Purchasing Department

Shari Miller, Director

Alicia Klepfer, OA3

November 2023

FREDONIA

STATE UNIVERSITY OF NEW YORK

What we are going to cover:

- Discretionary Purchases
- Commonly Asked Questions
- FredMart Overview
- Pcard Reconciliation

I would like to remind everyone of our Purchasing Webpage and where you can find our Purchasing Manual, links to FredMart User Guides, Forms, Pcard information and so much more!

FREDONIA
STATE UNIVERSITY OF NEW YORK

What is a discretionary purchase?

A discretionary purchase is any purchase of goods or services that are not being purchased via a NYS Preferred Vendor, an OGS contract, a SUNY wide contract, a local contract/agreement, or a consortia agreement. The Purchasing Department handles discretionary purchases below $50,000. Discretionary purchases over $50,000 are handled by University Services or any discretionary purchases that have terms and/or conditions as part of the procurement.

When making a procurement, these purchases can be an aggregate of purchases of the same commodity or service with the same vendor over a twelve month period commencing on the date of the first purchase or a one time purchase. The total dollar amount needs to be taken into consideration.

What are the steps that a department needs to take to make a discretionary purchase?

First, review the "List of Preferred Source Offerings" (http://www.ogs.state.ny.us/procurecounc/pdfdoc/pslist.pdf)

Second, review the OGS Centralized Commodities (http://ogs.ny.gov/purchase/spg/lists/commodty.asp) and Services Contracts (http://ogs.ny.gov/purchase/snt/lists/services.asp)

Third, review SUNY wide and SUNY Fredonia Local Contracts (http://www.suny.edu/meansbusiness/contractsearch.cfm)

FREDONIA
STATE UNIVERSITY OF NEW YORK

Selecting a Procurement Method

- Determination of Need
- Can need be met by a Preferred Source?
- Can need be met by OGS centralized contract?
- Can need be met by a SUNY wide agreement or local agreement?
- Is this a discretionary purchase?

If all those steps have been taken and your needs are not met, the following steps need to be made

- Maintain justification to support both the vendor selection and the reasonableness of the price.

- Methods for determining reasonableness of price include, but are not limited to:
  - Informal quotes (i.e. telephone or written), three are required when the procurement is over $2500
  - Cost to other governmental entities for exact or similar product purchased in the last 12 months
  - Historical cost or price comparisons
  - OGS or Less, where applicable

FREDONIA
STATE UNIVERSITY OF NEW YORK

Document in the Procurement Record (aka – the comment section of the requisition or your pcard receipt document) the basis for the conclusion that the price is reasonable. "Reasonable" means a "fair market price" based on normal competitive conditions and not necessarily the lowest possible price.

Additionally in the comment section of your requisition, a notation of what the good or service is for/the University purpose. Examples are: For Bio 101 or to be used in the office (for office supplies).

Additional Consideration when making a discretionary purchase:

Is the vendor on the State Financial System (SFS)?

All State Agencies started using SFS in 2012. SFS is a financial database that houses vendor information. If the vendor that you are using does not have a New York State SFS vendor ID, they must complete a **substitute W-9** (http://www.osc.state.ny.us/vendors/forms/ac3237s_fe.pdf) and return that completed form to the Purchasing Department. Their information will be entered into SFS where it will go through a tax payer identification match with the Internal Revenue Service's database which may take up to ten days. Once that is complete, we are able to issue purchase orders and payments to that vendor.

Please DO NOT choose "new supplier" in FredMart. We will let you know when the vendor has shown up in our system so that you can proceed with your requisition.

FREDONIA
STATE UNIVERSITY OF NEW YORK

Is there freight on my purchase?

The Office of the State Comptroller's (OSC) "Guide To Financial Operations" states that all purchase orders must be freight on delivery destination. If there is a charge for delivery, that must be part of the vendor's original quote. If the freight exceeds $500, a separate freight bill must be received.

A freight bill is not needed when the delivery is via the statewide contracted vendor for small package delivery, Parcel Post, shipment by the vendor's own truck, shipping of surplus State property, or shipping between two State agencies.

Are you purchasing software?

Software quotes for use on faculty/staff desktops or in smart classrooms and computer labs can be requested by submitting a Tracker ticket. When entering a Tracker Ticket be sure to provide specific requirements and quantity in the description field. For information about currently licensed software, please check Knowledge Base article #6316, software information for SUNY Fredonia.

Once the software has been quoted, the end user license agreement and terms and conditions must be reviewed by the CIO, ITS Security Officer, the Electronic Information Technology Accessibility Officer, and the Director of University Services or Director of Contracts. This is true of software renewals as well. All requisitions in FredMart must have a commodity code of 811122200 so that is routed through the proper workflow.

All software must be purchased with the owner noted as ITS.ServiceCenter@fredonia.edu .

FREDONIA
STATE UNIVERSITY OF NEW YORK

Can I purchase food/beverages for a meeting and get reimbursed?

