# Table of Contents

**Getting started**

- Introduction
- Determine the right buying method
- Purchase categories

**Acquiring goods + services**

- KFS purchase order process
- Track your KFS eDoc
- Requirement design
- Purchase requisition
- Purchase order
- Amend an order
- Purchase requisition processing timeframes
- Complexity factors
- RFx process
- PO process norms
- Purchasing authorities at the university
- Central approvals
- Unauthorized orders
- Invoices

**Supplier engagement**

- Work with suppliers
- RFx events
- Conflicts of interest
- Single and sole source purchases
- Sourcing considerations

**Purchases requiring additional review**

- Contract and grant accounts
- Drones
- Emergency orders
- Information technology
- Leases
- Mechanical equipment
- Munitions
- Scientific and regulated purchases
- Security systems
- Vehicle purchases

**References**

- Glossary
- Additional resources
Getting Started

Introduction

Procurement at Michigan State University (MSU) is the acquisition of goods and services with university funds in furtherance of the MSU mission. MSU is required to maintain a well-managed procurement program and to follow the policy outlined in the Manual of Business Procedures (MBP) Section 270.

Authority to commit MSU institutional funds for procurements is delegated from the MSU president in order to deliver the MSU mission. Successful procurements require a collaboration between MSU Procurement, requestors, and central approvers who support the MSU mission.

This guidebook was written to assist the university community in understanding the procurement process and the responsibilities associated with different roles. Procurement is committed to efficiency, transparency, good customer experiences, and incorporating feedback through iterative improvements.

Use this guidebook to:

• Determine the right buying method
• Identify the three purchase categories and the applicable uses
  • **Micro-purchases:** Generally low-risk and eligible for convenient and easy ordering methods, such as Spartan Marketplace or PCard
  • **Small purchases:** Acquire goods and services through a purchase requisition with Procurement’s assistance
  • **Large purchases:** Procurement will help you navigate the complex requirements and regulations that may apply
• Learn which goods and services require additional review by MSU central approvers to assure compliance with regulatory requirements
• Understand the process flow of a purchase requisition
• Plan your purchase, based on timeframe
Getting Started

Determine the right buying method

The MSU community purchases a wide variety of goods and services that are necessary to achieve the university’s mission. Choosing the appropriate buying method saves time and resources.

Buying from Spartan Marketplace (which includes University Stores) is the most preferred of the three purchasing methods at MSU—next is the PCard, then purchase requisitions.

I NEED TO PURCHASE GOODS OR SERVICES FOR MY WORK AT MSU

The good/service I’m seeking is off-the-shelf

Yes

Order from a Spartan Marketplace catalog

If the good/service is not available via Spartan Marketplace, follow the other path to determine an alternative buying method

No

Is it a purchase requiring additional review?

Yes

Submit a purchase requisition via KFS

See page 7 for details

No

Is the cost higher than $9,950\(^2\)?

Yes

Does the supplier accept PCard?

No

Use your PCard to pay for the good/service

If allowable per MBP 271

Yes

No

1 Learn more about purchases requiring additional review starting on page 21.
2 $9,950 is the higher of two default single purchase limits available for the PCard. Refer to the PCard Manual.
Getting Started

Purchase categories
There are three purchase categories at the university, which influence how a purchase requisition (PR) is handled by Procurement. These categories align to purchase thresholds derived from federal procurement regulations.

**Micro-purchases**
Purchases up to $24,999.99 may be awarded without a formal RFx event if the price is considered reasonable by the Procurement buyer based on research, experience, purchase history, or other information and documents.

**Small purchases**
Purchases between $25,000 - $249,999.99 require formal, documented price or cost analysis to determine that the price is fair and reasonable. At Procurement’s and the Office of General Counsel’s (OGC) discretion, this may include a formal RFx event based on purchase complexity.

