fairness in the bidding process and compliance with governing rules and policies. For example, the use of a standard bid form is an essential part of the competitive bid process. Its use enables the Buyer to obtain all quotations on a comparable basis, an essential element when making accurate comparisons.

For purchases above thirty thousand dollars (\$30,000), legal ads are placed in the Cincinnati Enquirer, and Cincinnati Herald. The requesting department is responsible for entering the additional requisition for the legal ads. Customarily, bids that are advertised in the newspaper are opened at a specific time and place in a public bid opening. If additional information is needed, please contact the appropriate buyer for instructions.

When bids have already been obtained under a U.C. contract or other purchasing group and the University's requirements were included as part of that inquiry, the Buyer may choose to utilize those contracts for applicable purchases.

Purchasing will not under any circumstances accept a late bid, even one minute late, due to the precedent it would set and its potential for unethical behavior. Likewise, proposals that are not clear may be disqualified on that basis.

Under no circumstances should a department discuss the purchase and bidding results with a vendor during the bid process. The vendor should be referred to Central Purchasing if they have questions about the process or submitted bids.

[Board of Trustees Rule 3361:20-23-02](#)

Purchasing Manual - Section VIII

Contract Compliance

Contract Compliance plays a major role in recruiting minority vendors, suppliers, and contractors to compete for business opportunities at the University of Cincinnati. Contract compliance also provides Prevailing Wage Coordination and offers assistance in identifying targeted vendor groups to those participating in grants and contracts.

The University of Cincinnati, through the Office of Contract Compliance, provides resources and actively participates with external organizations such as the [African American Chamber of Commerce](#), [South Central Ohio Minority Business Center \(SCOMBC\)](#) and the Cincinnati Minority Contract and Business Assistance Council (CMCBAC). Staff and the above agencies assist minority vendors with procedural/buyer relationships necessary for successful business efforts. This is done by assisting businesses in assessing opportunities within the University, evaluating the capabilities of vendors to make certain that they can, in fact, handle projects that are awarded, and by maintaining vendor registrations.

A focal point of the University minority business enterprise development program is its participation in the state Set-Aside and EDGE programs. Select price inquiries are placed for Set-Aside and/or EDGE bidding when one or more state-certified, minority firms are available in our service region.

Annually, over \$30 million dollars are bid on a set-aside and edge basis. Minority firms who are not yet state certified are encouraged to do so, and it would be our pleasure to assist you. Minority, disadvantaged and women-owned business not certified by the State of Ohio are also strongly encouraged to register with the University for inclusion on our bidding.

Guidelines

The University's commitment mandates that vendors holding University contracts, or purchase orders, adhere to the same equal employment opportunity practices as the University in respect to their own employees and subcontractors.

As a recipient of Federal, State and local funds, the University of Cincinnati is required to comply with many federal, state, and local requirements, including:

- Federal Executive Orders for equal opportunity, including 11246 and 11375
- Ohio revised code section 125 on Set Aside and Edge Programs
- Ohio Revised Code Section 3345.29 on contract compliance
- UC's Affirmative Action plan banning employment discrimination.

The University of Cincinnati as a contracting public authority is also subject to Chapter 4115 of the Ohio Revised Code relative to Prevailing Wage Rates. Contract Compliance staff includes the prevailing wage coordinator for all construction, remodeling, and repairs completed at the University by outside contractors.

Federal and/or State grants held by University Departments, in whatever dollar amount, are subject to review as part of the University's overall receipt of Federal and/or State grant moneys.

Contract Compliance
Mail Location: 0167

Phone: 556-1922
FAX: 556-0097

Purchasing Manual - Section IX

Non-Competitive List

For the following list of non-competitive items, a bid waiver request is not required due to the inherent sole-source nature.

- Academic Testing Services and their Test Materials
- Accreditation Fees
- Advertising (not advertising agencies)
- Blood
- Booth Rentals
- Championship game travel (bus, airplane) where directed by NCAA
- Entertainment, Theater Production Rights
- Game Guarantees
- Game Officials
- Grant sub-awards, exclusive of goods and services, to collaborating colleges, universities, hospitals, or state agencies under a federal assistance agreement. (Note: Requisition description or text must state *"This sub-award is authorized under a federal assistance agreement from [name of sponsor] to [name of sub-awardee]"* to designate non-competitive grant sub-awards).
- Institutional Memberships, Dues and Applications
- Permit Fees and Certificates - City, State, Federal
- Postage
- Published Mailing Lists
- Purchases where source is designated by a grant
- Research Animals
- Royalties
- Software Maintenance and Licensing Renewal
- Speaker Fees/Honorariums
- Subscriptions, Publications, and Reprints of published materials
- Training purchases, where third-party clients designate specific personnel, companies and materials.

