Department Orders

OVERVIEW

Departmental personnel may use a Department Order (DO) to make simple purchases of goods and services. The Department Order process generates an encumbrance against the supporting account.

Departmental personnel must create DOs for all department purchases not processed by one of the following methods:

- On a purchasing card (BPPM 70.08)
- Through Purchasing Services (BPPM 70.13)
- On a contract (BPPM 70.21)
- Through Accounts Payable (BPPM 70.20)

For a list of items that may be processed directly through Accounts Payable without the involvement of Purchasing Services, go to:

purchasing.wsu.edu/AP_List.html

Online Application

Personnel use the online Administrative Information Systems (AIS) application called Purchasing, Accounts Payable, Receiving (PAPR) to generate a Department Order.

Authorization

Prior to Requesting Access

AIS User ID

In order to be granted access to the Department Order system, the employee must obtain an AIS User ID (see BPPM 85.37).

Required Training

Employees must complete training prescribed by the Washington (WA) Department of Enterprise Services (DES) prior to requesting access to prepare Department Orders. To fulfill this requirement, employees must complete the following online training courses:

- WA State Purchasing and Procurement Ethics; and either
- Purchasing and Procurement 101; or
- Small Purchases.
Department Orders

Required Training (cont.)

Links to the online training classes are available under the Procurement and Supply Specialists (Purchasing Professionals) section of the Purchasing Services DES Training website at:

purchasing.wsu.edu/DES-training.html#Purchasing

Authorization to Generate DOs

To obtain approval for an employee to generate Department Orders, the department completes an AIS Access Request form with a valid AIS User ID and other information as required (see BPPM 85.33).

The department routes the completed request to Purchasing Services for processing; mail code 1020; French Administration 220. The employee is notified when access is granted.

The access authorization grants the user the ability to prepare Department Orders. It does not include expenditure authority to approve departmental purchases. See BPPM 70.02 for a description of expenditure authority delegation.

View-Only Access

View-only access to Department Orders within the PAPR system does not require completion of an AIS Access Request. The PAPR command for viewing, QRYPO, is not secured. Any employee with an active AIS User ID may perform the QRYPO command in PAPR to view Department Orders.

Maximum Purchase

The maximum allowable cost of a single Department Order is $10,000, not including shipping, sales, or compensatory tax. If shipping is added as a line item on the order, it counts towards the $10,000 limit. Departments are not required to enter shipping on Department Orders.

Department Responsibilities

The requisitioning department is responsible for:

- Resolving problems, e.g., incorrect pricing, poor quality. (Purchasing Services can assist departments in resolving problems.)

- Following University requirements regarding allowable funding (BPPM 70.03).

- Following University requirements regarding prohibited purchases (see below).

Dividing or stringing orders to circumvent the $10,000 limit of the Department Order is prohibited.
Department Orders

Prohibited Purchases

Do not use a Department Order to make the following purchases:

- Capital equipment (BPPM 20.50)
- Radioactive materials (BPPM SPPM 9.50)
- Printing (BPPM 80.05)
- Contracts for personal services (BPPM 70.50)
- Alcohol for laboratory use (BPPM 70.22)
- Any purchase requiring the review and approval of the central administration (BPPM 70.10)
- Alcoholic beverages (BPPM 70.29)
- Commodities that must be purchased through Facilities Services, Operations:
  - Carpets
  - Floor coverings
  - Window coverings
  - Furniture requiring connections to the building or building utilities

See BPPM 70.01, 70.10, and 80.45.

- Complex purchases (BPPM 70.10)
- Telephone calling cards (BPPM 85.41)
- Tax-exempt equipment (BPPM 70.42)
- Personal items
- Nonemployee labor for services subject to prevailing wages (e.g., carpentry, electrical, plumbing).

Exceptions

Purchasing Services may grant exceptions to the prohibited purchases listed above on a case-by-case basis.

Sponsored Programs Approval

Obtain any necessary prior approval for the purchase of equipment supported by a sponsored project. Contact Sponsored Programs Services.

Payment Terms, Net 30 Days

Accounts Payable pays the net due within 30 days of the receipt of goods or receipt of the properly completed invoice, whichever is later. If other terms are required, do not use a Department Order. Complete a Departmental Requisition (BPPM 70.10).
Department Orders

Invoice

A properly completed invoice should include each of the following:

- Vendor's name,
- Unit prices,
- Itemized description of items purchased,
- Total amount of purchase, and
- Date of purchase.

