

ANNUAL REQUISITIONER CERTIFICATION

Why must I be certified ?

- The purpose of this certification is to train and provide resources for Clemson University Requisition staff
- Lean recommendation from the Procurement process review
- Provide basic understanding of the Procurement and Accounting process by providing overview training
- Required annual certification and recertification process for all Clemson University employees with the role of requisitioner in buyWays

Topics

- Ethics
- Procurement Policy & Guidelines
- Delegation
- Buying
- Paying
- Compliance
- Accounting
- Resources & Contacts

ETHICS

Ethics

The South Carolina State Ethics Act governs ethical behavior for state employees:

- Do not use position for personal gain
- Do not make payments to public officials
- Do not disclose confidential information

Overall code of conduct should be beyond any ethical concern or question

Ethics

- As an employee you may be given the authority to be an agent of Clemson University (shopper, cardholder, accountant)
- Accountability and responsibility
- Business purpose
- Actions outside of the policies, may be subject to disciplinary action or your personal liability

Ethics - Conflict of Interest

Clemson can NOT purchase from the following:

- A University employee, goods and/or services
- An employee's business in which he/she owns more than 50% of the business
- An immediate family member
- Requests for exceptions are submitted via email to the [Procurement Director](#)

Ethics - Conflict of Interest

Exception to this policy may be approved by University Administrative Council

- Unallowable Example: CU Employee and her husband own a florist. It is a COI for Clemson to do business with them
- Allowable Example: Employee's cousin has business eradicating bats

Resource Link: [Disbursements](#)

PROCUREMENT POLICY AND GUIDELINES

Procurement Policy & Guidelines

[Procurement Policy](#) website provides broad purchasing guidance to facilitate a basis for universal application, however, every possible expense or circumstance cannot be anticipated. Business Offices, Business Officers and Procurement Services are resources for more information.

Procurement Policy & Guidelines

Spending University funds is a two part process:

- Buying
- Paying

Any disbursement of University funds requires:

- A signature authorization to commit university funds and
- Independent approval of the requisition and payment of funds

Resource Link: [Disbursement Policy](#)

Procurement Policy & Guidelines

Budget Centers / Business Office will maintain a list of individuals authorized to spend University funds

Requires an authorized signature for any disbursement

- Department specific workflow approval (buyWays Requisition)
- P-card – Live signature on statement
- Secondary approval upon receipt/invoice to approve payment or Negative Assurance of a Receipt (NAR)

DELEGATION

Delegation - Responsibility

Authority from the Division/College, department heads, or their designee, are the authorized approval authority for:

- Committing University funds
- Ensuring funds are available prior to commitment of funds
- Procurement have a necessary business purpose

Delegation – Signature Authorization

Any designee of the department head will be documented in some manner detailing that designee's authority

- Example: Procurement Card holder

Authorization can be accomplished with a pre-approval form or a signature after goods are received

- Example: Requisition for a Purchase Order or a departmental specific form

Delegation – Signature Authorization

In Sponsored Programs or restricted funds, special approval authorization may be granted to individuals with specific controls (Principal Investigator) or fund administrator who are authorized to spend funds related to a specific project

Departments will designate these individuals for procurement roles in buyWays

Delegation – Signature Authorization

When the approved signature authority is requesting a personal reimbursement for expenses (i.e. as in the case of a travel reimbursement), the signature of the employee & supervisor or supervisor's designee is also required


Delegation - Contracts

- Departments are not authorized to sign contracts, leases, vendor agreements, etc. (i.e. cell phones) with total potential value of >\$2,500
- Any document or contract requiring a signature should be forwarded to the Procurement Director (NEBESK@clermson.edu) for review and action
- All departments are expected to comply with Clemson University Fiscal Policies and Procedures regarding authorized signatures

Resource Link: [Comptroller's Office](#)

BUYING

Buying - Contracts

Clemson University is a State Agency and must comply with the SC Procurement Code and utilize the established State contracts. Contract suppliers in buyWays are indicated with a  icon.