Meeting expenses, specifically related to breakfast, lunch and dinner need proper justification.
The Office of the State Comptroller requires the following information:

1. The purpose and necessity of the meeting including an explanation why it could not be held during normal working hours.
2. The specific nature of State business being conducted (i.e. agenda).
3. The location of the meeting.
4. The number of participants including names and titles and their relationship to the business being conducted (i.e. sign in sheet).
5. The cost of the meal (alcoholic beverages will not be reimbursed).

Any meeting and subsequent Requisition that cannot provide all of the information in items 1-5 above cannot be paid through state funds and must therefore be processed through an FSA or Foundation account.

FREDONIA
STATE UNIVERSITY OF NEW YORK

How do I order electronic devices/hardware?

Standard laptop and personal computer configurations and quote samples are available as pricing and equipment reference guides in Knowledge Base article #4964 on the ITS Service Center webpage . Once funding has been secured, please submit a request for a computer quote via a Tracker ticket, indicating the quantity needed it the description field. A quote will be prepared and emailed to you to attach to a purchase requisition or to be entered into FredMart. In the event a specialty configuration is needed, please provide specific requirements in the description field or as an attachment to the ticket. Be sure to code your requisition with 43211507 so that it has the correct routing in FredMart.

How do I order a copier or printer?

Standard printer quotes are available in Knowledge Base article #4964. Please attach the quote to your requisition in FredMart, noting the quantity needed. Standard printers have been selected based on acquisition cost and copy yield (cost to maintain). Please NOTE**Academic Departments and Administrative Offices are encouraged to provide centralized printing via a networked copier or printer as a more cost effective printing solution. If interested in transitioning to central printing/copying please refer to the network printer quotes available in Knowledge article #4964.

Should I use a Procurement Card?

Per OSC's "Guide To Financial Operations", it is mandatory that all purchases under $500 be transacted with a procurement card (Pcard) when a vendor accepts the Pcard for payment. This facilitates a cost effective method of procurement.

Pcards are issued to state employees for their department's procurement needs. Cards are issued once an employee receives their supervisor's approval and have attended mandatory training.

The exceptions that we have in place at Fredonia are: when a vendor will not accept a pcard, if they are a punchout in FredMart, if they will charge you extra to use a pcard, and if you are purchasing from an OGS contract.

FREDONIA
STATE UNIVERSITY OF NEW YORK

What if my purchase is over $50,000?

You must discuss this purchase with the Director of University Services so that an ad can be placed in the Contract Reporter.

If the purchase is over $25,000, Project Sunlight (http://www.fredonia.edu/admin/purchasing/purchasingfordepartments/Project%20Sunlight.asp) paperwork must be submitted to the Purchasing Department if you have met face to face with a vendor or via a video call, even if you do not proceed with the purchase.

What is Project Sunlight?

Project Sunlight is a statewide initiative based on the Public Integrity Reform Act of 2011 and omnibus ethics legislation Ch. 399, Part A §4, L. 2011. This legislation is meant to increase government transparency and accountability by allowing the public to see who interacts with New York State employees with respect to five categories of activity:

- (1) procurement of goods and services,
- (2) rate-making,
- (3) regulatory matters,
- (4) judicial or quasi-judicial proceedings, or
- (5) rule-making per the State Administrative Procedures Act.

State agencies are required to utilize the Project Sunlight online database to report "appearances" by individuals and firms who appear before SUNY decision-makers or persons who advise decision-makers (known as advisors.) Given the nature of SUNY activities, we are most likely to be impacted in the area of (1) procurement of goods and services.

Fredmart

The New York State Guide to Financial Operation states, it is best practice for all state agencies to use a purchase order for all planned purchases. Agencies are required to use a purchase order for any single purchases of $10,000 or more from any vendor that has a classification of procurement supplier in the NYS vendor file. This policy, subject to the exceptions (listed below), is applicable regardless of whether the agency intends to pay the vendor with a check, electronic payment (ACH) or with the PCard. Agencies may not use the PCard to pay for agency-specific contracts, because expenditures are not captured in the year-to-date and life-to-date amounts on the contract.

To adhere to the above policy, the forms in Jaggaer that will create a purchase order (as required by New York State) are:

- Catalogs - Punchout and Hosted
- Non-Catalog Item
- Standing Order Request
- Trademark Materials Request

Using one of the above forms will create an EXTERNAL purchase order that will encumber the goods and services and provide the vendor with a Fredonia purchase order number. External purchase order numbers end with the letter "S." Purchase orders contain our terms and conditions and serve as our promise to pay.

FREDONIA
STATE UNIVERSITY OF NEW YORK

Exceptions to the "purchase order required" policy are:

- Utilities
- Interagency bills
- Postage meter replenishments
- Courier services
- Arbitrations services
- Legal settlements
- Memberships, dues and subscriptions

What Expenses Need a Business Purpose

ALL expenses, whether via Fredmart, Procurement Card, Travel Expense, require a business purpose. The business purpose should be detailed to allow the reviewer to determine that the transaction is allowable.