**Large purchases**
A formal RFx event is required for large purchases that meet or exceed $250,000. RFx events must be publicly posted on UPL’s website unless an exception applies.
Acquiring Goods + Services

KFS purchase order process
Before a supplier can provide a product or service, a purchase order (PO) must be created in KFS. The process is as follows:

**Requirement design**
The subject matter expert has identified a purchasing need and established the business purpose, scope, and specifications.

**Requisition submission**
The requestor submits a requisition, with requirements and supporting documentation included. The account fiscal officers (FOs) review and approve.

**PR management**
KFS automatically routes the requisition as a purchase order (PO) eDoc to the Procurement team. A buyer is assigned to review, negotiate with suppliers, and approve the PO.

**Sourcing event**
If necessary, Procurement initiates and coordinates an RFx event, inviting suppliers to provide information, quotes, or proposals.

**Central approvers**
After Procurement approves, the PO eDoc routes to central units for required approvals.

**Order placed**
Procurement sends the finalized PO to the supplier and updates the PO status to open.

**Provision of goods/services**
The supplier completes the contracted agreement and submits invoices to MSU Accounts Payable (AP).

**Payment and closure**
AP processes supplier invoices for payment. Once all payments have been processed, Procurement updates the PO status to closed.

Track your KFS eDoc
The Procurement buyer regularly provides updates to the requestor via the Notes and Attachments section of the KFS eDoc or, as appropriate, via email. You can review the KFS route log or contact the assigned buyer—as identified by the “Contract Manager” field in the Document Overview tab—for status.
Acquiring Goods + Services

Requirement design
Project specifications or requirements must be clear, detailed, and written in a manner that encourages competition between suppliers. To ensure the best results for your unit, involve Procurement early in the process.

Suppliers cannot participate in the development of project specifications; otherwise, they will be disqualified from related competitive solicitation opportunities, including RFx events.

Purchase requisition
The purchase requisition (PR)—which specifies what is to be purchased and the appropriate account number(s) to be charged—kicks off the purchase order (PO) process and authorizes Procurement to issue a PO to a supplier. Supporting documentation—including Single/Sole Source Justification, IT Readiness, or Emergency Order forms if needed—must be attached to the requisition at the time of submission. Follow our tutorial on submitting a PR.

WHAT TO INCLUDE IN YOUR REQUISITION

<table>
<thead>
<tr>
<th>Clear requirements</th>
<th>Required forms</th>
<th>Funding source</th>
<th>Vendor suggestions</th>
<th>Selection committee</th>
</tr>
</thead>
</table>

Your requisition automatically routes for approval to the account fiscal officer (FO) before the PO eDoc is created.

DID YOU KNOW...?
While a PR is not typically required to obtain goods and services via PCard, there are some cases (e.g., software purchases where the supplier requires payment by credit card) where a purchase requisition is needed.
Acquiring Goods + Services

**Purchase order**

A purchase order (PO) is the document issued to a specific supplier committing university funds for the procurement of goods and services. A PO authorizes a supplier to deliver and bill the university for equipment, materials, supplies, and/or services.

Procurement—and often the Office of General Counsel—reviews the contracts and agreements associated with the PO, before routing the eDoc to other **central approvers**. The timing of these additional reviews are not within the control of Procurement; however, **estimated processing timeframes** are available for employees.

Once all approvals have been received and an agreement has been finalized with the supplier, Procurement provides the authorized signature and sends the PO to the supplier. The cost of the PO is encumbered on the General Ledger for the named account numbers. The stakeholder unit, Accounts Payable (AP), and Procurement can view the PO eDoc in the financial system.

**DID YOU KNOW...?**

For phase-funded contracts, often the best mechanism is length of the current phase plus optional years for future phases. This abides by GASB advice in that all committed years are fully encumbered; however, the contract provides optional extension if future phases are funded.

**Amend an order**

In some cases, the PO may need to be updated after it has been sent to the supplier, but before any additional goods or services are received beyond the current PO scope. This is known as a purchase order amendment (POA). Common reasons for POAs are a change to the scope of work, item quantity, or project service dates.