Requisitioners should always:







- Select the proper contract when issuing payment
- Make sure they are being charged the
- correct contract rate
- Understand how to use contracts and their
- contents
- Understand that not everything a contracted supplier sells is on contract

Buying - Frequently Used State Contracts

- Air Conditioners
- Body Armor
- Education – Servers
- Furniture
- Ice Machines
- Laboratory Equipment
- Lawn Mowers
- Computers
- Network – Cisco
- Office Supplies
- Paper
- Printing Photo Film & Supplies
- Printers and Printing Supplies
- Projectors
- Radio Equipment
- Software
- Temporary Services
- Tractors
- Vehicles
- Video Conferencing Equipment

Buying -buyWays

BuyWays icons are visual aids designed to identify supplier characteristics quickly.

	Contract Supplier – Identifies the supplier as having a contract with Clemson. This supplier can be a hosted, a punchout or a non-catalog supplier.
	Electronic Payment Supplier – Identifies that the supplier receives their payments by electronic means, direct deposit, electronic funds transfer. No remit address is necessary.
	Exempt from Net 30 – Identifies a supplier as exempt from Net 30 payment terms. Suppliers payment terms are due upon receipt.
	Discount Supplier – Identifies that a supplier offers a discount for prompt payment.
	Electronic Invoicing Supplier - Identifies the supplier as an electronic invoice for catalog & punchout orders only.
	Electronic Invoicing Supplier - Identifies the supplier sends electronic invoices & credit memos for all orders placed in buyWays.

Resource Link: [Complete list of buyWays Icons](#)

Buying - Resources

- [How to Buy and Pay](#) – A table that equates what procurement method to use to accomplish the purchase
- [Decision Tree](#) – A flow chart to guide the user through the process of making a purchase for CU
- [Procurement Forms](#) – Forms used for Clemson Business transactions

Buying – Sole Source

Sole Source – For sole source purchases of >\$10K, a detailed justification must be provided. Justifications must include:

- Technical and/or detailed specifications of purchase
- Why the good(s)/service(s) are required
- Why the purchase is only available from a single vendor

Attach justifications to the buyWays requisition only. Adding attachments to multiple areas within buyWays is not necessary and consumes storage resources.

Buying – Sole Source

For sole source purchases of ≤ \$10K, a basic justification must be provided indicating why no other vendor can provide this good/service.

Failure to provide sufficient justification requested on this form will result in your requisition being returned for additional information.

Resource Link:

[Section 11-35-1560 of the SC Procurement Code and 19-445-2105 of the Rules and Regulations, 1976 SC Code of Laws](#)

Buying - Dollar Limitation Guidelines

Purchases less than \$2500 – may be made without securing competitive bids if the prices are considered to be fair and reasonable

Purchases from \$2500.01 to \$10,000 – require a minimum of three (3) price references. These need not be *written* quotes, but can be quotes, internet pricing, prices on the internet, email, vendor catalog, or telephones quotes. Price references and vendors must be noted on the purchase requisition or in p-card supporting paperwork.

Buying - Dollar Limitation Guidelines

Purchases from \$10,000.01 to \$50,000 – require written solicitation via written quotes, bids, or proposals

Purchases from \$50,000.01 to \$1,000,000 – require written solicitation of written sealed bids or proposals

- Vendors have an opportunity to protest

Buying - Dollar Limitation Guidelines

Purchases of \$100,000 or more must be approved by the appropriate vice president, the VP for Finance and Operations or the president of the University by action of the Board

Purchases over \$2,000,000 – shall be sent to the State Procurement Office in compliance with the Code, by Clemson Procurement using the SCIES requisition process

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Buying - Exemptions

Items on the exemption list can be purchased by departments, up to \$100,000, without further approvals

- Example: Utility bills, Registration fees, Research animals, Purchase for resale
- Exemptions should be selected on the buyWays requisition; if you are not sure of which exemption applies, do not select an exemption

Resource Link: [Exemption List](#)

Buying – Grant Specific or Procurement Certifications

Grant Specified Procurements (or Procurement Certifications)

- Complete the Procurement Certification Form in buyWays
- Attach the budget form and narrative from the proposal
- Requisition will route to Grants and Contract Administration for approval
- Failure to provide all required info can result in having your requisition returned

Buying – Unauthorized Procurement

An unauthorized procurement is an act of obligating Clemson University in a contract by any person not authorized to do so in accordance with Clemson University procurement policies and procedures

President must approve the purchase

Examples:

