I. PURPOSE

To establish a campus procedure to be used by all departments at the University at Buffalo for the receipt and the payment of goods and services less than $1500.

II. SCOPE

This procedure will apply to the receipt of goods and services to be paid through either a State or Research Foundation account and includes all purchase orders and individual payments under $1500. The responsibility of the receipt of goods and services lies with the ordering department. Accounts Payable is responsible for the payment of goods and services.

III. GENERAL

This policy has been developed to simplify the receipt of goods and services under $1500 and to provide for the timely payment of purchase orders or individual payments under $1500.

IV. PROCEDURE

A. Receipt of Goods and Services under $1500

1. Ordering department must compare goods or services received with goods or services ordered immediately upon receipt. Ordering department must keep a signed and dated record of receipt such as a packing slip, or they can make up their own receipt which verifies the ordered items, which must also be signed and dated. Ordering department must maintain a file of all receiving documents.

B. Retention of Records

Under this procedure, the ordering department becomes the “office of record” for documents supporting items received used the Automatic Receiving process. Each ordering department must, therefore, maintain a file of the documentation supporting the Automatic Receiving activity in their departmental files for a period as follows:
1. State: documentation supporting State receipts must be retained for a period of six years, plus the current fiscal year.

2. Research Foundation: documentation supporting Research Foundation receipts must be retained for a period of three years after the award ending date.

C. Damaged Goods and/or Discrepancies

1. The ordering department must notify the Accounts Payable Department at 645-2667 immediately upon receipt of an order containing damaged goods or if there is a discrepancy between what was ordered and what was received.

2. Procurement Services staff will work with the ordering department to resolve all problems related to damaged goods, incorrect items, wrong delivery, price differences between invoice and purchase order, etc.

D. Audit

All purchase order transactions are subject to review by auditors.

E. Payment of purchase orders and individual payments under $1500

1. Accounts Payable will wait 10 calendar days from receipt of the invoice to allow for the ordering department to contact them if there is a problem. The Accounts Payable Department will pay purchase orders and individual payments under $1500, with a match of the purchase order and the invoice, after the 10-day wait, as long as the ordering department has not indicated that payment should not be made.