What to Include in a Business Purpose

A business purpose should answer five basic questions:

1. Who is involved in the activity related to the expense?

2. What activity does the expense represent?

3. When did the activity occur?

4. Where did the activity take place?

5. Why or how does the expense relate to university business?

What Does the Expense Represent?

Below are some examples of questions to be answered when describing what the expense represents:

1. Is it a conference or training? If so, name the conference and give a couple of sentences about the meeting.

2. Is it a software package? If so, list the software's name and its use.

FREDONIA
STATE UNIVERSITY OF NEW YORK

What Expenses Need a Business Purpose, con't

ALL expenses, whether via Fredmart, Procurement Card, Travel Expense, require a business purpose. The business purpose should be detailed to allow the reviewer to determine that the transaction is allowable.

Who is Involved in the Activity Related to the Expense?

Below are some questions that should be answered when describing who was involved:

1. Is it an individual? If so name the person.

2. Is it a department? If so provide the department name

3. Is it a group? Faculty, Staff, Students, Alumni, and Others, If so identify the group

Why or How Does the Expense Relate to University Business?

Below are some questions that should be thought about when providing how the expense is related to university business:

1. How does the University benefit from your attendance at the conference or training?

2. How does the University benefit from this activity or purchase?

FREDONIA
STATE UNIVERSITY OF NEW YORK

What Expenses Need a Business Purpose, con't

ALL expenses, whether via Fredmart, Procurement Card, Travel Expense, require a business purpose. The business purpose should be detailed to allow the reviewer to determine that the transaction is allowable.

When and Where Does the Activity Occur?

When documenting a business purpose, list when and where the activity took place.

All Requisitions in Fredmart need to have the business purpose listed.

Please do so by utilizing the appropriate sections on the form or via the comment section on the requisition.

FREDONIA
STATE UNIVERSITY OF NEW YORK

What Form To Use When

Use Shop Search to find item
If item(s) are "on contract" and
total order is under $2,500;
purchase order will bypass
Purchasing and be sent directly
to supplier.

Best practice is for agencies to use a purchase
order for all planned purchases. A purchase order
is REQUIRED for any purchase of $10,000 or more.

Use of this form will generate an external
purchase order and encumber the funds.

Catalog

Non-Catalog Item

Use of this form creates an
unencumbered internal purchase order.

Use of this form creates an encumbered EXTERNAL purchase order.

Honorarium Request

MUST attach payee signature

Payment Request

MUST attach invoice

Trademark Material Request

Standing Order Request

Dues, memberships and emergency service payments.

Payment Type is "Supplier Payment."

Interagency and SUNY bills, utility and postage meter payments.

Payment Type is "Direct Pay."

One-time, short duration service provided by an individual.

All Honorariums will be reviewed by Human Resources for NYS employment status. Honorariums over $600 will be reviewed by Contracts.

All printing orders (excluding Potsdam and Alfred) will go to Marketing and Communications to create and/or review artwork.

All trademark and licensing requests will be reviewed by Trademark Committee.

AKA Blanket PO

How to Purchase from Punch-Out Suppliers

- When purchasing from punch-out suppliers, you exit the Fredmart system to search and select products from a supplier's web catalog, then return the items to the Fredmart shopping cart. The selected items are then submitted through the standard requisition and order process.

Click a Punch-Out Supplier's Name

On the Fredmart shopping homepage, go to the *Showcases* widget. Select the desired supplier logo to access their web catalog.
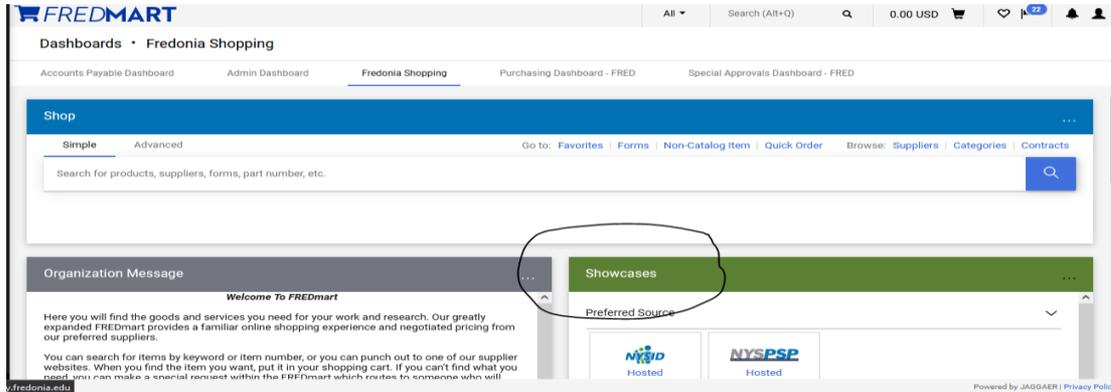
Available Punch Outs
- NYSID
- NYSPSP
- DELL
- INSIGHT
- VWR
- FISHER SCIENTIFIC
- KRACKLER SCIENTIFIC
- THERMOFISHER SCIEINTIFIC
- GRAINGER
- CORR
- FASTENAL
- STAPLES – NON CONTRACT
- WB MASON

Browse the Supplier's Catalog

Once you select the supplier's logo, you will be directed to the supplier's external web based catalog. When accessing a punch out supplier through Fredmart, you are automatically authenticated to the supplier, so the supplier's website knows which organization you are from and will show the appropriate products and pricing.