POAs are initiated via an explanation of requested changes in the Notes and Attachments tab of the PO eDoc. The buyer assigned to the PO will review the request and amend the PO.

Please note that approvals outside of Procurement may be necessary. For example, all POAs that affect the Items tab route to the FO for approval.
Acquiring Goods + Services

Purchase requisition processing timeframes
Below is a timeline of estimated processing time expectations for PRs. General guidance is to account for UPL processes (2-3 business days), central approvals (varies), and supplier actions (varies). Please keep fiscal year-end cutoff dates in mind when procuring goods and services.

**Simple procurement**  
*Approximately 1 day*  
A purchase requisition where the cost of goods or services is considered a **micro-purchase**, no additional review is needed, and supplier forms are up-to-date.

**Simple contract renewal**  
*2-4 weeks*  
A contract renewal that does not require re-bidding from the original contract and uses university terms and conditions.

**Complex procurement**  
*4-8 weeks*  
A purchase requisition where the cost of goods or services is within the range of a **small purchase**.

**Complex contract renewals**  
*4-12 weeks*  
A contract renewal that either requires re-bidding or multiple rounds of negotiations, does not use university terms and conditions, or includes a single or sole source.

**IT procurement**  
*4-12 weeks*  
Information technology (IT) purchases take additional time to process due to potential security and accessibility reviews.

**Large procurement**  
*4-16 weeks*  
A purchase requisition where the cost of goods and services is considered a **large purchase**.
### Acquiring Goods + Services

#### Complexity factors

Unsure whether your purchase is considered simple or complex? If any of these factors are present, the order will be considered complex, and may require additional processing time.

<table>
<thead>
<tr>
<th>SUPPLIER FACTORS</th>
<th>SPECIALIZED PURCHASES</th>
<th>OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concerns relating to business credit report</td>
<td><strong>Movable capital asset acquisition or fabrication</strong></td>
<td>High level of risk and impact to MSU</td>
</tr>
<tr>
<td>Potential supplier has <strong>conflict of interest</strong></td>
<td><strong>Purchases requiring additional reviews</strong></td>
<td>Contract where MSU terms and conditions aren’t used</td>
</tr>
<tr>
<td>Limited supply base <strong>Single or sole source may apply</strong></td>
<td>Such as: grant-associated purchase (CGA), hazardous materials (Environmental Health and Safety), mechanical equipment (IPF), munitions (Department of Police and Public Safety), vehicles (Transportation Services)</td>
<td>Multiple stakeholders involved</td>
</tr>
</tbody>
</table>

**OTHER**

- High level of risk and impact to MSU
- Contract where MSU terms and conditions aren’t used
  *This is a rare occurrence*
- Multiple stakeholders involved

The cost of goods and services falls within the **small or large purchase category**.
**Acquiring Goods + Services**

**RFx process**
Use this as a quick reference to understand what an RFx process is and what your responsibilities are.

**WHERE AN RFx IS IN THE PROCUREMENT PROCESS**

1. Requirement design
2. Requisition submission
3. PR management
4. Sourcing event
5. Central approvers
6. Order placed
7. Provision of goods/services
8. Payment and closure

**WHY IS AN RFx REQUIRED?**
An RFx event is often required when a purchase exceeds the university’s cost of a micro-purchase, a single or sole source does not apply, or the market is unexplored by MSU.

**4-8 WEEKS**

**KEY ROLES**
- **Subject matter expert**
  - Informs requirements
- **Selection committee**
  - Determines evaluation criteria
- **Procurement buyer**
  - Liaises with suppliers

**YOUR TEAM’S RESPONSIBILITIES**
- Establish evaluation criteria and weighting prior to bid receipt.
- Don’t communicate with any potential suppliers. Direct them to Procurement.
- Ensure an objective review of received bids.
Acquiring Goods + Services

PO process norms

**Requirement design** (pre-procurement)
*Expected timeframe: approximately 14 days  Process owner: subject matter expert*
The subject matter expert has identified a purchasing need and established the business purpose, scope, and specifications.