PREPARING A DO

The following is a description of how to prepare a simple DO.

Sign On

Sign onto the AIS PAPR application.

Department Order Menu

Access the Department Order Subsystem Menu from the PAPR System Main Menu by entering the command DO or selecting the number that corresponds to DO. The Department Order Subsystem Menu may also be accessed by entering the command DO on the command line of the PAPR logo screen.

See DO Menu Description for a full list of DO functions available from the Department Order Subsystem Menu.

Figure 1
Department Orders

Department Order Menu (cont.)

Access the Add/Update Department Order screen by entering the command ADO on the command line or entering the number that corresponds to ADO.

The Add/Update Department Order screen includes vendor information in the upper left, departmental information in the upper right, order description in the middle, and account information at the bottom. The following numbered descriptions correspond to numbered sections on Figure 1.

Vendor Number (1) Enter the vendor number. In most cases a vendor has an existing WSU vendor number, which is used for all University purchases from that vendor. Enter the applicable vendor number from a previous order or search the vendor number database. Search the vendor database by pressing PF1. See Vendor Numbers for more about vendor number searches.

Contact Accounts Payable by telephone or e-mail for help with finding or creating a vendor number. If the vendor number is not available, enter the vendor name and address into the appropriate fields.

Contact (vendor) (2) Enter the name of the vendor contact and/or telephone number. This information is not required by PAPR.

Dept. (3) Enter the department number in the Dept field. If not known, look up the number in the AIS application WSUORG (BPPM 10.05). Department number is also referred to as organization number, WSU number, or home department number. NOTE: The department number is not a budget, zipcode, or telephone number.

Contact (department) (4) Enter the departmental contact name. This information is not required by PAPR.

Phone (5) Enter the appropriate departmental contact's telephone number.

Ref (6) Enter any desired departmental reference number for the transaction. This number is not required.

Description (7) Describe the purchase items. If more description space is required, press PF5 to continue the description.

Qty/Unit/Price (8) Enter these values for each described item.

Exceeding Three Items Before adding additional items to orders exceeding three items, perform the following steps:

1. Enter an appropriate budget/project and object/subobject in the cost distribution line at the bottom of the screen (fields 12 and 13 in Figure 1).
Department Orders

Exceeding Three Items (cont.)

2. Press **PF8** to enter (update) the order. The system assigns a Department Order Number.

3. Press **PF2** to add more items.

A maximum of 47 items may be included on a single Department Order.

Deleting Items

Enter a "**D**" in the first column of a line item to delete it (see **Figure 2**). **NOTE:** This only applies to orders that have already been entered (updated) into PAPR by pressing **PF8**.

Shipping Charges

Shipping charges entered as a line item count toward the $10,000 Department Order limit. If the shipping line item puts the order over $10,000, delete this line item to complete the order. Departments are not required to add shipping on Department Orders.

Negative Values

Do not enter negative dollar amounts for discounts, trades, or exchanges in the **Price** field. Note a discount or exchange amount in **Description**. Enter a positive net value under **Price**.

Meals, Food, and 17A

Prior approval from the responsible chair or director is required before purchasing meals and food (**BPPM 70.31**).

Food or meal purchases or purchases supported by accounts in program 17A may require additional justification. If 03-BR or 03-BP is entered as object-subobject or if 17A is entered as program-subprogram, a message appears reminding the user to enter any necessary justification. The system then provides access to a comment entry screen. See **Comments** for more about comments.

Tax (9)

PAPR estimates the tax on the basis of the vendor's location. The tax amount is added to the order. Press **PF9** to change tax location or to indicate that the purchase is not subject to tax. **(NOTE:** Items for resale, fertilizer, and seed may not be subject to Washington sales/compensatory tax.)

Deliver to: (10)

**Non-Pullman Locations**

Enter the appropriate delivery address for the location.

**WSU Pullman**

The default is Central Receiving and Delivery's Pullman address. When special circumstances require that a vendor deliver directly to a Pullman department, enter the department's actual delivery location. Special circumstances might include a weekend or after-hours delivery or delivery of live animals.
Department Orders

*WSU Pullman (cont.)*

If Central Receiving and Delivery is to deliver an item to an address other than the department's address as shown in WSUORG, indicate the alternative address as a comment under **Campus delivery change**. Refer to [Campus Delivery Change](#).

