As a public research university, OSU students, faculty and staff who use university resources have Stewardship and Ethics responsibility.

Understanding University Funds

Once funds enter the university system, it is subject to the OSU University procurement policies. OSU is a nonprofit state agency and uses an accounting system for recording resources whose use has been limited by the donor, grant authority, governing agency, or other individuals or organizations or by law.

University funds are separated by their sources to ensure it is properly spent and accounted for. Funds must not be intermingled.

- Several types of funds you may use to purchase items for your research.

  OSURF/OSP funds:
  - ***Cost Center: CC12395***
  - ***Fund:FD520***
  - ***Grant:GRXXXX***

  External funds awarded to a principal investigator for research. These funds are awarded based on an agreement between the sponsor and the university. When using these funds, you will need to follow not only university policies but also OSP policies and sponsors requirements.
  Ohio State University Office of Sponsored Programs (OSP) is the entity authorized by the university to seek, accept, and administer all Sponsored agreements.

  Univ/General funds:
  - ***Cost Center: CC12395***
  - ***Fund:FD520***
  - ***Program: PRXXXX (this WORKTAG is used if the fund is for a specific program)***
  - ***Assignee:ASXXXXX(this WORKTAG is used if the fund is for a specific person)***

  The General Fund provides the money that sustains the university's core instruction, departmental research, instructional support, and related general administrative costs and facilities expenditures.

  Current Restricted Funds:
  - ***Cost Center: CC12395***
  - ***Fund: FD510***
  - ***Gift: GFXXXXX***

  *Current Restricted Funds must be spent **only** for the purpose intended by the outside entity that established the restriction. Because the university has a legal stewardship obligation to abide by fund restrictions, it is important to be aware of the restrictions and monitor the funds for appropriate use.*

All business/research-related purchasing using university funds must comply with university Expenditures, and Purchasing policies.

Components of a Successful purchase:

- If possible, use Ohio State's **Contract Book** and **Buckeye Buy Request** to purchase items
- Get Quote from vendor or PDF of Shopping Cart that includes order from vendor's website
- Quote should not include tax as Ohio State University is tax exempt in most states
- Provide business purpose for the purchase using - who, what, why, when, and where
- Know your WORKTAG
- Written permission from PI/Advisor to use funding source to spend funds for this purpose (Upload email exchange as an attachment)

Questions to Ask before submitting a Purchase request:

- Who should sign a contract for promise to provide services/materials/Terms and Conditions?
  If you have any contract that is legally binding, this needs to be reviewed by the University Legal office. ***Please Contracts to The School Administrate Manager or Fiscal Associate*** *so that it can be reviewed by the college and university legal office.*
  Both ***External contract*** *that have finical obligation and* ***Internal contracts*** *need review and approval*

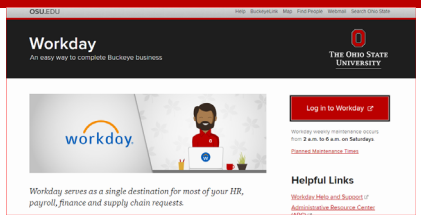
- What is Buckeye Buy
  Buckeye Buy is Ohio State's online store/web site filled with catalogs from contracted suppliers. Buckeye Buy integrates fully with Workday. You can find vendors like Fisher Scientific and Gas Warehouse. OSU has a Contract Book that is managed by the university Business and Finance. The Contract Book lists the preferred vendors who are already in the university vendor system and has a purchasing contract with the university. The list of these vendors is on the Business and Finance website. *https://busfin.osu.edu/buy-schedule-travel/purchasing/find-supplier*

- Vendors not in Buckeye Buy
  If the vendor has not worked with OSU, they will need to be set up on the OSU vendor system. The School Administrate Manager will assist you with this process. This process can take up to 2-3 month depending on who the vendor is.

School Purchasing Card is used to purchase goods and services for your research and purchases should follow the **PCard policy**. You can check out the card or ask for purchasing assistance using the purchasing card by contacting the Fiscal Associate.
You can make a request by sending an email with below information:

- ***Business purpose 5 W (Who, What, When Where, and Why)***
- ***If you are making a purchase for a travel, you must have an approved Spend Authorization***
- ***Funding source/WORK TAG***
- ***Quote***
- ***A contact for the vendor***
  If any Terms and Conditions applies to the purchase, the quote will need to be reviewed and signed by university purchasing. You will need to provide a contact from the vendor who can sign the contract

WORYDAY serves as a single destination for most of your HR, payroll, finance, and supply chain requests.
You use WORKDAY to purchase items/request reimbursements. All requests workflow to Administrative Manager for Review and approval.