Create Your Order
On the supplier's punch out catalog, search for the desired products from the supplier's catalog. Click to add the products to your cart.

Review and Submit Your Order
Once you've added all desired items to your cart on the punch out supplier's catalog, click checkout to place your order.

Return to Fredmart Shopping Cart
After you submit your order in the supplier's punch out catalog, you will be automatically redirected back to Fredmart's shopping cart. The products submitted in the punch out supplier's shopping cart will now appear in your Fredmart shopping cart.

Proceed to Checkout
From your Fredmart shopping cart, click *Proceed to Checkout* to Finish the requisition process.

It is important to note that a single FREDmart cart cannot mix on-contract and not on-contract items, so once back in FREDmart, be sure to check that your cart only has one type of contract and that all the items have the same contract number.
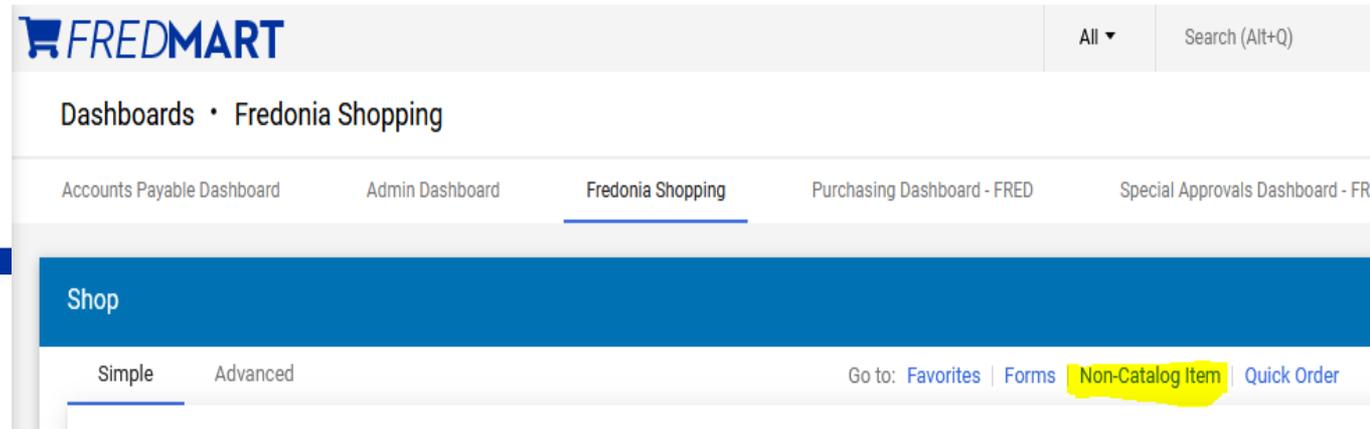
Ordering A Non-Catalog Item

Non-catalog items should be entered when a requisitioner cannot find the item needed from hosted or punch-out catalog.

Best practice is for agencies to use a purchase order for all planned purchases. A purchase order is **REQUIRED** for any purchase of $10,000 or more.

Using this form will generate an external purchase order and encumber the funds.

1. **Select Non-Catalog Item**

On the shopping homepage of Fredmart, navigate to the *Shop* widget and select *Non-Catalog Item*.

2. Enter Supplier Name

In the search box, enter the appropriate supplier's name. The supplier will appear in the dropdown once identified by the system. Click on the supplier's name to select it.

A default address Fulfillment Address (PO Address) will be listed. You may select a different fulfillment address if needed. Purchasing will be reviewing and editing fulfillment addresses for orders. Please note that addresses that start with an S are State addresses and addresses that start with a 180 are most likely Research Foundation (RF) addresses. Only chose S addresses when using state funds.

Note: If the supplier does not appear in the dropdown, please reach out to the Purchasing office. Some Vendors show under different names in Fredmart. If the vendor does not have an SFS Vendor number, we will need to reach out to them for a sub w9 to enter them into the SFS Vendor portal.

(Please do not pick the "new supplier")

Product Description ★	Catalog No.	Quantity ★	Price Estimate	Packaging
				EA - Each

254 characters remaining

Additional Details   ⌄

3. Enter Product Description

Enter the item or service Description. Keep in mind, the descriptions you type,
must be clear and descriptive. The supplier, Fredonia, SUNY, and Office of State
Comptroller will be reading the description you are typing.