- Non-exempt purchases > \$10K without bids or under contract
- Multiple planned purchases that exceed \$10K

Buying - Procurement Card

Examples of Allowable Charges:

- Air travel
- Registration fees
- FEDEX or UPS
- Subscriptions
- Telephone
- Postage
- Hardware
- Books
- Membership Dues

Examples of Unallowable Charges:

- Employee travel
- Hotel rooms including deposits
- Meals
- Rental cars
- Shuttles
- Cash Advances
- Personal charges
- Gifts, gift cards/certificates
- Gasoline
- Foundation expenses

Resource Link: [P-Card Policy](#)

Buying

All personnel will purchase recycled and environmentally preferable products whenever feasible

Promote the use of recycled and other environmentally preferable products

Procurement Department will secure contracts with vendors that are environmentally conscientious whenever feasible

Resource Link: [Sustainability Policy](#)

PAYING

Paying – Purchasing Methods

Requisition–PO–Invoice (Preferred Method)

- Applies to any amount and creates a legal binding contract with checks and balances for Clemson and the vendor

Payment Request Form

- Creates an invoice liability without prior PO, contract or exemption

Direct Purchase Form

- Designed for encumbrance purposes as in a declining balance for utility payments for the budget/fiscal year

Procurement Card

- For use when making purchases \leq \$2,500 (unless a higher limit card is approved)

Paying - Receipting

Receipts should be created by an employee who has knowledge that goods and services are received

- Signature on a P-card statement
- Electronic receipt in buyWays
- Negative Assurance of Receipt (NAR)

Paying - Invoicing

- buyWays invoices where the amount is \leq \$2500.00 are eligible for Negative Assurance of Receipt (NAR)
- Receipts must be entered for any invoice where the PO amount is \geq \$2500.00
- An invoice for each purchase must be entered in buyWays unless invoice is sent electronically by vendor

Paying - Requirements

- Invoices should be paid in a timely manner and should be entered upon receipt
- Payment to vendor is based on the CU vendor payment terms specified in the PeopleSoft system – Default Net 30
- All vendors are required to register with Clemson prior to doing business invoice payment
- As a state agency, Clemson has 30 days after receipt of goods to pay any invoice

Paying - Vendor Resources

All vendors must register through our vendor portal to receive a PO and/or payment

- [Dedicated Vendor Portal](#)
- Vendor Registration
- Terms and Conditions
- Vendor Payment Inquiry
- Vendor Bidding Instructions
- Procurement Policy
- Payment Policy/Options

Paying

Do not change chartfield strings or approved funds when entering an invoice in buyWays where the approval has already been obtained

Do not change payment terms

- Payment terms are selected by the supplier upon registration

Paying - Payment Methods

- Vendor Check
- ACH (Automated Clearing House or Direct Deposit)
- Departmental Procurement Card–VISA
- Epayables (Virtual Visa Card assigned to Vendor)
- PayMode–X (Electronic Funds Transfer)
- Wire Transfer (Normally for Rapid Funding to Overseas accounts)
- Interdepartmental Journal Entry (General Ledger movement of funds between departments)
- Interdepartmental Transfers (IDT) Movement of funds between state agencies

COMPLIANCE

Compliance - Sales Tax

- Clemson University is NOT tax exempt. Some specific items/commodities are tax exempt. Requisitioners are responsible in determining tax applicability.
- Sales tax is imposed on the sale of goods and certain services in South Carolina
- Statewide the sales tax is 6%, however counties may elect to impose an additional X% local sales tax
- Generally, if tax is not on the invoice, the vendor is not registered in SC

Resource Link: [Tax Exemptions](#)

Compliance - Use Tax

- Applied when purchases of tangible goods purchased from an out of state vendor for use in South Carolina
- Use tax is complimentary to the sales tax
- Serves to “even the playing field” where out of state sellers are concerned
- Purchaser is liable for the use tax
 - Purchaser is relieved of the use tax liability if a receipt from the retailer specifying South Carolina tax collected is received

Compliance - Use Tax

- If no SC sales tax has been charged then use tax must be applied
- Use Tax is accrued on the invoice and paid to the SC Tax Commission by Accounting Services.

