

ISU Purchasing Department [PURCH]

From: ISU Purchasing Department [PURCH] <!purchasing@mail.iastate.edu>
Sent: Tuesday, May 01, 2012 11:23 AM
Subject: Significant change to the requisitioning process
Attachments: AttestStatements.PDF

To: requisitioning system verifiers

To meet various federal, state and university requirements, the university needs to document and collect affirmation of specific statements that are directly associated with the requestor (principal investigator, graduate assistant or staff member), and are related to (1) certain potential conflicts of interest and (2) the current on-campus availability of requested equipment. In order to meet these requirements, a new process for requisitions will be implemented on 5/4/2012.

This process will include a set of statements related to the suggested supplier(s) provided with the requisition and, when using federal funding, the availability of equipment similar to what is being requested (statement shown below).

Statements

The department attests to the following related to this acquisition:

- The requestor has no financial, management, or ownership interest in the supplier from which this purchase is requested.
- That no immediate family member of the requestor has a financial, management, or ownership interest in this supplier.
- That the requestor is not member of a partnership or limited liability company that has a financial, management, or ownership interest in this supplier.
- If requesting equipment be purchased with federal funds, that no other equipment exists on campus that could reasonably be used by the requestor for its intended purpose.

A .pdf of the *Route: For Approval* screen including these statements is attached.

It is very important that the correct requestor is identified on all requisitions to ensure accurate documentation and messaging related to purchase orders. The requestor should be the person that is making the request for the goods and services and not the person completing the requisition, unless they are the same person.

Questions relating to this process may be referred to purchasing@iastate.edu or by calling Lesley Lackore at 4-4589 or Cory Harms at 4-2591.

- INBOX
- Add/Update
- Create Req
- Display Req
- Work Req
- Items
- Vendors
- Users
- Attachments
- Browse
- Items
- Vendors
- FASP
- Actions
- Open Dept Reqs
- All Reqs
- Users
- Route
- To another user
- For approval

Web Req- VRFYR

Requisition	Quote	Purchase Order	Item	Dept	Vendor	Requestor
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The requisition is ready to be routed to :

Approval Rtg List 000 NO ROUTING LIST REQUIRED

Additional Approvals: (check as many as apply)

Ag Experiment Station	Cooperative Extension	IPRT/IPRT Centers/Ames Lab	Telecommunications
ITS	Dean's Office	Laboratory Animal Resources	Vice President - Business & Finance
Campus Organizations	Environmental Health & Safety	Provost	Vice President - Student Affairs
	FP&M	Sponsored Programs Accounting	Vice Provost for Research

Product Classification Required: (Move mouse over category to view name of associated purchasing agent)

Access Control/Identification	Computer E/S	Lab E/S	Promotional Items
Advertising	Construction	Laundry/Dry Cleaning Services	Professional Services
Agricultural E/S/Services	Controlled Substances	Leases -Land/Property	Publications/Reprints
Animals - Lab	Copiers	Library E/S	Radio Communication E/S
Animals/Livestock	Data Access Services	Lodging	Radioactive Isotopes
Appliances/Kitchen Equipment	Draperies/Blinds	Machining/Fabrication Services	Recycling Services
Art E/S	Educational/Classroom Supp	Maint/Repair/Operating E/S	Rental Service
Asbestos Abatement	Electronics	Materials Handling Equipment	Repair Services
Athletic E/S/Services	Elevator E/S/Services	Moving Services	Residence Food Stores E/S
Audio/Visual E/S	Farm Equipment	Museum E/S	Safety E/S
Aviation E/S	Feed/Lab Animal Diets	Music E/S	Security/Public Safety E/S/Services
Broadcast/Satellite E/S	Fencing	Office E/S	Service Agreements/Contracts
Building Materials	Fuel/LP Gas	Pagers	Software/Software License
Capital Projects Related	Furniture	Paper	Storage Facilities
Carpet/Floor Coverings	Gas Cylinders/Lab Gases	Pest Control	Telecommunication E/S
Cellular Telephones	Greenhouse/Nursery Supplies	Pharmaceuticals	Test Plots
Charter Services	Grounds E/S	Photo E/S	Tests/Testing Lab Services
Chemicals - Industrial/Lawn	Hazardous Waste Disposal	Postal E/S	Tools -Hand/Power
Chemicals - Lab	Hospital/Veterinary E/S	Power Plant E/S	Travel
Clothing/Uniforms/Fabrics	Hospitality/Conferences	Printing E/S/Services	Vehicles/Vehicle Supplies
Coal/Nat. Gas/Ash Disposal	Janitorial E/S	< >	Capital Project - ARRA Funded

(E/S = Equipment & Supplies)

The department attests to the following related to this acquisition: Yes No

- The requestor has no financial, management or ownership interest in the supplier from which this purchase is requested.
- That no immediate family member of the requestor has a financial, management or ownership interest in this supplier.
- That the requestor is not a member of a partnership or limited liability company that has a financial, management, or ownership interest in this supplier.
- If requesting equipment be purchased with federal funds, that no other equipment exists on campus that could reasonably be used by the requestor for its intended purpose.

Business

- Admin cyBUY
- Admin Pcard
- Admin Req
- Air Travel Billing
- cyBUY (Releaser)
- cyBUY (Shopper)
- Empl Reimbursement
- Image - Client Tst
- KC - 3.1.1 (cfg)
- KC - 3.1.1 (dev)
- KC - 3.1.1 (qa)
- KFS
- KFS (admin-cfg)
- KFS CFG-cgb
- KFS QA
- P-Card - Agent
- P-Card - Airline
- P-Card - User
- P-Card ADMIN - CO
- P-Card App entry
- P-Card Cardholder
- P-Card USER - CO
- Sponsored Programs
- Vendor Application
- Web Req V/Dir Ord
- Web Req. - Agent
- Web Req-Requestor
- Web Req-VRFYR
- Web Req-VRFYR- B/C
- Web Req-VRFYR/DE
- WebFM 2

Students

- Student Employment
- Workstudy

General

- A+ Help Utilities
- AccessPlus Help
- ADIN
- Client Menu View
- e-Forms Approval
- e-Forms Aprvl,Admn
- Faculty Activity
- JSP Generator
- Stdout Log