

PURCHASING FAQ'S

Frequently Asked Questions – Requisition and Procurement Process

Does a supplier need to be in Workday before I begin a requisition?

Yes. A supplier must be set up in Workday before starting the requisition process. If the supplier is not already in the system, you must send them an invitation to register.

Am I required to use a contracted or preferred supplier?

No, but it is highly recommended. The University's contracted suppliers should be your first choice, as these contracts often provide quantity discounts that benefit all departments. Additionally, using contracted suppliers typically eliminates the need for competitive bids or additional quotes.

How long does it take to process a requisition?

Processing time varies depending on the nature of the purchase, the completeness of the requisition, and the approval workflow in Workday. You can track the status of your requisition by entering the requisition number in the search bar within Workday.

Can a Purchase Order (PO) be changed after it's been issued?

Yes, but any changes to the PO—such as quantity, description, price, or terms—must be approved by Procurement via a formal PO amendment (Change Order) before the supplier provides goods or services.

What should I do if a supplier asks me to sign an agreement?

Do not sign any agreements. University departments are not authorized to sign contracts or agreements on behalf of the University. Forward all agreements to University Procurement for review and signature.

What do I need to do if a vendor provided a service before we were able to obtain a PO?

Suppliers should not be scheduled to provide any goods or services until a PO has been issued. In such instances a Non-Routine Justification form is required to be submitted with the PR. All efforts should be made to obtain a PO prior to the services being rendered as an NRJ does not guarantee that the purchase will be approved.

How is capital equipment defined?

Capital equipment is defined as tangible, non-expendable property that:

- Has a unit cost of \$5,000 or more
- Has a useful life of over one year
- Functions independently (i.e., not as part of another system)

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What if no competitive sources are available, or bidding isn't feasible?

If no competitive sources exist, the department must complete:

- A Waiver of Competition for purchases under \$150,000
- A Sole Source Form for purchases over \$150,000

A supplier claims they didn't receive the PO. Should we resend it?

Do not resend the PO immediately, as it may result in a duplicate order. First, check the PO history in Workday to verify it was sent. If it has been sent but not received, contact University Procurement. If it hasn't been sent, you may go ahead and send it.

We placed an order, but the items haven't arrived. What should we do?

Contact the supplier directly to check the delivery status. If the supplier is not contracted with the University, your department is responsible for follow-up. If the supplier is contracted and there are issues, contact Procurement for assistance.

A supplier sent my unit an invoice. Can I forward it to Accounts Payable?

No. Departments should not forward invoices to Accounts Payable. Suppliers are responsible for submitting invoices directly to accountspayable@floridapoly.edu, as indicated on all purchase orders.

When should I expense my PCard transactions?

PCard transactions should be expensed as soon as the charge appears in Workday.