

Biola's Purchasing Department Mission

The mission of Biola University's purchasing department is to provide efficient and effective procurement of goods and services in keeping with good stewardship and Biola's vision to be among the world's foremost Christ-centered universities.

Purchasing Timeline and General Notes

- **Ordering:** Please allow us up to 5 business days to process orders on our end. Then when they are delivered to campus, please allow up to 5 business days for delivery from the Warehouse.
- **Checks:** Normal check processing is 5 business days from receipt of the purchase order to mailing/picking up of the check. We can process a next day check as a RUSH if we receive the paperwork before noon the previous day. A \$10 RUSH fee will be applied if a check is generated prior to 5 business days upon receipt. Please keep in mind there may be additional information needed that could delay the process. Additionally, any purchase order over \$5,000.00 from a budgeted account or over \$500 from a donation/club, etc. will need to be approved by the Budget Administrator prior to processing. The Purchasing department will obtain this approval for you.
- **Wires:** Wires can only be sent in the morning and it takes two people in Finance to process them. We must have the request by noon the previous day if we are doing a RUSH wire. If the wire is not RUSH then it will be processed in the normal 5 business days.
- **Events:** We need to know when, what, where and why for all events. If the vendor requires Biola's insurance certificates, please request a copy using the [Certificate Request Form](#). This form is also available on my.biola under the Forms tab. Please allow 3-5 business days for processing.
- **Deposits/balances:** If we are making a deposit for either an event or merchandise, please note that on the requisition. Even though we are only paying the deposit now, we need to make the requisition for the **full** estimated cost. This is necessary so we know how much the university will be committing to that particular vendor. Please make sure to note the amounts of both the deposit and the balance as well as when they are due. We will also need approval on the full amount we are committing to the vendor, so make sure the signer is approved for the full amount.

How to Fill Out a Purchase Requisition

- **Where to Find the Form:** The [Purchase Requisition Form](#) is available on my.biola under the Forms tab. The form is fillable and savable; it will also calculate your subtotal by following the instructions below.
- **Vendor Chosen/Suggested Vendor (s):** These fields are the same thing; use these boxes to give us the vendor's name, address, phone number, fax number and email address. The most important pieces to include are the name, address and a way to make contact.
- **Approvals:** This will be the approved signer on your account for the specific dollar amount you are spending. If we are processing anything related to travel, it must be signed off by the attendee's supervisor regardless of their own signing limit.
- **Requestor Box:** Fill in your name and department. Please include the best way to contact you. It could be your extension, cell phone or email. We will need a way to get a hold of you quickly if we

have any questions so the process is not delayed. Date Today is the day you submitted it for approval and Date Required is the date you need the product or check in hand.

- Boxes to check off:
 - Please Order: Select this box if you need Purchasing to order something; supplies, equipment, hotel/bus reservations, etc.
 - Confirmation: This box should rarely be used as it means that you as the department placed the order with the vendor and this paperwork is just confirming that.
 - Mail White: Select this box if you would like us to mail the white PO copy to the vendor for their records.
 - Fax White: Select this box if you would like us to fax the white PO copy and any additional paperwork to the vendor for their records.
 - Pay & Mail: Select this box if you have an invoice in hand. Meaning you placed an order for product and you have already received the product, so the invoice needs to be paid. This option is not preferable, as we would like for you to work with us and allow us to place the order.
 - Pre-Pay: This is Pre-Pay & Mail. Select this if you have not received the product or services, but need the check prior to completion.
 - Auto Pay: If the invoice will come later and you would like it to be paid automatically by the AP department, select this option.
 - Pay to Approved Invoice: If the invoice will come later and you would like to review and approve it prior to payment, select this option. You will need to write the PO# on the invoice along with "Ok to Pay" and your signature. You will then need to deliver this invoice to Accounting for payment.
 - Pay & Call: No longer available, Accounting does not allow checks to be picked up.
 - Pre-Pay & Call: No longer available, Accounting does not allow checks to be picked up.
 - RUSH: Mark this anytime an order or a check is needed within 5 business days. If you do have a RUSH make sure to hand it to someone in the office, either the person at the front or ring the bell and give it to someone, letting them know it's a RUSH.
 - Other: You can use this box for anything that doesn't fall into these categories, i.e. you need us to pay for something on a credit card. You can mark Other and either write the instructions on the "Special Instructions" line or in the description box.
- QTY: How many items you are ordering or nights you are staying, etc.
- UNIT: Unit of measure for order- EACH, PACK, LOT, NIGHTS, etc.
- DESCRIPTION: Explain what we are buying; give us as much detail as you can. If you have a print out of what you want or you have an invoice for a payment, make sure to attach it. If you do attach something, please make sure to put the details on the requisition as well, do not put "see attached" on the requisition as this will slow the processing time. Please include ITEM numbers, colors, dates, attendees, additional necessary details.
- EST./UNIT/EXT COST: All very similar, use these to give us the cost. If you enter a QTY and UNIT, then enter the base cost into UNIT COST, the EXT COST and TOTAL will automatically update for you. Please keep in mind that we are required to pay sales tax on all items delivered to Biola property