**Requisition submission**
*Expected timeframe: one to two days  Process owner: requestor*
The requestor submits a requisition, with requirements and supporting documentation included. The account fiscal officers (FOs) review and approve.

**PR management**
*Expected timeframe: up to two weeks  Process owner: Procurement*
KFS automatically routes the requisition as a purchase order (PO) eDoc to the Procurement team. A buyer is assigned to review, negotiate with suppliers, and approve the PO.

**Sourcing (RFx) event**
If necessary, Procurement initiates and coordinates an RFx event, inviting suppliers to provide information, quotes, or proposals. After the RFx event, PO processing resumes.

**RFx enablement**
*Expected timeframe: up to four weeks  Process owner: Procurement*
Formal procurement processes begin and a Master Service Agreement is selected.

**Public bid posting**
*Expected timeframe: up to two days  Process owner: Procurement*
The RFx event is publicly posted to UPL’s website, so suppliers can view and begin to coordinate their bid response.

**Evaluation criteria and weighting**
*Expected timeframe: up to six weeks  Process owner: selection committee*
Prior to receipt of bid responses, the stakeholder’s selection committee determines evaluation criteria for an objective review process. Weights are assigned to each criteria.

**Q+A**
*Expected timeframe: up to six weeks  Process owner: subject matter expert*
Suppliers ask clarifying questions on the RFx event and answers are publicly posted for all participating suppliers. Response may include an on-site walk through.

**Evaluation of bids**
*Expected timeframe: up to four weeks  Process owner: selection committee*
Following the RFx deadline, the selection committee evaluates each supplier’s response, resulting in vendor selection.

**Central approvers**
After Procurement approves, the PO eDoc routes to central units for required approvals.

**Order placed**
Procurement sends the finalized PO to the supplier and updates the PO status to open.

**Provision of goods/services**
The supplier completes the contracted agreement and submits invoices to MSU Accounts Payable (AP).

**Payment and closure**
AP processes supplier invoices for payment. Once all payments have been processed, Procurement updates the PO status to closed.
Acquiring Goods + Services

Purchasing authorities at the university

Signature authority
The permission to execute contracts and other legal documents on behalf of the Board of Trustees as delegated by the university president, is known as signature authority.

The president has delegated signature authority to Procurement for the purpose of committing university funds for purchases. Other units with delegated (or re-delegated) purchasing-related signature authority include:
- Infrastructure Planning and Facilities (IPF)
- Facility for Rare Isotope Beams (FRIB)
- MSU Libraries
- Food Stores

Contracts that are signed by employees without signature authority are not binding and may not be paid. Learn more about unauthorized orders.

Decision authority
The ability to determine what good or service should be purchased and from which supplier is known as decision authority. This is a joint and balanced responsibility between the business and technical sides.

Central approvals
There are additional units across the university that may be required to review and approve procurements requiring additional review, though they may not have purchasing signature authority.
Acquiring Goods + Services

Unauthorized orders
Unauthorized orders are agreements regarding procurement that do not follow an approved procurement process such as a purchase order, PCard purchase, or Spartan Marketplace purchase.

Employees that process unauthorized orders are at risk of being reported to the Office of Audit, Risk and Compliance. Additionally, unauthorized orders can impact the university’s relationship with suppliers, as invoices for unauthorized orders may not be honored by the university.

Invoices
As the supplier completes the PO agreement, they submit invoices to AP. Before AP issues payment, the account fiscal officer (FO) must review and approve the invoice.