Resource Link: [SC Tax Commission](#)

Compliance -Tax

(Maintenance, Warranty, Software)

Purchase Item	Description	Taxable
Maintenance Contract for Equipment or Item	Purchased with Equipment/Tangible Property even if listed as a separate line item	Yes
Maintenance Contract for Equipment or Item	Purchased at a later date or not purchased in conjunction with the product	No
Maintenance Contract for Software	Purchased with Software that was delivered electronically	No
Maintenance Contract for Software	Purchased Delivered Tangible Property (Disk, Flash Drive, etc)	Yes
Software	Purchased or Delivered Tangible Property (Disk, Flash Drive, etc)	Yes
Software	Delivered Electronically	No
Software	Internet websites that allow customer use of software on that website. Companies that provide customers access or use of software are referred to as Application Service Providers (ASP).	Yes
Warranty	Purchased with Tangible Property even if listed as a separate line item	Yes
Warranty	Purchased at a later date or not purchased in conjunction with the product	No

Renewals of existing agreements (maintenance, warranty, or software updates and licenses) are subject to tax based on the original purchase. <http://media.clemson.edu/procurement/TaxUpdates9.1.11.pdf>

Compliance – Tax

Same amount of tax is due whether the item is bought in state or out-of-state

Lawn mower purchased in Clemson, SC

Gross Price:	\$550.00
Pickens Tax %	x 7%
	\$38.50
Gross Price	+ \$550.00
Net Price	\$588.50 – Pay to vendor

Lawn mower from internet company

Gross Price	\$550.00 – Pay to vendor
Use Tax %	x 7%
Use Tax	\$38.50 – Paid to SC Dept of Revenue via CU Accounting Services

Compliance - Tax

- Installation stated as a separate line item is non-taxable
- Labor is non-taxable when the labor is stated as a separate line item from the parts
- buyWays requisitions should never indicate a taxable status and have an override tax rate of 0%.
- buyWays punch-out & catalog suppliers (CXML – electronically integrated) suppliers should collect SC sales tax
- Most purchases are taxable unless R&D exemption applies

Compliance - R&D Tax Exemption

Equipment used 50% or more directly and exclusively for research and development purposes may be exempt from sales and use tax

Research & Development Sales/Use Tax Exemption Form is NOT required when the R&D tax exemption is indicated in buyWays

If you have questions, please contact Accounting Services for further clarification

Compliance - Freight & Tax

- FOB Clemson – taxable – this is the default for all Clemson purchase orders
- FOB Shipping Point – not taxable.
- Tax is added on freight when entered in the freight field
 - If freight is not taxable, the amount should be entered as a separate line item, line item marked non-taxable
- Freight paid directly to freight company is not taxable
- Freight has been negotiated on SC state contract items and should not be paid unless special delivery if requested

Resource Link: [Sales & Use Tax](#)

Compliance - Reimbursements

- Colleges/depts may have specific rules regarding reimbursements
- Refer to the [Disbursement Grid](#) for entertainment and travel related reimbursements and/or payments for employees and students
- Compensation issues should be addressed through the payroll system

Compliance - Independent Contractor vs. Employee

Facts that provide evidence of the degree of control and independence fall into three categories:

- Behavioral: Does the company control or have the right to control what the worker does and how the worker does his or her job?
- Financial: Are the business aspects of the worker's job controlled by the payer? (Considerations: how worker is paid, whether expenses are reimbursed, who provides tools/supplies, etc.)
- Type of Relationship: Are there written contracts or employee type benefits (i.e. pension plan, insurance, vacation pay, etc.)? Will the relationship continue and is the work performed a key aspect of the business?

Resource Link: [Employee vs. Independent Contractors](#)

Compliance - Independent Contractor

- People such as doctors, dentists, veterinarians, lawyers, accountants, contractors, subcontractors
- Independent services offered to the general public
- Payer has the right to control/direct only the result of the work and not what will be done and how it will be done
- Independent contractors are subject to Self-Employment Tax

Compliance - Employee

Employee is defined as anyone who performs services for an individual or company is considered an employee *if that individual or company can control what will be done and how it will be done*

- This applies even when employees are given the freedom of action determined if the individual or company has the right to control the details of how services are performed.