(including off-site locations). The current sales tax in La Mirada is 10%. If your order is taxable, you may enter it into the TAX line. If you forget or are unsure, Purchasing will fill it in for you.

- FUND, ORG: These are assigned to each department; they are the numbers we use to charge for the request.
- ACCT: Please use the [Expense Account Glossary](#) to find the appropriate account number to charge. This form is also available on my.biola under the Forms tab. Select the number that best describes what we are purchasing or paying for. The Purchasing department does not use interdepartmental numbers, so please do not select anything beginning with "75".

Travel Arrangements

- General Note for Travel Requests:
 - We must have a separate requisition for each portion of the travel- one for flight, one for lodging, one for rental car, etc.
 - All travel-related requisitions must be signed by the traveler's **supervisor**; it must also be within that supervisor's signing limit. Even if the traveler or another staff member has signing authority, we must have your immediate supervisor's approval prior to making any reservations.
 - Be as specific as you can with regards to your travel itinerary. If we have any questions about the requisition or if the price is significantly different from what you estimated, we will contact you before making any final arrangements.
 - Please be aware that any travel request regardless of how it is purchased must follow the travel policy as stated in [Section 6.74](#) of the Biola Handbook.
- Information Needed for Flights:
 - The passengers name exactly as it appears on their license-including any middle initial or full middle name. If they are flying internationally, we will need their name exactly as it appears on their passport.
 - Their date of birth and gender
 - Their cell phone number
 - Dates of travel and Biola business purpose for traveling
 - Departure airport and destination airport
 - If you have a specific flight that you found please print out the flight info and attach it to the requisition. Be as specific as you can and we will do our best to accommodate and call you if there have to be any significant changes.
 - If you are adding a personal side trip to your Biola business trip, the Purchasing department will obtain a quote for the business portion of the trip only. You will then be personally responsible to pay the difference (if any) between your full trip and the Biola business portion.
- Information Needed for Lodging:
 - Name of traveler, dates of travel and Biola business purpose for traveling
 - Please be specific about the hotel you would like to stay at as Purchasing cannot recommend hotels to you.
- Information Needed for Rental Cars:
 - Name of traveler, dates of travel and Biola business purpose for traveling
 - Biola uses Enterprise and National exclusively for two reasons:

- We have a direct bill account with them and therefore do not have to pay for the rental up-front.
- Biola's name is listed on the contract, thus satisfying the requirement from our insurance company in order to be covered under Biola's insurance. In order to drive using Biola's insurance you will need to be approved by James Yoon in Risk Management prior to the rental date. You must fill out the [MVR Authorization Request](#) and obtain approval from Risk Management before driving. This form is also available on my.biola under the Forms tab. Please note it may take up to 7 business days to complete this process.