Purchasing Manual - Section X

Payrolling Agencies

Payrolling Agencies are used to procure services of professional individuals (not incorporated) with specific talents, to perform projects at the University for a specified period of time. There is a University contract for payrolling agencies, (T947) and departments must use one of the contract vendors.

Procedure

1. Complete the Temporary Payroll Service Form (you may print this form from our web site) and forward to the appropriate Vice President, or the individual delegated the authority to sign for the Vice President.
2. After the form has been approved, the Vice President's office will return the form to the requesting department. The department should enter a requisition in UC Flex and forward the approved form to Purchasing for the processing of a purchase order.

[Print the Payroll Agency Form](#)

Purchasing Manual - Section XI

Personal Services Contracts

The Personal Services Contract is a legal binding document used to hire an independent contractor. An independent contractor performs temporary professional services according to his/her own methods, without the direct control of the University except with respect to the desired results, and the contractor often does similar work for other clients. Personal Services Contract Form #A127 is available from [Central Stores](#).

Guidelines

1. Personal Service Contracts can not be used for a person to perform work that is being done, or typically would be done, by full-time or part-time University employees.
2. Personal Service Contracts can not be used for University employees to perform additional service related to their existing appointment. Agreements for additional service by a University employee, must be processed on a PCR.
3. Personal Services Contracts cannot be used for services available through established University term contracts, or where the dollar amount requires competitive bidding as outlined in University Board Rules.

Procedure

1. Complete the Personal Service Contract form and [questionnaire](#) (available from the Controller's web site and your Dean's or Vice President's office) explaining specifically the activities that will be performed.
2. After completing the form and questionnaire and securing the necessary department and VP signatures, forward to Purchasing for approval. Purchasing then forwards to the Director, Tax Compliance for signature and approval.
3. If the Personal Service Contract request is denied, the department has the option of seeking the approval to hire the individual through a payrolling agency. There is a charge for these services.
4. Payment for services performed on the Personal Services Contracts are paid via an A-114 form. You must include a copy of the approved Personal Services Contract with your A-114.

Purchasing Manual - Section XII

Purchasing Card

The Purchasing Card Program was established to provide a convenient means with which to make small dollar purchases, and at the same time reduce the costs associated with initiating and paying for those purchases. In order to obtain a Purchasing Card, the employee must complete a [training session](#). For additional information, refer to the [Purchasing Card Policies and Procedures Manual](#).

Purchasing Manual - Section XIII

Purchase Requisition

If none of the other methods described in "Choosing the Right Source to Make Your Purchase" are appropriate then enter a requisition. If an item is available through a term contract, releases are processed through the ME21N transaction instead using doc type ZTC. To aid in data gathering and approval prior to entering a requisition, the [Purchase Requisition Worksheet](#) is available online on the Purchasing website.

Guidelines

1. The requisition transaction is intended for high-dollar, non-repetitive needs when goods or services are not addressed by an established agreement.
2. Within the [guidelines](#) established by the Board of Trustees, the Central Purchasing Buyers will obtain competitive pricing, and will then place the order with the lowest and best bidder. If the low bidder is quoting on an alternate quality or service, the Buyer will contact the ordering department before making an award. If an annual contract for the service or item already exists, the request will be awarded based on that agreement. Refer to the section on competitive bidding guidelines for further information.
3. Never make a commitment to a vendor without an authorized purchase order. The individual could be held personally liable by the State Attorney General. There can be no financial obligation in advance of a purchase order.
4. Individuals should refer to their UC Flex training materials for instructions on data entry of a requisition. UC FLEX TRAINING AND PASSWORD ARE ESSENTIAL AND REQUIRED FOR DATA ENTRY INTO UC FLEX.

Procedure

1. Prior to entering a requisition, follow your departmental guidelines for obtaining approval of a purchase and approval to encumber departmental funds.
2. When entering a requisition (using transaction ME5IN Create Purchase Requisition) indicate preferred or known source of supply for item(s) required. If the vendor is not registered, use vendor code 100005 "Vendor not Registered" and enter the vendor name, address and contact information in the "Item Note Field". When no source is known, or for listing additional vendors, use vendor code 100006 to indicate "Bidders" in the vendor name field. Enter the list of vendors for Purchasing to solicit in the additional text section of the requisition.
3. Identify whether the request is for a service and thus should bypass Receiving, or if it should come through the appropriate Receiving Center. Select and enter the appropriate Delivery Point and Ship-To code.
4. Provide complete specifications for Purchasing to accurately furnish the exact products or services required. Avoid brand names that diminish competition. Be sufficiently detailed in your specifications so any vendor in the marketplace who receives a bid from the Purchasing Department, will have a complete understanding of all technical and service-related requirements. This information can be entered using the item text.
5. For additional product information, or extensive specifications, reference the attachments in the requisition and fax a copy of them to Purchasing indicating the requisition number at

the top of the front page. Be sure to check the attachments check box so the Buyer in Central Purchasing is informed of the forth coming transmittal.