Catalog No: enter catalog number, if applicable.

Quantity: enter how many units.

Price estimate: enter price estimate.

Packaging: enter unit of measure.

Please note: If you are submitting an order for a service or an item that is a quantity of ONE that is cost (not quantity) driven, you must select USD as the unit of measure.

4. Add Additional Items

When finished, if you need to add more items or services to the order, Click "Save and Add Another Line" to add any additional items (up to a total of 40 items) then repeat step 3.

Check boxes for any relevant features, if applicable (e.g., Recycled, Hazardous Material, etc.)

Users must enter each separate item as a separate line (This includes any shipping costs, if applicable.)

Product Flags

☐ 🎰 Controlled substance

☐ ♻ Recycled

☐ 🔶 Hazardous material

☐ ☢ Radioactive

☐ ☢ Rad Minor

Save   Save And Add Another Line   Close

FREDONIA
STATE UNIVERSITY OF NEW YORK

5. When finished adding items, click on "Add Internal Attachments" and then click on "Select Files." You should select and attach all necessary attachments (i.e. quotes, justifications, back-up documentation, etc.) and then click "Done."

Please note: If attaching multiple quotes, please attach the "winning bidders" quote as a separate attachment and the "higher bidders" as a second attachment. Please be sure to give your attachments an easy to understand name.

Add Internal Attachments ⌄
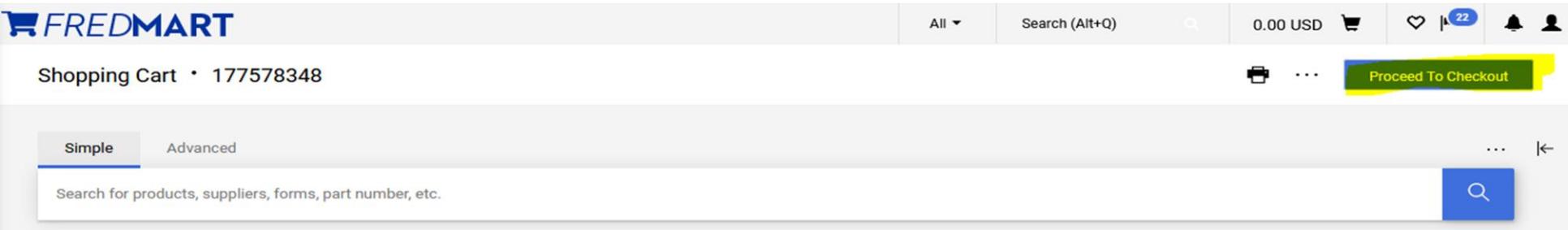
Add Internal Attachments

★ Required fields

Save   Save And Add Another Line   Close

6. When Finished and all items or services have been added, click Save.

FREDONIA
STATE UNIVERSITY OF NEW YORK
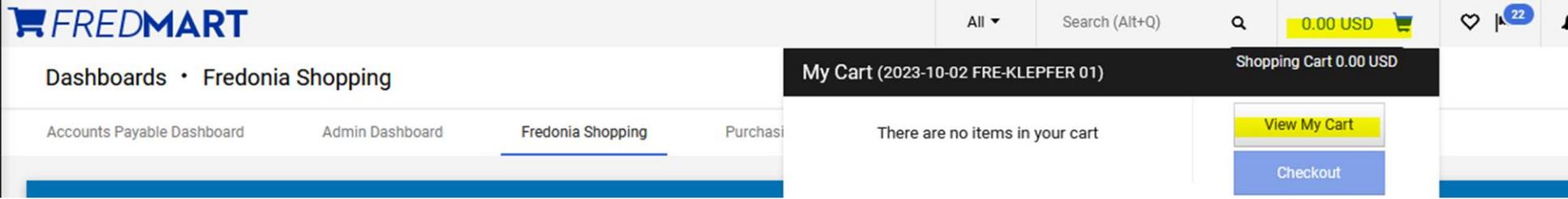
7. View Cart
The items or services will be added to your cart. Access your cart at the top of the Fredmart homepage. To see a summary of your order, click View My Cart.

8. Proceed to Checkout
From your shopping cart, select Proceed to Checkout to go to checkout and begin entering a requisition.

Payment Request Form

Is used to submit payment of goods or services received without an existing requisition or purchase order.

How to Submit a Payment Request Form

Click Payment Request

On the shopping page of Fredmart in the "Showcases" widget select "Payment Request"

1. Enter Supplier Name

The payment request form is an external form from Fredmart.

Begin completing the form by selecting a supplier.

Note: if the supplier is not in the system, please reach out to the Purchasing office for assistance, do not select "new supplier".

- Select Fulfillment Address

The correct fulfillment address will need to be selected. Click the pencil "Select different fulfillment center" to edit. On the pop-up screen, select the appropriate fulfillment center.