ACCOUNTING

Accounting - Fund Types

Fund accounting classifies all resources into funds according to specific limitations placed on their use by the resource providers

- Source of funds may restrict the use of funds for a purchase
- Funds also have unique requirements for use

Resource Link: [Clemson University Funds](#)

Resources

From FAQ's to Contracts, Sam's Card Program to Surplus Property, click on the important Procurement Services links below for quick reference for topics relative to purchasing and payment

[buyWays Portal](#)

[Clemson buyWays](#)

[Clemson University Funds](#)

[Contract Information](#)

[Direct Payment Information](#)

[Disbursements](#)

[Ethics](#)

[Guide to Procurement](#)

[Leases & Capital Assets](#)

[Policies & Procedures](#)

[Procurement Services](#)

[Sam's Card Procedures](#)

[Scope of Work Template](#)

[Taxes and IRS](#)

[Information](#)

[Training](#)

[Travel](#)

[Vendor Portal](#)

[VISA](#)

Resources – Common Issues to Avoid

1. Item Descriptions like “see attached” or “per quote”
2. Unsure whether to create a PO or apply payment to existing PO
3. <\$10K Purchase – Unsure of using Price References or Justification
4. Submitting contracts with no signatures or incorrect signatures
5. Adding internal or external attachments multiple times and/or attaching incorrectly
6. Poor or No Sole Source Justification
7. Not selecting contract, correct tax percentage or exemption
8. Making sure all transferred information is correct when copying previous carts
9. Attempting to changing the chartfield on the invoice
10. Not marking final payment box on invoice to close PO
11. Not putting the supplier invoice number or correct date (Year: 2030) on the manual invoices.
12. Not entering invoices in a timely manner or at all
13. Understanding how and when to cancel a PO and/or Invoice
14. Not knowing what to do when a requisition is returned (mostly because of budget error)
15. Not knowing the buyways icons and what they mean

QUIZ

When I am making purchases equal to or less than \$10,000 I should always include:

a. A Sole Source

justification

b. Three price references

c. A Football Schedule

d. A packing slip

Incorrect

When I am making purchases equal to or less than \$10,000 I should always include:

- a. A Sole Source justification
- b. Three price references
- c. A Football Schedule
- d. A packing slip

ANSWER

B. Three price references

Purchases from \$2500.01 to \$10,000 – require a minimum of three (3) price references.

Next Question

Correct

When I am making purchases equal to or less than \$10,000 I should always include:

a. A Sole Source

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b. Three price references

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ANSWER

B. Three price references.

d. A packing slip

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Next Question

Incorrect

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- a. A Sole Source justification
- b. Three price references
- c. A Football Schedule**
- d. A packing slip

ANSWER

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- c. A Football Schedule

d. A packing slip

ANSWER

B. Three price references

Purchases from \$2500.01 to \$10,000 – require a minimum of three (3) price references.

Next Question

When paying an invoice entering text such as “See Attached” or “Per Quote” in the description field is ok.

a. True

b. False

Incorrect

When paying an invoice entering text such as “See Attached” or “Per Quote” in the description field is ok.

a. True

b. False

ANSWER

B. False

Common Issues to Avoid #1- Item Descriptions like “see attached” or “per quote”

Next Question

Correct

When paying an invoice entering text such as “See Attached” or “Per Quote” in the description field is ok.

a. True

b. False

ANSWER

B. False

Common Issues to Avoid #1- Item Descriptions like “see attached” or “per quote”

Next Question

Selecting the proper contract when entering a PO or invoice is not necessary and is just an extra step in the process.

a. True

b. False

Incorrect

Selecting the proper contract when entering a PO or invoice is not necessary and is just an extra step in the process.

a. True

b. False

ANSWER

B. False

Common Issues to Avoid #7 -Not selecting contract, correct tax percentage or exemption

Next Question

Correct

Selecting the proper contract when entering a PO or invoice is not necessary and is just an extra step in the process.

a. True

b. False

ANSWER

B. False

Common Issues to Avoid #7 -Not selecting contract, correct tax percentage or exemption

Next Question

Creating a thorough, accurate and well thought out justification for a Sole Source purchase is crucial.

a. True

b. False

Correct

Creating a thorough, accurate and well thought out justification for a Sole Source purchase is crucial.

a. True

b. False

ANSWER

A. True

For sole source purchases of >\$10K, a detailed justification must be provided.