**Staff Pickup (11)**

If the order is picked up by the department, mark the **Staff Pickup** field with a *Y* and indicate the name of staff employee who will pick up the item in the **Staff Pckp** field (below **Deliver to**). Print the staff pickup vendor copy of the DO (**Figure 3**).

**Budg/Proj (12)**

Enter the budget and project of the account supporting the purchase. The budget/project must be a currently valid University account.

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**Figure 2**

**Obj/Sobj (13)**

Enter the applicable object and subobject. PAPR does not accept an order unless these values are entered. Press **PF6** to access a picklist of subobjects.

**%/Amt (14)**

If only one account supports the purchase, % must be 100.00 with nothing under **Amt**.

**Additional Accounts**

Before additional supporting accounts can be added, the order must be entered (updated). (NOTE: Before creating the order, be sure that 100.00 is entered under %.)
Department Orders

Press **PF8** to enter (update) the order, then press **PF3** to access a screen that allows entry of additional accounts. At the Add/Update Department Order Cost Distribution screen, enter either a specified amount or a percent for each account. A dollar amount could be entered for one or more accounts and 100.00 percent entered for the final account, indicating that the last account will pay for 100.00 percent of the balance of the order. See Figure 2. The total percent must equal 100.00.

Delete an account from the cost distribution by entering a "D" in the first column of the applicable account (see Figure 1).

A single Department Order may be supported by up to eleven separate accounts.

**CC (15)**

CC refers to cost code. Departments may use this field to classify expenditures. Any alpha/numeric may be entered.

**Fnd/Sfnd Pgm/Spgm (16)**

These fields fill automatically, based upon budget/project.

**Creating the Order (17)**

Press **PF8** to create the order in PAPR. PAPR assigns a Department Order Number when the order is created. Department Order Numbers begin with the prefix K.

**Printing**

After updating the order (PF8), press **PF4** to access the print menu.

**Options**

The DO may be printed directly from the PAPR system or the record may be imported into the Adobe Acrobat DO form template available on the web.

**PAPR**

PAPR provides the following options for printing the Department Order.

- Screen print. (**PF7**)

- E-mail, i.e., the order could be e-mailed to someone in the office, copied to word processing software, and printed. (**PF6**)

- Print using Entire Connection software. To print, start Entire Connection.
Department Orders

PAPR (cont.)

Windows: At the Data Transfer box under Format select printer, enter PRN in the File Name field, then select download. With these settings, the software prints the requested orders.

Macintosh: Select Report Options under File Menu (be sure that Print after Download is selected), then choose either Delete or Save after download.

<table>
<thead>
<tr>
<th>PAQ0506M</th>
<th>PAPR System</th>
<th>13:21:05</th>
<th>08/08/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Department Order</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

+--------------------------------------------------------+
Department Order Number:          000001238
(Select copies needed)

- Department Copy
- Vendor Copy
- Vendor Copy – Staff Pickup

Lines per page:       56
+--------------------------------------------------------+

Command ➔
PF1 = Main Scrn          PF2 = Download
PF6 = E mail DO          PF7 = Scrn Prt DO  PF8 = EntCon Prt
PF12 = Exit

Figure 3

Web users print using the Adobe Acrobat template, go to:

webapps.wsu.edu/ais/deptorder/index.aspx

Enter Network ID and password (BPPM 85.37), then Select Submit.

After the Department Order Select screen displays:

Enter the Department Order number,
Select the form type to be printed (Vendor, Department, or Staff Pickup), then
Select Display Department Order.

The Department Order is displayed using Adobe Acrobat Reader. Print the form to obtain a hard copy.
Department Orders

**Web (cont.)**

NOTE: To download a copy of Acrobat Reader, select the Get Acrobat Reader image at the bottom of the page.

**Departmental Copy**
Print a departmental copy of each Department Order.

**Vendor Copy**
Print a vendor copy or e-mail the order to the vendor. A vendor copy is not required when the order is placed by telephone.

**Vendor Copy - Staff Pickup**
Print this version of the vendor copy if the order is to be picked up by a staff member.

**Authorization**
An employee holding expenditure authority for the supporting accounts must sign the departmental copy and any vendor copy generated. (See BPPM 70.02 for a description of expenditure authority.)

**Records Retention**
The signed departmental copy and the itemized packing slip or itemized receipt is the University's official public record of the transaction. (NOTE: A cash register receipt is acceptable if it contains sufficient itemized detail.) The department must retain these documents for six years after the end of the current fiscal year (BPPM 90.01).