- select "Individual/Supplier" for supplier type.
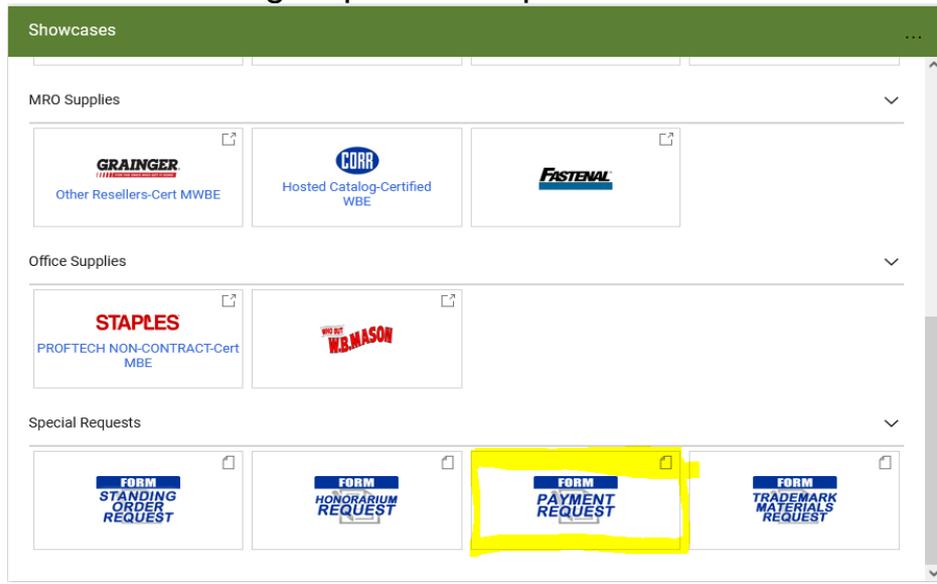
- **2. Remit to Address**

The Remittance/Check Stub Information will automatically populate based on the selected suppliers defaulted addresses. If the supplier has more than one remit to location, you can select override the default by selecting the appropriate address from the drop-down menu.

- **3. Enter Special Distribution Requests**

Any special instructions regarding payment can be requested in the "Check/Payment Distribution" section. Note that we are not able to have checks returned to campus.

- **4. Enter Item Description of Goods or Services**

In section 4, enter a Description of the goods or services, the Unit Price and Quantity.

- **5. Select Payment Type**

In section 5, on the top of the page, select the appropriate Payment Type from the drop-down menu. If the goods/services have already been received, enter Merchandise/ Service Received Date.

- **6. Enter Invoice Number and Date**

In section 6, enter the Supplier Invoice Number and Invoice Date in the appropriate fields. If you do not have an invoice number, please contact the Accounting or Purchasing office for help in completing that field.

- **7. Enter Request Details and Justification**

In section 7, enter the Details & Justification for the Payment Request. The more information, the better.

- **8. Attach Supporting Documentation**

In section 8, attach the supplier invoice or any other supporting documentation by selecting "Add

Attachments". The attachment name, size and date will appear after successfully attaching the document.

- **9. Affirm Agreement**

In section 9, select the affirmation that you have read and agree to the terms of the request form.

- **10. Complete Form and Go to Cart**

Upon completing the Payment Request form, choose "Complete Form and Go to Cart"

- **11. Proceed to Checkout**

Once the Payment Request form is completed,
it will be added to your cart as a line item. You can then
"Proceed to Checkout"

Close   Complete Form And Go To Cart

9 Certify and Consent

By checking the box below, you are agreeing to the following terms:

Payee Certification: Upon submission of this document I certify that the above is just, true, and correct; that no part thereof has been paid except as stated and that the balance is actually due and owing, and the taxes from which the State is exempt are excluded.

Authorized Signatory Certification: Upon submission of this form I certify that the payment/reimbursement complies with the account permissions and/or restrictions and is consistent with sponsor's intent (if applicable).

Required for Submission: *   ● I agree to the terms above.

Finished?
Use the *"Add to new Cart"* selection in the upper right "Available Actions"

Proceed To Checkout

FREDONIA
STATE UNIVERSITY OF NEW YORK

Standing Order Form

A standing order is a PO issued to establish an account with a supplier to obtain specific goods and services during a set period time. Standing orders are encumbered when the PO is created - typically lasing no longer than the SUNY "fiscal year" which is July 1st to June 30th

Supporting documentation must be attached with each request. (quotes, justification, email contact or remittance information)

## **Submit a standing order request**

1. **Go to Special Requests**

When you are ready to begin filling out your standing order request form, return to the Fredmart home page and look for the special request tab under "showcases"

2. **Click Standing Order Request**

In the "Special Request" tab click on the standing order request.