Next Question

Incorrect

Creating a thorough, accurate and well thought out justification for a Sole Source purchase is crucial.

a. True

b. False

ANSWER

A. True

For sole source purchases of >\$10K, a detailed justification must be provided.

Next Question

When attaching backup to a Purchase Order or payment I should include my attachments:

- a. Eight times
- b. In every allowable area
- c. Never
- d. One time

Incorrect

When attaching backup to a Purchase Order or payment I should include my attachments:

- a. Eight times**
- b. In every allowable area
- c. Never
- d. One time

ANSWER

D. One time

Common Issues to Avoid #4 - Adding internal or external attachments multiple times and attaching incorrectly

Next Question

Incorrect

When attaching backup to a Purchase Order or payment I should include my attachments:

- a. Eight times
- b. In every allowable area**

c. Never

d. ~~One time~~
ANSWER
D. One time

Common Issues to Avoid #4 - Adding internal or external attachments multiple times and attaching incorrectly

Next Question

Incorrect

When attaching backup to a Purchase Order or payment I should include my attachments:

- a. Eight times
- b. In every allowable area
- c. Never**
- d. One time

ANSWER

D. One time

Common Issues to Avoid #4 - Adding internal or external attachments multiple times and attaching incorrectly

Next Question

Correct

When attaching backup to a Purchase Order or payment I should include my attachments:

- a. Eight times
- b. In every allowable area
- c. Never
- d. One time**

ANSWER

D. One time

Common Issues to Avoid #4 - Adding internal or external attachments multiple times and attaching incorrectly

Next Question

According to the South Carolina State Ethics Act, state employees should never:

- a. Use the position for personal gain
- b. Make payments to public officials
- c. Disclose confidential information
- d. All of the above

Incorrect

According to the South Carolina State Ethics Act, state employees should never:

a. Use the position for personal gain

b. Make payments to public officials

c. Disclose confidential information

d. ~~All of the above~~
ANSWER
D. All of the above

The South Carolina State Ethics Act outlines this information for state employees.

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Next Question

When using contracts, requisitioners should always:

- a. Make sure they are being charged the correct contract rate
- b. Select the proper contract when issuing payments
- c. Understand the contents and how to use contracts
- d. All of the above

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ANSWER

D. All of the above

Requisitioners should understand contracts, contract pricing and their proper applications within purchasing.

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ANSWER

D. All of the above

Requisitioners should understand contracts, contract pricing and their proper applications within purchasing.

Next Question

Items that may be charged on a Procurement Charge Card are:

- a. Hotel rooms for employees
- b. Gift Cards
- c. Employee travel
- d. Personal purchases
- e. None of the above

Incorrect

Items that may be charged on a Procurement Charge Card are:

- a. Hotel rooms for employees**
- b. Gift Cards
- c. Employee travel
- d. Personal purchases

ANSWER

- e. None of the above**

See the Procurement website for a more detailed list of Allowable and Unallowable charges.

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- b. Gift Cards
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ANSWER

e. None of the above

See the Procurement website for a more detailed list of Allowable and Unallowable charges.

Next Question

Applying tax to an out of state purchase is called:

- a. Interstate tax
- b. Use tax
- c. Sales tax
- d. Tangible tax

Incorrect

Applying tax to an out of state purchase is called:

- a. Interstate tax**
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- c. Sales tax
- d. Tangible tax

ANSWER

B. Use Tax

Use Tax is applied when purchases of tangible goods purchased from an out of state vendor for use in South Carolina

End Quiz

Correct

Applying tax to an out of state purchase is called:

- a. Interstate tax
- b. Use tax**
- c. Sales tax
- d. Tangible tax

ANSWER

B. Use Tax

Use Tax is applied when purchases of tangible goods purchased from an out of state vendor for use in South Carolina

End Quiz

Incorrect

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ANSWER

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ANSWER

B. Use Tax

Use Tax is applied when purchases of tangible goods purchased from an out of state vendor for use in South Carolina

End Quiz

Resources - Procurement Contacts

Procurement Staff Directory

Administrative Services Building

108 Perimeter Road

Clemson, SC 29634

864-656-2390 phone

864-656-2394 fax

[Directions](#)



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