Administrative Resource Center provides guides, job aids, training for WORKDAY and Ohio State IT services

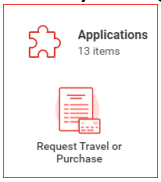
Purchasing Item using Requisition

Use below link to get instructions on how to create Buckeye Buy and non-catalog requests for goods and services. Procurement requests can be initiated by all campus employees

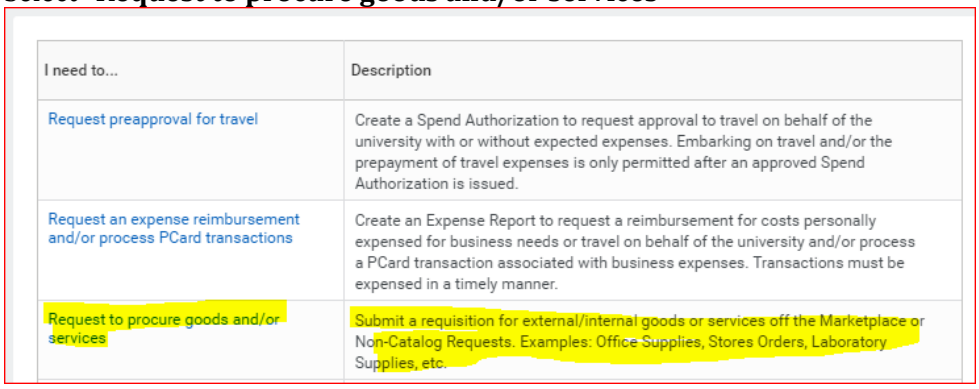
https://admin.resources.osu.edu/workday/workday-for-core-users-supply-chain/create-a-requisition-to-procure-goods-services

Below is a quick instruction:

Once you log onto WORKDAY chose the "Request Travel or Purchase" application



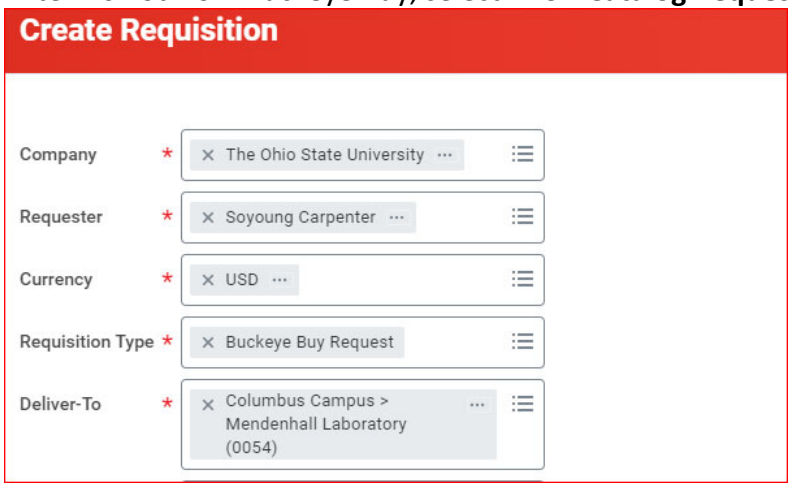
Select "**Request to procure goods and/or services**"



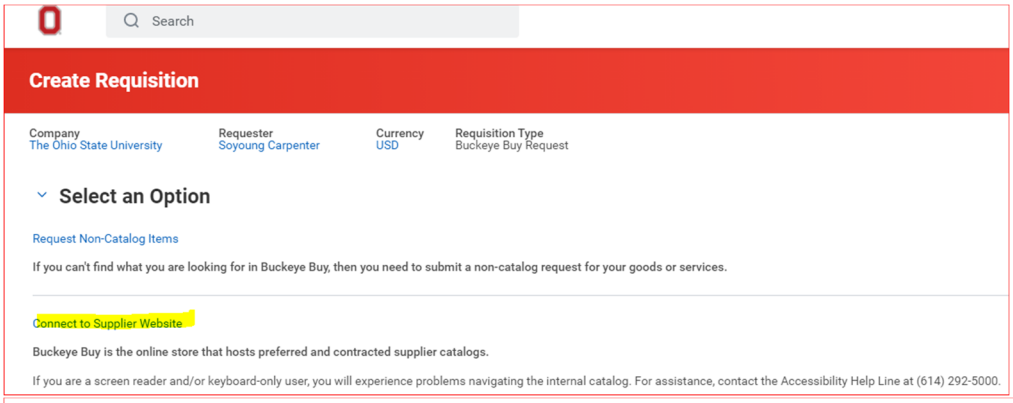
I need to...	Description
Request preapproval for travel	Create a Spend Authorization to request approval to travel on behalf of the university with or without expected expenses. Embarking on travel and/or the prepayment of travel expenses is only permitted after an approved Spend Authorization is issued.
Request an expense reimbursement and/or process PCard transactions	Create an Expense Report to request a reimbursement for costs personally expensed for business needs or travel on behalf of the university and/or process a PCard transaction associated with business expenses. Transactions must be expensed in a timely manner.
Request to procure goods and/or services	Submit a requisition for external/internal goods or services off the Marketplace or Non-Catalog Requests. Examples: Office Supplies, Stores Orders, Laboratory Supplies, etc.