3. **Search for supplier**

The first step of the form asks you to search for and select your desired supplier. Below the "Enter Supplier" field, click on the magnifying glass to search for and select your supplier.
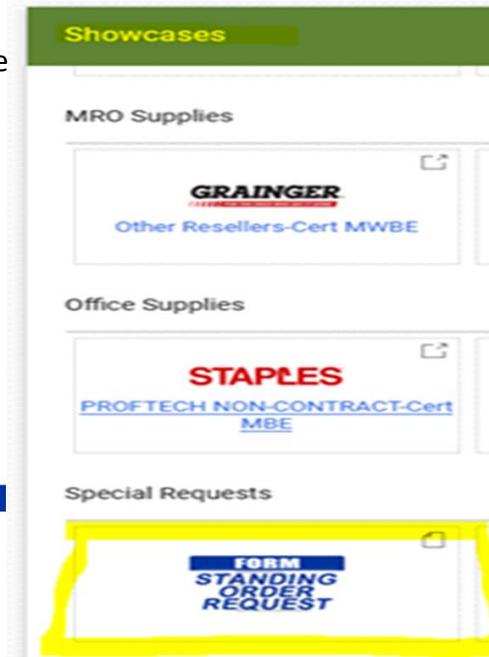
4. Enter Start and End Dates

After the supplier has been selected, the start and end date of the Standing Order needs to be entered. (most commonly used is our fiscal year, which is July 1st to June 30th) If this is replacing a previous Standing Order PO, click "Yes (provide PO Below)", and enter the PO number in the box below from the previous year's PO.

5. Enter Business Purpose

Next you will need to provide the business purpose and justification for needing the standing order. You may also provide any supporting documents by clicking "Add" such is a quote for the whole time period from the vendor.

Start Date *

mm/dd/yyyy

End Date *

mm/dd/yyyy

Is this request replacing an existing PO? *

○ No

○ Yes (provide PO Below)

If **Yes** above provide PO Number here

PO Number being replaced

6. Enter Order information

Next enter a description of the standing order and provide the full amount of the Standing Order in the "Unit Price" field. If you have more than one line item each standing order form needs to have the correct unit price for the line item, you are creating. Please note, quantity is 1 and Unit of Measure default to "USD – US Dollar" All Standing Orders are received "in" by creating a "Cost Receiver". (When creating a receiver, be sure to tag Accounting in the comments so that they know that it is ok to pay.)
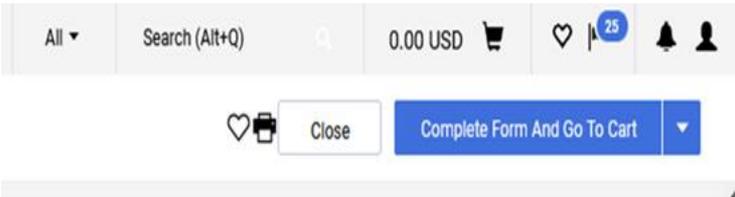
7. Complete Form and Go to Cart

Once the form is complete, navigate to the top of the form. If no other
 lines need to be added, select "Complete Form and Go To Cart"

If you need more than one line, select "Save to Cart and Add Another" The first item will be added to the user's cart, the form will remain open and the user can continue adding more items to the form by scrolling down and changing the Standing Order information item description and unit price. When the last item has been added, go to the top and change available actions to "Add to Cart and Reset Form" click Go and Close
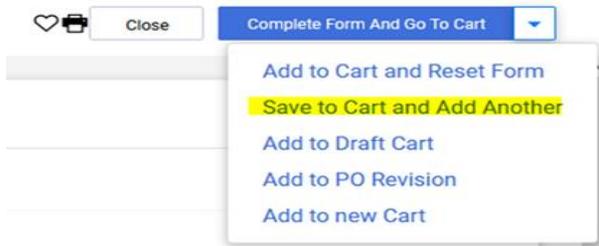
8. Proceed to Checkout

After you complete the standing order form, go to your cart "Proceed to Checkout"

Tying Tracker and Fredmart Together

When creating a requisition for items that need to go through the Tracker process for review by ITS and/or Contracts, we will be using three specific UNSPC (commodity) Codes and the Specials Approvals Rule to route Requisitions to the appropriate department.

Please use the following UNSPC (commodity) codes in Fredmart to "link" Fredmart and Tracker together. Please make sure to list the Tracker Ticket number in the comments section of the requisition.

When making the tracker ticket please make sure to reference the requisition number in the comments section in tracker as well.

UNSPC (commodity) Codes to use:

Use UNSPC Code **43211507-7530200** when purchasing items that are for **ITS approval only (such as hardware).** This will route the FREDmart Requisition to ITS for their approval.

Use UNSPSC code **64131500-1021300** when purchasing items that are for **Contract approval only (such as busing services, contractor agreements, rental agreements).** This will route the FREDmart Requisition to Contracts for approval.

Use UNSPSC code **81112200-7753900** when purchasing items that require **CIO, ITS, ISO, EIT, and Contracts approval (such as new or renewal of software, software as a service, cloud-based software).** This will route the FREDmart requisition to ITS and Contracts for approval.

