Direct Acquisition of Goods and Services

General

There are some types of acquisitions for which a Purchase Order is neither required nor appropriate. Generally, such acquisitions involve things obtainable from one source, at a fixed price and for which no discount or tax advantage is available.

Policy

Departments may obtain those items listed in Appendix I by direct acquisition. Goods or services which do not appear on this list must be obtained by regular purchasing procedures.

Procedure

1. Direct acquisitions may be initiated in the following ways:

   a. **By completion of an application form** or some other type of Agreement. (Example: magazine subscriptions, membership dues).

      1. Where an application form is required and the cost of an item is known, the form should be completed by the department concerned and forwarded to the Bursar's Office along with a cheque requisition (Ref. Form 0501, Appendix II), for the amount required. The Bursar's office will issue a cheque and mail it together with the application form. Alternately, the Bursar's Office may be requested to forward the cheque to the department for onward transmission to the supplier with the application form and a covering letter. Normally a receipt will be provided along with the goods or services requested and this receipt, cross referenced to the cheque requisition, should be sent to the Bursar.

      2. Where an application form is required but the cost of the item is not known, the application should be completed and forwarded to the supplier, along with instructions that invoices, in duplicate, be sent directly to the Bursar's Office. A copy of this Invoice will be forwarded to the originating department for approval. Only upon return of the approved copy, with the proper account coding, will the Invoice be paid.

   b. **By direct communication with the Supplier** (Example: Hotel and motel reservations, tickets for travel ordered by phone, telegrams sent by telephone).

      1. In these cases, where a supplier is being asked to provide goods or services directly, the supplier must be requested to clearly indicate on the Invoice the name of the person placing the order and his department.

      2. Suppliers should be instructed that Invoices, in duplicate, be sent directly to the Bursar's Office. A copy of this Invoice will be forwarded to the originating department for approval. Only upon return of the approved copy, with the proper account coding, will the Invoice be paid.

      3. In cases where payment by cheque is required at the time the goods or services are provided, (Example: Payments for invited speakers, some registrations fees) or where a cash advance is required for travel expenses, a cheque requisition (Ref:...
form #0501, Appendix II) must be prepared beforehand and forwarded to the Bursar's Office at least 48 hours in advance of the date it is required.

c. **By Credit Card** (Example: gasoline and service for trucks and cars owned or leased by the University).

1. The use of credit cards is restricted to specific projects by authorized departments. These can be obtained by making separate application to the Bursar's Office.

d. **By acquisition from the University Bookstore** against an authorized signature.

1. The University Bookstore maintains a list of accounts and the persons authorized to sign against them and will provide goods to these persons against a signature on the invoice.

2. These invoices will not be submitted to the department for approval but will be paid directly by the Bursar's Office on receipt.

Appendix I

**Items Authorized for Direct Acquisition**

1. Gasoline for trucks and cars owned or leased by the University
2. Reprints of papers published in scientific journals
3. Telegrams
4. Membership in learned societies
5. Subscriptions for papers and magazines
6. Books which cannot be obtained through the Bookstore
7. Advertising
8. Honoraria
9. Tickets for approved travel, ordered by telephone from a travel agency
10. Registration fees for approved courses, conferences, symposiums, etc.
11. Approved travel and removal expenses
12. Books or other items obtained from the University Bookstore
13. Hotel and motel accommodations for official guests of the University
14. Binding of thesis when arranged through the University Library Bookbindery

Appendix II

Cheque Requisition can be found at Payment Services website under Forms.