FISCAL OFFICER REVIEW OF INVOICES

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compare PO and invoice for accuracy</td>
<td>Require that order matches delivered goods</td>
</tr>
<tr>
<td>Ensure goods or services were received</td>
<td>Ensure goods or services were received</td>
</tr>
<tr>
<td>Ensure cost is allowable on the funding account</td>
<td>Ensure that costs are allowable on funding account</td>
</tr>
<tr>
<td>Approve the invoice for payment</td>
<td>Approve the invoice for payment</td>
</tr>
</tbody>
</table>
Supplier Engagement

Work with suppliers
Procurement manages supplier relationships on behalf of the university. Each buyer understands the regulations surrounding public procurement and the supplier landscape for commodities under their area of expertise. To ensure the university offers fair and competitive opportunities, employees:

- should involve Procurement early in the purchase process,
- cannot engage any supplier in requirement writing, and
- cannot engage in project trials or try-outs with one supplier without offering the same opportunity to other suppliers in a similar space.

Suppliers may contact employees as they are unfamiliar with the university's internal structure and processes. Review our guide on directing suppliers to Procurement and other external relationship managers.

RFx events
Procurement regularly posts publicly available bid opportunities. There are three types of RFx events in which suppliers can engage: Requests for Information (RFI), Requests for Quotations (RFQ), and Requests for Proposals (RFP).

REQUEST FOR INFORMATION (RFI)
Market-based approach: identifies which suppliers, products, and services are available in the market

REQUEST FOR QUOTATION (RFQ)
Price-based approach: requirements are not up for interpretation; price is the only supplier differentiator

REQUEST FOR PROPOSAL (RFP)
Evaluation-based approach: suppliers are ranked by meeting requirements, features, pricing, and more
Supplier Engagement

Request for Information (RFI)

• **What it is:** An RFI assists the subject matter expert in determining which suppliers, products, or service offerings are available in the market to compare offerings without committing to any particular supplier.
• **Goal:** To gather information on a particular market, in order to inform a business decision to potentially move forward with an approved competitive solicitation process. A PO cannot be created as a result of an RFI alone.
• **Procurement’s role:** Procurement conducts the RFI process and makes it publicly available to gather market-based intelligence. The Procurement buyer books all product and service demonstrations on behalf of the stakeholder unit.

Request for Quotation (RFQ)

• **What it is:** An RFQ is a solicitation for goods or services where all requirements are mandatory and must be met to submit pricing.
• **Goal:** To have project requirements that are so well-defined that an evaluation matrix is unnecessary when reviewing supplier bids.
• **Procurement’s role:** Procurement conducts the public RFQ process. The buyer coordinates the review of supplier bids, ensuring requirements are met and that prices are inclusive of the total landed cost. Procurement works with the selected supplier to finalize and sign a contract.

Request for Proposal (RFP)

• **What it is:** An RFP is a solicitation for goods or services where price is one of many considerations in the “best value” to the university. Other selection criteria include a combination of product quality, supplier qualifications, and product or service requirements.
• **Goal:** To select a supplier that has provided a feature-laden proposal with the top evaluation in both requirements and pricing.
• **Procurement’s role:** Procurement conducts the RFP process. Before the RFP is posted for supplier bidding, the buyer coordinates the development of an evaluation matrix to ensure a fair process. Evaluation of supplier bids—once submitted to Procurement—is finalized and added to the purchase order eDoc. Procurement works with the selected supplier to finalize and sign a contract.

**DID YOU KNOW...?**

Procurement manages all of the supplier coordination and communication during the RFx event. This provides structure to the procurement decision by outlining requirements, articulating weighted evaluation criteria, and communicating activities in a single document consistently to all suppliers.
Supplier Engagement

Conflicts of interest
Procurements must be arms-length transactions between unrelated parties to not trigger a possible conflict of interest (COI). A COI may exist if an employee with decision authority or influence on a purchase has a connection to or financial interest in a supplier. Employees are required to self-disclose conflicts of interest with current or potential (bidding) suppliers. Suppliers are also required to disclose conflicts of interest that may exist with university employees as part of Procurement’s supplier onboarding process.