FREDONIA
STATE UNIVERSITY OF NEW YORK

Upcoming Changes

- Mandatory field – UNSPSC (commodity) codes

Once the new rule is completed in the system, we will send a notification to users. It is our recommendation that you to start coding your requisitions now. The current list of most commonly used codes can be found under the Fredmart User Guide. Once the rule is complete, any requisition that is not coded will be returned by the system (not Purchasing). When your requisition is return, please refer to the history tab before calling Purchasing.

- Revert workflow is soon to be released.

This is a new enhancement. We have not been trained on it yet, we can only assume that it will give the end user the ability to pull a requisition back to a previous step to work on it instead of Purchasing having to return the requisition or the end-user withdrawing and resubmit. It is unclear to us to what level an end-user will be able to pull the requisition back. Updates will be given in the future.

Fredmart is a powerful tool, we are continuously updating and adapting new uses.

FREDONIA
STATE UNIVERSITY OF NEW YORK

Purchasing goods and services without authorization is inappropriate and not legal. Only Procurement staff and select pre-authorized departmental staff have the authority to buy goods and services on behalf of Fredonia.

End users who do not obtain appropriate approvals may be held personally liable for expenses incurred or will have to use non state funds.

Start each procurement with a quote and a Purchase Order, not a commitment and an invoice. All confirming orders (payment requests) will require justification or may be sent back.

Statement View

Select Period

Statement Cycle: Oct 06 2023 - Nov 06 2023 (Not Certified) ▾

Statement Information

Statement Date: **November 6, 2023**

Cardholder Name: ████████

Statement Transaction Count: **1**

Cardholder Certification: **Not Certified**

Default Account: **8605100100**

SFS Journal Number: **WJD1273**

Statement Detail

Trans. Date ⇕	Vendor Name ⇕	M/WBE Certification ⇕	Trans. Description ⇕	Account Number(s)	Trans. Amount ⇕	Funding Amount	Actions
10/25/2023	DUPLI ENVELOPE & GRAPH		Copy - Quick Copy and Reproduction Service	8605100100	$40.19	$40.19	⚙ Edit
				Statement/Funding Total:	**$40.19**	**$40.19**	

✔ Certify

FREDONIA

STATE UNIVERSITY OF NEW YORK

Transaction Details

Purchase Date: 10/25/2023

VISA Ref Number: 24388943299630190255411   **Amount:** $40.19

Vendor Name: DUPLI ENVELOPE & GRAPH   **M/WBE Certification:**

City: 000-0000000   **State:** NY   **ZIP:** 13204   **Country:** USA

Commodity Code: **P-Contract Number:**

Funding Information

Select	Account Number	Fiscal Year	Sub Object	Amount	Description
⦿	▓▓▓▓▓	2023	556070	$40.19	

⚙ **Edit Funding**

💾 **Save**

FREDONIA
STATE UNIVERSITY OF NEW YORK

Statement Detail

Trans. Date	Vendor Name	M/WBE Certification	Trans. Description	Account Number(s)	Trans. Amount	Funding Amount	Actions
10/20/2023	TOSHIBA BUSINESS SOLUTION		Commercial Equipment Not Classified	8607200100	$3.14	$3.14	🔍 View
10/05/2023	SUNY ALFRED STATE COLLEGE		Colleges and Universities	8607200100	$25.00	$25.00	🔍 View
				Statement/Funding Total:	$28.14	$28.14	

✔ Uncertify   🖨 Cert Print

FREDONIA
STATE UNIVERSITY OF NEW YORK

Select Period

Statement Cycle: | Oct 06 2023 - Nov 06 2023 (Not Certified) | ▾ |

Statement Information

Statement Date: **November 6, 2023**

Cardholder Name: ████████████

Statement Transaction Count: **1**

Cardholder Certification: **Not Certified**

Default Account: **8605100100**

SFS Journal Number: **WJD1273**

Statement Detail

Trans. Date	Vendor Name ⬍	M/WBE Certification	Trans. Description ⬍	Account Number(s)	Trans. Amount	Funding Amount	Actions
10/25/2023	DUPLI ENVELOPE & GRAPH		Copy - Quick Copy and Reproduction Service	██████	$40.19	$40.19	⚙ Edit
				Statement/Funding Total:	**$40.19**	**$40.19**	

✓ Certify

FREDONIA
STATE UNIVERSITY OF NEW YORK

Funding Line

* Account Number: ████████████████

* Sub Object Code: 556070 - OUTSIDE PRINTING SERVICES

* Fiscal Year: 2023   * Amount: $40.19

Funding Description:

+ Save / Add Next Account   **⊟ Save & Return**

Purchasing Department Contacts:

General Office – 716-673-3438 or purchasing.office@fredonia.edu

Shari – 716-673-4392 or shari.miller@fredonia.edu

Alicia – 716-673-4376 or alicia.klepfer@fredonia.edu

FREDONIA
STATE UNIVERSITY OF NEW YORK