ORDER TO VENDOR

**Methods**
The department may submit a Department Order to a vendor by any one of the following methods:

- Give the DO to the vendor at the time of the transaction (staff pickup).
- Mail the DO to the vendor.
- Fax the DO to the vendor.
- E-mail the order to the vendor.
- Telephone the order to the vendor.

**Order Number**
When placing an order, instruct the vendor to include the Department Order Number on the shipping label and invoice.

If the Order Number is not on the vendor's shipping label, Central Receiving and Delivery attempts to determine the identity of the recipient. If the identity is not determined within 24 hours, Central Receiving and Delivery may return the package to the vendor.

**Terms and Conditions**
The department is responsible for providing the vendor with the University's Terms and Conditions for doing business with WSU.
Department Orders

Terms and Conditions (cont.) Along with the DO, the department must provide the vendor with a copy of the General Terms and Conditions or the following link to the General Terms and Conditions on the Purchasing Services website at:

purchasing.wsu.edu/StandardProcurementDocuments.html

NOTE: A link to the online General Terms and Conditions is included on the vendor copy of the Department Order.

For telephone orders, fax or mail the Terms and Conditions or the link to the Terms and Conditions to the vendor immediately after placing the order. While placing the order, notify the vendor that the Terms and Conditions will be forthcoming.

RECEIVING ORDER

Most equipment and supplies purchased by WSU Pullman units on Department Orders are received by Central Receiving and Delivery, which delivers the items to the units. Shipping companies deliver merchandise directly to non-Pullman units and to some WSU Pullman units. In some cases, department personnel pick up items from a vendor.

Unit personnel at all WSU locations must use one of the reporting methods described below to promptly report the receipt of shipments. See also below regarding payment authorization.

See BPPM 70.14 for additional receiving procedures.

Department Reporting

Access to PAPR Department personnel who have received PAPR access authorization record the receipt of order information into PAPR. See BPPM 85.33 regarding access authorization and training information.

Without Access to PAPR Department personnel who have not received PAPR access authorization notify Central Receiving and Delivery of receipt of the order by one of the following methods:

- E-mail rdands@wsu.edu
- Telephone 509-335-5575
- Submit the information through the Central Receiving and Delivery Completion of Purchase Orders website at:

  supplymanagement.wsu.edu/cr/po_completion.aspx
Department Orders

Payment Authorization

Accounts Payable is authorized to pay the invoice only when the goods are received and recorded in PAPR. Accounts Payable can only access receipt data that is reported by the department or Central Receiving in the PAPR system. Input of information ensures that invoices are paid.

Rapid Invoice Payment (RIP)

Rapid invoice payment (RIP) is a streamlined process that allows Accounts Payable to schedule and complete Department Order payments without receipt confirmation from Central Receiving and Delivery.

Upon receipt of the invoice, Accounts Payable schedules the payment for a future date (minimum seven days in the future) and notifies the department of the planned payment. Accounts Payable processes the payment on the scheduled date unless the department requests otherwise.

For further information, see the Accounts Payable RIP website at:
acctspay.wsu.edu/rip.html

Also see State Administrative and Accounting Manual (SAAM) 85.32.60.

DO MENU DESCRIPTION

The following is a description of the functions accessible from the Department Order Subsystem Menu.

ADO
Add Department Order. Use this command to enter an order, encumber the funds, and receive a purchase order number.

CDO
Copy Department Order. Use this command to copy an existing Department Order. The information from an existing order may be edited to create a new order. This feature provides a shortcut for those who frequently purchase the same product from the same vendor.

AEDO
Add Emergency Department Order. Use this feature to record emergency purchases made while the computer is down. Such orders must be entered into the system. Entering the order into the system assigns a purchase order number, encumbers the purchase, generates a copy of the order for the department file, and enters the order into PAPR for receiving and bill payment purposes.

UDO
Update Department Order. Use this command to update (change) the information for a previously-placed Department Order. The identity of the vendor cannot be changed. Other information can be
Department Orders

UDO (cont.) updated until the first item is received from the vendor. The cost distribution information may be updated until Accounts Payable makes a payment on the order. Internal comments may be added at any time.

QDO Query Department Order. Use this command to view a previous order. Enter the purchase order number to view the details of the order. Data may not be changed when using this command. To review the comments and notes, query comments by pressing PF7 after querying the Department Order.