Things that Might Delay Your Order

- If the vendor is new to Biola:
 - If the vendor is new to Biola, we will need a W-9 form on file prior to initiation or payment. Purchasing will obtain this form from the vendor directly once the purchase requisition is submitted. Depending on the vendor's response, the purchase or payment could be delayed several days until that form is received by the Purchasing department.
- If the vendor is providing a service on campus:
 - If the vendor is coming onto the main campus or any of Biola's sites to provide any type of service for us, they must have the required insurance certificates on file prior work beginning. This includes, but is not limited to: bounce houses, petting zoos, balloon artists, djs, artists/bands, contractors, etc. The requestor will work with Risk Management in order to obtain the proper certification PRIOR to the start of work. Please allow at least 7 business days for the insurance to clear.
- If your order is IT related:
 - Purchasing will need to obtain IT approval on all computer and computer related purchases including but not limited to software, hardware, accessories, etc.
- If your order contains marketing material:
 - Purchasing will need UCM approval on ALL marketing items, including but not limited to Biola imprinted giveaways, clothing merchandise, web design/ads, etc.
- If your order is a gift or giveaway to a student or staff/faculty:
 - General Notes: Gifts and/or gift cards can never be given in lieu of services. If you need to compensate someone for their services, please contact HR.
 - Gift Cards: Generally speaking, gift cards should not be given as gifts or giveaways, especially if the amount is over \$50 as this may have tax and/or scholarship implications.
 - Gifts Given to Students: Must receive VP approval, as well as HR approval, Ron Mooradian, prior to purchase. The requestor is responsible for acquiring each of these signatures before submitting their request to Purchasing. Additionally, the requestor must obtain a W-9 from the recipient prior to giving the gift for tax reporting purposes. In special circumstances, we may obtain their name and ID number instead. This information should be provided to the Purchasing department immediately.
 - Gifts Given to Staff and Faculty: Must be signed off by your VP, before submission to Purchasing. Additionally, the requestor must obtain a W-9 from the recipient prior to giving

the gift for tax reporting purposes. In special circumstances, we may obtain their name and ID number instead. This information should be provided to the Purchasing department immediately.

- Gifts Given to Outside Participants: Must be signed off by your VP, before submission to Purchasing. If the gift is going to someone who does not have a Biola ID, we will need a signed W-9 form from them prior to the gift being given.
- If your order is Facilities related:
 - Any change to a physical building at Biola will need to be approved by Facilities Services prior to any work beginning.
- If your order contains a contract:
 - Depending on the type of contract/agreement, your order may be delayed up to 15 business days for proper contract review. The Purchasing department will be in contact with you regarding this possibility. If it is determined that your contract does need to be reviewed, you will need to fill out the [Contract Submission Form](#) to begin the review process. This form is also available on my.biola under the Forms tab.

What is a Goldenrod or File Copy?

- A goldenrod is simply a confirmation that Purchasing has received your request and has processed it as you noted on your requisition. It does not mean that it has been paid or received. Receiving a goldenrod means that it was processed through the purchase order system, which means that if you have any questions for Purchasing, you need to reference the PO# that is on the top right of the goldenrod, P00..... The instructions for this PO are located at the bottom of your goldenrod copy i.e. FAX WHITE TO VENDOR, CONFIRMATION ONLY, PAY TO ATTACHED AND MAIL, etc.
- A file copy will be on white or blue paper and will be a copy of your requisition with a red buyer stamp in the top right corner. This indicates that Purchasing has ordered the product for you via credit card. The red stamp will tell you which buyer made the purchase for you. When calling about the status of an order please reference: 1) the buyer name- top right corner in red, 2) the date the item was charged-handwritten in the description area, 3) the vendor name and 4) a brief description of the item.

How to Check on the Status of Your Requisition

- If you requested a check:
 - Call Purchasing with the PO#, which is located in the top right corner of your goldenrod copy.
 - If you do not have your goldenrod back, please reference the vendor name, FUND/ORG to be charged and a brief description of the request.
- If you requested that we order a product:
 - Call the buyer who purchased the item for you directly. You will find the buyers name at the top right hand corner of your file copy, there will be a red stamp indicating the buyer.

- If you do not know who purchased the item for you, please call the main line (x.4751). Please reference the vendor name, FUND/ORG that was to be charged and a brief description of the request.