- **FINANCIAL INTEREST**
  Soliciting business from a company in which you, your spouse, or your child have an interest

- **FAMILIAL OR RELATED-PARTY CONNECTION**
  Soliciting business from the university for a relative’s or related-party’s company

- **ACCEPTING GIFTS**
  Accepting money, loans, credits, favors, services, entertainment, or gifts

- **FOREIGN INFLUENCE**
  Any undisclosed foreign influence

Procurement evaluates purchases with potential conflicts to determine if other sources are available at the same or better price. If another source is available at similar cost and terms, that source will be recommended to avoid the conflict. If no other suitable sources exist for the purchase—or if the subject matter expert appeals this decision—collected information is reviewed and if the transaction is in the university’s best interest forwarded to the MSU Conflict of Interest (COI) Officer for further review and possible submission to the Board of Trustees. Learn more about COI at MSU.
Supplier Engagement

Single and sole source purchases

Understanding the use case

Single or sole source requests apply when the criteria for competitive solicitation are met, but the subject matter expert has determined that no other viable option exists or meets their need. Single source purchases should be considered if only one of the available products/sources truly meets the unit’s need. In cases where no alternatives exist, a sole source purchase would apply.

SINGLE SOURCE: ONE AMONG MANY TRULY MEETS NEED

- There are many chip manufacturers around the world
- This supplier’s chip is the **only** one compatible with owned MRI machine
- Subject matter expert is responsible for verifying + supporting single source claim
- An auditor will verify against MRI specifications and service manuals

SOLE SOURCE: NO ALTERNATIVE OPTION EXISTS

- There is only one manufacturer of a specific type of plastic foam
- A formal bid process would be unnecessary
- Subject matter expert is responsible for verifying + supporting sole source claim
- Auditor will verify no alternatives existed at the time of purchase
Supplier Engagement

Justification
When submitting a single or sole source requisition, the subject matter expert must document the validity of the claim via a Single/Sole Source Justification form, including documentation that the price is fair and reasonable. Procurement evaluates and makes the final determination as to whether competitive solicitation is needed; however, Procurement does not confirm the validity of single or sole source justifications.

Fair and reasonable
A fair and reasonable price determination is an assessment by MSU that a supplier’s proposed price for a good or service can be considered “fair and reasonable” on the basis of applying one or more price or cost analysis techniques. A list of common techniques is listed below.

- **Comparison of published pricing**: MSU is able to compare pricing based on published or established price lists or catalogs from various suppliers; the catalogs should be current (within one year)
- **Competitive solicitation**: An RFx event was conducted by UPL to compare pricing from bids
- **Cost analysis**: The cost of the goods can be deconstructed into labor, material, and profit
- **GSA or purchasing consortium pricing**: The pricing is available under the U.S. General Services Administration’s (GSA) Federal Supply Schedule or is available under a competitively bid consortium contract (e.g., BTAA, E&I, NASPO, Vizient, etc.)
- **Historical prices**: Compare current price to prices paid in the recent past by MSU itself, taking into account factor(s) such as inflation
- **Public auction**: The goods were purchased at a publicly held auction
- **Sale of goods to other purchasers**: If the supplier has no catalog but has sold the same goods to other similarly situated organizations in the previous six months, and MSU is able to verify the prices paid by such other organizations
Supplier Engagement

Sourcing considerations

Business inclusion
The university actively supports providing business opportunities to a diverse base of suppliers. Learn more about Procurement’s work with other university units to ensure compliance with the university’s supplier diversity initiatives in MBP Section 270.

Domestic sourcing
Consistent with state and federal law as well as university policy, preference is given to domestic suppliers. Where comparable quality goods and services can be obtained domestically, the university will bias toward the domestic supplier. Learn more about domestic and foreign order requirements in MBP Section 270.

Sustainability
The university engages in activities that consider environmental, economic, and societal impacts. Procurement can help the requestor examine the total cost of ownership for purchased goods including shipping and freight costs, products made with pre- and/or post-consumer waste, energy use during equipment life, and end-of-life disposition.