6. When a permanent change needs to be made to a delivery point in UC Flex, print the [Mail Location Delivery Point Request Form](#) available from the [Central Receiving Web Site](#) and follow the submittal instructions at the top of the form. This should be completed prior to entering a new requisition.

Purchasing Manual - Section XIV

Receiving and Invoices

University Departments are encouraged to receive physical items through the Central Receiving department when appropriate in order to alleviate delivery traffic on campus. At the time of the requisition or term contract release order entry in UC Flex, departments choose whether to have items centrally received or whether to bypass Central Receiving by selecting the appropriate Ship-To code (Ship-To code of "1" for Central Receiving is the default). Some specialized departments (Radiation Safety, Laboratory Animal Medicine, Hoxworth Blood Center, and University Printing Services) maintain their own docks and have their own corresponding Ship-To code.

When goods are received at Central Receiving, and some for the other specialized docks, a Goods Receipt is entered directly by the dock staff into UC Flex. Each time an invoice is received in A/P, it is entered into UC Flex by the A/P staff. If there is a match with a goods receipt, then the invoice will cause a check to be generated based on the payment terms of the order. However if no goods receipt is entered yet, the invoice is blocked. Each night an exception receiving process is run which automatically enters a goods receipt on orders with invoices containing items that are under \$10,000.00, except for those orders that indicate a Ship-To code for some of the specialized docks. Some specialized docks always require a goods receipt prior to payment.

An email notice is generated by A/P to department user to indicate an invoice has been processed. If the department wishes to stop payment due to non-delivery, they should immediately contact A/P.

A/P also manages receipt entry for invoiced items not centrally received which are \$10,000.00 and above. Examples of these cases are service related items or orders coded to bypass Central Receiving. In these instances where no goods receipt has yet been entered, and once the department receives the emailed invoice notice from A/P, the department must verify receipt of these large dollar items and authorize A/P or the appropriate dock to enter a receipt, so that the invoice can be processed, as outlined in the email notification.

Purchasing Manual - Section XV

Request For Proposal (RFP) Guidelines

What is an RFP?

A Request For Proposal is a type of vendor solicitation that typically has the following characteristics:

- Deals with services (e.g. consulting) more so than products, but not always.
- Describes the results the customer wants (in a Purpose or Statement of Work section) versus how to do it.
- Suppliers describe in their proposal the approach they intend to take.
- Price is usually not the overriding consideration. Accordingly, specifications provided by the department must include a list of all criteria by which bids will be evaluated (as explained below). Proposals must be scored based on this criteria.
- Negotiation, within defined parameters pre-established by Purchasing, is an option.

RFP Format

An RFP should consist of the following components, some provided electronically to Purchasing by the end user, and others provided by the Purchasing Department as noted below. Refer to the [sample](#) as a guide.

1. **Front section** (sample pages 1-7 and provided by Purchasing) consisting of:
 - a. a boilerplate cover page
 - b. accompanying general conditions and special terms
2. **Main RFP section** (following the front section) that includes:
 - a. "Purpose" or "Statement of Work" (sample page 8 and provided by end user)
 - Describes the end results the customer wants
 - b. "Proposal Content" (sample pages 9, 10, 11 and 12 and provided by end user)
 - Details all the information the end user wants the bidders to include in their proposals which will form the basis for bid evaluations and award recommendation
 - Headings must directly tie to the list of criteria in the Method of Evaluation section
 - Includes price pages.
 - c. "Method of Evaluation" (sample page 13 and provided by end user)
 - Establishes and lists the criteria by which proposals will be evaluated
 - Must directly tie to information requested in the Proposal Content section

- d. "Proposal Submission" (sample pages 13 and 14 and provided by Purchasing) consists of a standard narrative instructing bidders how to prepare their proposals.

RFP Supplements

The following additional components are also needed for the RFP process:

1. **Bid list** (provided by end user and Purchasing)
2. **Score sheets** (provided by end user)
 - a. Based on criteria listed in the Method of Evaluation section
 - b. Identifies proposal evaluation / scoring committee members

[Example of Price Inquiry generated as an RFP](#)

The example shows the format outline described above. Note how the categories in the section titled "Proposal Content" correspond directly to the criteria listed in the section titled "Method of Evaluation".

[Score sheet format example showing weighted scores](#)

Note how the score sheet criteria matches the "Method of Evaluation" criteria which matches the categories in the "Proposal Content" section.