QEDO Query Emergency Department Order. Use this command to view an emergency order. Enter the emergency number order assigned when the order was placed.

QDORG Query Department Order by Organization. Use this command to see open orders, closed orders, or all orders placed by a specific organizational unit. Enter the departmental WSUORG number.

QDOV Use this command to view open orders, closed orders, or all orders placed with a specified vendor.

PDO Print Department Order. Use this command to generate a copy of the Department Order based upon information from the Add or Update screens. Entering the PDO command provides a menu of print options.

CLODO Close Department Order. Use this command to cancel an existing Department Order. An order may be closed because the department no longer needs to make the purchase or perhaps the vendor placed the order on backorder and the backorder is not acceptable to the department. Closing an order liquidates the encumbrance.

PAPR requests an explanation of why the order is to be closed. When an order is closed because items are no longer wanted, notify the vendor and enter an explanation.

Most orders are closed by Accounts Payable when all line items are paid.

DDO Download Department Order. Use this command to download data. NOTE: Entire Connection software is required to use this function.
Department Orders

VENDOR NUMBERS

Number Search
WSU assigns a vendor number to each vendor who does business with the University and uses the same vendor number for all transactions involving the vendor. A vendor number may be located on a previous Purchase Order or Department Order, by referring to Account Balances or the Budget Statement, or by searching the vendor database.

Vendor Database
Most vendors who have done business with WSU have a vendor number in the vendor database. To search the vendor database from the Add/Update Department Order screen, press PF1 to open the Search for Vendor Name and Address screen (Figure 4).

Vendor Name
If the exact name of the vendor is known, enter vendor name.
NOTE: The vendor name must be entered exactly as shown in the database for this search method to be successful.

Key Word Search
If the exact vendor name is not known, enter words that comprise the vendor name. Enter one word per line. Enter the least common word on the first line.

NOTE: The Department Order Subsystem will not search for the following key words or characters:

- an
- at
- by
- if
- in
- of
- on
- or
- to
- is
- as
- and
- but
- for
- the
- from
- with
- la
- le
- der
- des
- les
- und
- die
- das
- &
- co
- corp
- dept
- inc
- ltd
- pub
- committee
- bureau
- press
- division
- institution
- subcommittee
- office
- corporation
- incorporated
- div
- etc
- edited
- company
Department Orders

New Vendors
Accounts Payable assigns a number to a new vendor when Accounts Payable processes the payment. (Purchasing Services is available to assign the new vendor number for a rush order if Accounts Payable is not available.)

COMMENTS
At the Department Order Add/Update screen, press PF7 to access the Add/Update Department Order Comment screen (Figure 5). Use this screen to submit a request to add, update, or view comments.

Enter the code for the appropriate comment type in Add comment type or Update comment type. (Enter V for vendor notes, C for internal comments, D to change campus delivery address, or F for food/17A purchases.) Press PF8 to add or update comments. Press PF7 to view comments.

Do not enter data in the Glossary field. This function is currently not available for general use.
Department Orders

Vendor Notes (V) Vendor notes appear on the vendor and department copies of the Department Order. Include information that assists the vendor in completing the order. Vendor notes might include special shipping instructions or a reference to the person who provided price information. Vendor notes are printed above the line items.

<table>
<thead>
<tr>
<th>Comment Types</th>
<th>Will appear on:</th>
<th>Dept Copy</th>
<th>Vendor Copy</th>
</tr>
</thead>
<tbody>
<tr>
<td>V = Vendor notes</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>C = Internal comments</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D = Campus delivery charge</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F = Food purchase use and/or 17A justification</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add comment type: _ Glossary: _
Update comment type: _

Internal Comments (C) Internal comments are printed on the department copy of the Department Order only. Enter information that may assist the department, Accounts Payable, Central Receiving, or Purchasing Services with processing the order.

Internal Comments (C) (cont.) Internal comments might include descriptions of returns, a vendor’s authorization number, records of telephone contacts with the vendor, or documentation of the quality of service.

Internal comments may be entered at any time, including after the bill is paid by Accounts Payable.

Campus Delivery Change (D) Select this option to instruct Central Receiving and Delivery to deliver the merchandise to a WSU Pullman campus location other than the default delivery location for the department.

Food Purchase/17A (F) See Meals, Food, and 17A.