Independent contractors
When working with individuals as suppliers, stakeholder units should review the business relationship to determine if the supplier is truly an independent contractor rather than an employee of the university. Learn more about working with independent contractors in MBP Section 76.

Consortia agreements
Consult with your Procurement buyer to find out if a consortia agreement is recommended for your purchase, as one may satisfy federal procurement regulations.
Purchases Requiring Additional Review

**Contract and grant accounts**
Specific accounts have been created for tracking and expensing sponsored research activities. These activities are funded by a variety of entities such as government agencies, foundations, and corporations. They require the approval of CGA and additional approvals from the project's PI may be necessary. [View information related to contract and grants.](#)

**Drones**
All Uncrewed Aerial and Submersible Vehicles (UAVs, USVs, or drones) must comply with Federal Aviation Administration (FAA) regulations and MSU regulates flying drones over its campus. [Review the university's policy on the use of drones.](#)

**Emergency orders**
When making an emergency purchase order, ensure the issue meets the definition identified in [MBP Section 270](#). Purchases that do not meet the emergency order criteria and are ordered without prior authorization will be treated as [unauthorized orders](#).

The [Emergency Order Justification form](#) should be completed and attached to all emergency requisitions prior to ordering. During evening or weekend hours, the subject matter expert may complete the purchase and submit the requisition as a “Confirming Order” with the completed form.

**Hotels, lodging, and event/conference venues**
Agreements for hotels, lodging, and conference/event venues are outside of the procurement process. [Contact the Accounting Office](#) for more information, including appropriate payment mechanisms.
Purchases Requiring Additional Review

Information technology
Information Technology (IT) refers to any equipment or interconnected system or subsystem of equipment that is used in the creation, conversion, or duplication of data or information. Before IT hardware or software is purchased or downloaded outside of the MSU Tech Store, an IT Readiness form must be submitted via a requisition, even if a PO is not necessary (e.g., free software, PCard purchases, or Spartan Marketplace purchases).

When purchasing software that includes a licensing agreement from a foreign country, there may be a royalty tax deducted from the invoice or charged to the unit. Learn more about tax withholdings.

Leases
Lease Purchase Program
University Procurement and Logistics offers a Lease Purchase Program. This program is a payment option for making purchases but does not replace the normal procurement process.

Advantages of the Lease Purchase Program include:
- An affordable fixed interest rate
- Flexible term length (one to five years)
- Avoidance of possible East Lansing taxation and early payoff penalties

DID YOU KNOW...?
When creating the purchase requisition, the requestor can request use of the UPL Lease Purchase Program funds via the Notes section.

External lease agreements
The Finance Office’s Capital Lease-Purchase Program provides a financing option for units purchasing equipment or capital assets with an aggregate value exceeding $500,000.

Property leases
Purchase orders for property leases may be established as a payment mechanism only, when signed under other authorized signature authorities.
Purchases Requiring Additional Review

**Mechanical equipment**
Mechanical equipment—such as boilers, steam and gas turbines, pumps, gas compressors, generators, and others—route through Infrastructure Planning and Facilities (IPF) for approval purchase.

**DID YOU KNOW...?** Movable capital assets are non-expendable, tangible property with an aggregate acquisition cost of $5,000 or more. Learn more about what qualifies as a movable capital asset and the capital asset purchasing process.

**Munitions**
All purchases of munitions—including ammunition, weapons systems, and equipment—route through the MSU Department of Police and Public Safety for approval.

**Scientific and regulated purchases**
**Drugs, narcotics, and controlled substances**
Requisitions for controlled substances must indicate the substance type and class. Instructions are available from Environmental Health and Safety (EHS).

After EHS approval, Procurement will send a copy of the PO to the approved purchaser.

- **Class I or II Substance**
  - Mail the copy of the PO and DEA Form 222 to the supplier

- **Class III, IV, or V Substance**
  - Fax or email the copy of the PO to the supplier
Purchases Requiring Additional Review

Hazardous materials
Hazardous materials are substances or materials that pose an unreasonable risk to health, safety, and property when transported, such as compressed gases, flammable liquids and solids, and dry ice. The stakeholder must identify if the goods being purchased contain hazardous materials to ensure proper processing and approvals.