Misc. Biola Policies Pertaining to Purchasing

- Copier or Printer Scam Alert:
 - If you are contacted by anyone representing themselves as a representative from Konica Minolta offering to send you toner for your Konica Minolta copier, please refer them to IT. This is a scam; they will obtain your name, send you toner and bill you at a highly inflated price. All toner for your Konica Minolta copiers are available in IT and may be obtained using the [Copier Supply Order Form](#) at no cost to your department. This form is also available on my.biola under the Forms tab.
- Biola-issued or Personal Credit Cards:
 - Biola issued corporate credit cards are only to be used for pre-approved Biola related travel and emergency purchases under \$300. Please use the Purchasing department whenever possible for all purchases including travel.
 - Biola-issued corporate credit cards can be used to order emergency supplies that cannot be immediately acquired via the purchase requisition process. These purchases may not exceed \$300 and must be approved by your department head beforehand.
 - If orders are to be shipped, a copy of the order confirmation must be sent to Central Stores Receiving so they will know where to send the products upon receipt.
 - Emergency departmental purchases made by staff using their personal credit cards or funds will be reimbursed up to \$300 via the reimbursement requisition process provided the required approvals and receipts are submitted. These purchases must also align with Purchasing policy and the travel policy.
- Surplus:
 - If you no longer want something:
 - If you have a piece of furniture or equipment (Biola asset) that you no longer want or need, please contact the Purchasing department using purchasing@biola.edu for assessment. You are not authorized to dispose of these items yourself; it must be approved by the Purchasing department.
 - We will review the item and either move it to surplus or dispose of it. The Purchasing department will submit a Work Order request for you. Your department will be charged for the move if the item will be disposed of. And the Purchasing department will pay for the move to Rancho if the item can be reused by another department.
 - If you are looking for something:
 - Please contact the Purchasing department using purchasing@biola.edu requesting an appointment to view surplus items at Rancho.
 - If you find an item, the Purchasing department will submit a Work Order request for you and charge your departmental fund and org for the moving costs only.

Contracts/Agreements

- General Notes About Contracts:
 - There are only five people on campus who are authorized to sign legal documents on behalf of Biola:
 - Under \$35,000: Breanna Klett
 - Over \$35,000: Sandie Weaver, Dave Koontz, Mike Pierce and Barry Corey
 - A legal document is considered to be anything requiring a signature from a Biola representative and any document that has written terms/conditions.
 - If you have something that needs to be signed on behalf of Biola, you need to route it through the contract routing process **before** committing anything to the vendor.
 - Some contracts require vendor set up, legal analysis and insurance certificates. Therefore, **do not sign any contracts/agreements** under Biola University's name as you are not authorized to do so.
 - If we are paying an out of state individual or company over \$1,500, they are subject to 7% CA withholding tax, this is non-negotiable.
 - If your request falls within this category your department has the option to gross up the pay by 7% in order to cover the taxes.
- Contract Routing Process:
 - In order to have a contract reviewed, you must upload it to the [Contract Submission Form](#). This form is also available on my.biola under the Forms tab.
 - Once this form is submitted, please email your receipt to your department head cc'ing Breanna Klett, requesting their approval on the contract. Once that approval is received, the contract review process can begin.
 - The contract will be reviewed by Purchasing, Legal, Risk Management, Finance and other departments if applicable.
 - Please allow at least 15 business days for the initial review process. The full process may take longer depending on vendor negotiations.
 - Even though a contract is signed, that does not mean that the vendor has been paid. You must submit a signed compensation requisition or purchase requisition in order for payment to be made. If you have a copy of the fully executed (signed by both parties) agreement, please attach it to the payment form.

Purchasing Contact Information

- Off Campus Phone Number: (562) 903-4751
- On Campus Extension: 4751
- Email: purchasing@biola.edu
- Office Hours/Location: Monday-Friday, 8 am-5 pm. We are located in Metzger Lower East next to IT.

If you call or stop by, anyone in the office would be happy to help and answer any questions that you might have!