Purchasing Manual - Section XVI

Small Dollar Invoice (SDI)

The Director of Purchasing delegates to Departments the authority to make purchases of up to \$300.00. The Small Dollar Invoice is used to expedite small dollar non-repetitive purchases that cannot be made with the Purchasing Card, not covered by term contracts or do not fall within other University purchasing requirements such as competitive bidding, etc.

Small Dollar Invoices are not to be used to purchase any materials or services that are in violation of the University rules. If in doubt of any item's validity, contact the Accounting Resource Center at 556-6773. The SDI is subject to review by the Auditor's office.

Procedure

1. Use transaction FB60 in UC Flex. Enter the vendor information, invoice information, amount and accounting information. A check will be cut and sent to the vendor or to the department to forward to the vendor, based on the payment method chosen.
2. Provide the vendor with the UC Flex invoice number when phoning your order to them.
3. Refer to the UC Flex website section called "Small Dollar Invoices" under Accounts Payable for further and more detailed instructions.

Purchasing Manual - Section XVII

Term Contracts

Term contracts are long-term commitments (oftentimes with an option to renew for one or two additional years) made for high-dollar, repetitive supplies, equipment, and services, used by one or more University departments. Most are competitively bid in the Spring and become effective on July 1, (the beginning of the fiscal year). In return for a substantial buying commitment, UC seeks volume discounts, fixed pricing, vendor stocking, quick delivery, and reduced paper handling. About half of all purchases are made utilizing term contracts. Some are based on joint agreements with the State of Ohio, Inter-University Council, City of Cincinnati, and others. Releases against term contracts and purchase requisitions are entered into the UC Flex System. A majority of contracts are unrestricted and may be used by any department. Some contracts are restricted due to safety issues and other needs for central controls.

Guidelines

1. To take advantage of Term Contract benefits, departments that will be primary users of a contract respond to a mailing from Purchasing by indicating which contracts* will be used during the next fiscal year, and the estimated amount of usage. This mailing is usually sent to departments in February. If a department wishes to participate as a primary user in a term contract later in the year, they should send an email to the applicable buyer.
2. The Purchasing Department compiles the data from the primary departments and competitively bids for the goods and services.
3. The awarded vendors receive a term contract award.
4. For contracts that are not restricted, any department may process a release against it. If restricted only the primary users may issue releases.

*Copies of the awarded contracts will be sent to the applicable departments.

Procedures

1. The department completes a Term Contract Release Order (ZTC) in UC Flex each time a shipment is to be made. The department sends copies of term contract release forms directly to the vendor.
2. Departments should refer to their UC Flex training manuals for instructions on data entry of a term contract release. These are available online on the UC Flex website.
3. When a department fails to issue a release form, the shipment may be held in the Receiving Center, and the vendor's invoice will not be paid, until a release is entered. (This provides proof that the shipment was authorized by the department.)
4. If the department picks up a shipment, the vendor's invoice will not be paid until the department completes a term contract release. The department must enter a Ship-To code for "Pick Up" so Accounts Payable may contact the department instead of Central Receiving for receipt verification as necessary.
5. When the department phones a release to the vendor, the department must enter a UC Flex release and give the system assigned release number to the vendor. Without it, the Receiving Center and Accounts Payable will have no means to identify the shipment or an invoice. If an invoice is not paid, the vendor may not honor future emergency requests.

The department must mark the confirming check box and enter "Confirmation of phone release of (date)".

6. Departments typically are encouraged to receive shipments through the Receiving Center. Any exceptions to this are handled by selecting the correct Ship-To code on the release.

Purchasing Manual - Section XVIII

University Logo and Licensed Vendors

The University of Cincinnati Licensing Program was established by the Board of Trustees in 1986 to protect and control the use of the name, mascot, logos and other identifying marks of the University. This is accomplished by requiring that only licensed vendors may produce items using University of Cincinnati trademarks. This requirement applies to both commercial and non-commercial uses of the trademarks.

The Licensing Program is represented by the Collegiate Licensing Company ("CLC"), and only vendors who are licensed through CLC are authorized to produce logos with University of Cincinnati trademarks. ***Please be advised that the Purchasing Department may no longer process purchase orders or accept bids for goods with UC trademarks unless the vendor has been licensed through CLC, or is in the process of licensure with CLC.*** Current lists of licensed vendors are available from the Licensing Program office by sending an e-mail to martin.ludwig@uc.edu.

Your purchases of goods for internal University use are not assessed a royalty. If you purchase goods for resale a royalty fee will be added to the price you are charged.

If you have any questions about the Licensing Program or the use of the licensed vendors, please contact Martin Ludwig via email at martin.ludwig@uc.edu. Thank you for your assistance and support of the University of Cincinnati Licensing Program.