Scientific alcohol
Scientific alcohol is only purchasable from the University Stores catalog in Spartan Marketplace. Alcohol purchases cannot be made at the University Stores storefront, as this is highly regulated by the State of Michigan.

Scientific equipment and duty-free entry
Certain scientific equipment may be imported into the U.S. duty-free if the following criteria are met:

- The scientific instruments and apparatus are to be used exclusively for educational purposes and scientific research, and
- The scientific instrument or apparatus, or its equivalent, is not manufactured in the United States.

Duties on scientific equipment are often substantial. Units should apply for duty-free entry well in advance of making the purchase by contacting the appropriate Procurement buyer. If duty must be paid, the budget should be updated accordingly before funds are committed elsewhere.

Security systems
Requests to purchase and install independent security systems and cameras must route through the MSU Police Department and MSU Information Technology. These purchases are disallowed through Spartan Marketplace.

Vehicle purchases
Transportation Services is the only unit authorized to make purchases of passenger vehicles. Procurement will review the specifications and sourcing options for vehicle purchases and may choose to enter a competitive solicitation process.
References

Glossary

• **Buyer**: Procurement staff members who evaluate purchase requisitions, solicit quotes and proposals, negotiate pricing and terms, and oversee the issuance of purchase orders (POs)

• **Decision authority**: The ability to determine what good or service should be purchased and from which supplier

• **EBS**: Enterprise Business Systems, portal to access the financial system

• **Employee**: An individual who works for the university, including temporary, on-call, student, and contract/agency workers; may include the requestor, fiscal officer, subject matter expert, or others involved in the procurement process

• **Encumbrance**: Notation on the General Ledger that funds have been earmarked for a purchase; off-book encumbrances are not allowable per GAAP

• **Fiscal officer**: A university employee responsible for the management of funds associated with one or more financial accounts

• **GAAP**: Generally accepted accounting principles, set by the Governmental Accounting Standards Board (GASB)

• **General Ledger**: The central record of an account’s transactions; also referred to as “the GL”

• **KFS**: Kuali Financial System, the university’s financial system where Procurement activities are processed and recorded

• **Purchase order (PO)**: The document issued to a specific supplier committing university funds for the procurement of goods and services

• **Purchase requisition (PR)**: A document which specifies what is to be purchased and the appropriate account number(s) to be charged

• **Signature authority**: The permission to sign contracts and agreements on behalf of the university, as delegated by the President

• **Spartan Marketplace**: An e-procurement solution that provides a centralized, convenient, cost-effective way to make departmental purchases

• **Subject matter expert**: A university employee who has the specific, relevant knowledge required to identify the need for and specifications of a purchase. For research projects, this will be the principal investigator
Glossary (cont.)

• **Supplier:** A company who provides goods or services to the university
• **Unauthorized order:** Agreements regarding procurement that do not follow an approved procurement process such as a purchase order, PCard purchase, or Spartan Marketplace purchase
• **Unit:** Organizational entities at the university, each with a responsible administrator; includes departments, organizations, programs, colleges, and Major Administrative Units (MAUs)
• **University:** A public land-grant research university based in East Lansing, Michigan whose employees administer procurement functions through delegated authority
• **University Procurement and Logistics (UPL):** The MAU that includes a Procurement sub-unit, which competitively solicits, negotiates commercial contracts, and issues orders for goods and services on behalf of the university under delegated signature authority

Additional resources

• [Manual of Business Procedures (MBP) Section 270](#)

• Decision trees
  • [Supplier relationships](#)
  • [Movable capital assets](#)

• Tutorials
  • [Creating a standard purchase requisition](#)
  • [Creating a complex purchase requisition](#)

• Forms
  • [Emergency order justification](#)
  • [IT readiness](#)
  • [Single/sole source justification](#)