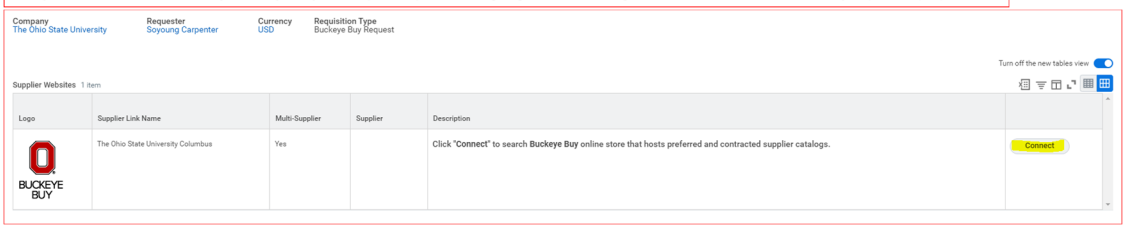
If this is an item from Buckeye Buy, select "**Buckeye Buy Request**" as Requisition type

If item is not from Buckeye Buy, select "**Non-Catalog Request**" as the Requisition type

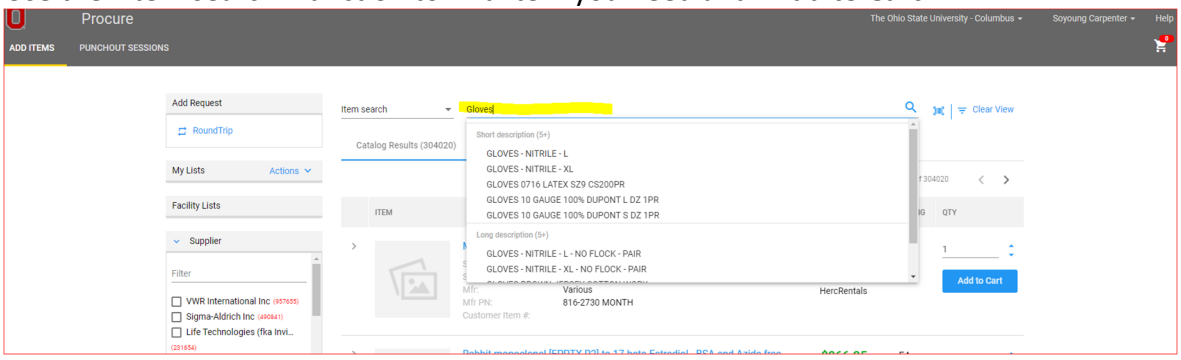


When you are purchasing from **Buckeye Buy Request** select an option **"Connect to supplier Website"**

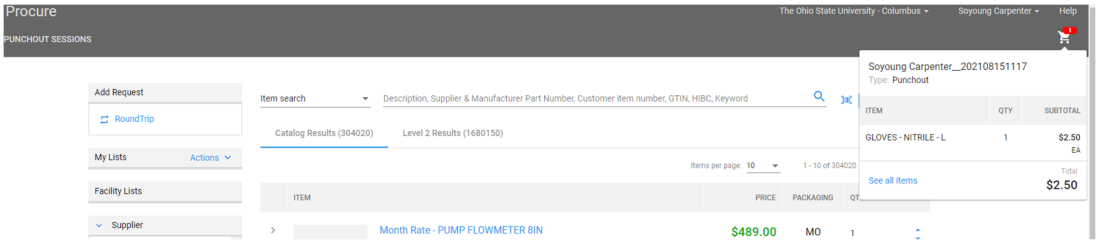




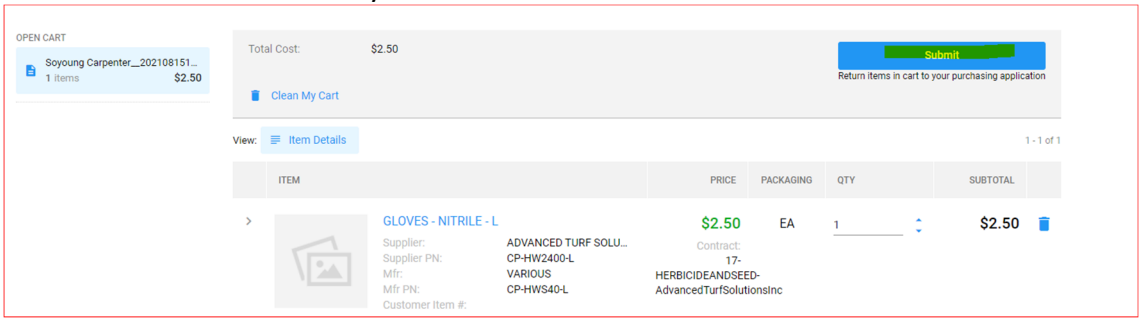
Use the "Item search" function to find item you need and "**Add to Cart**"



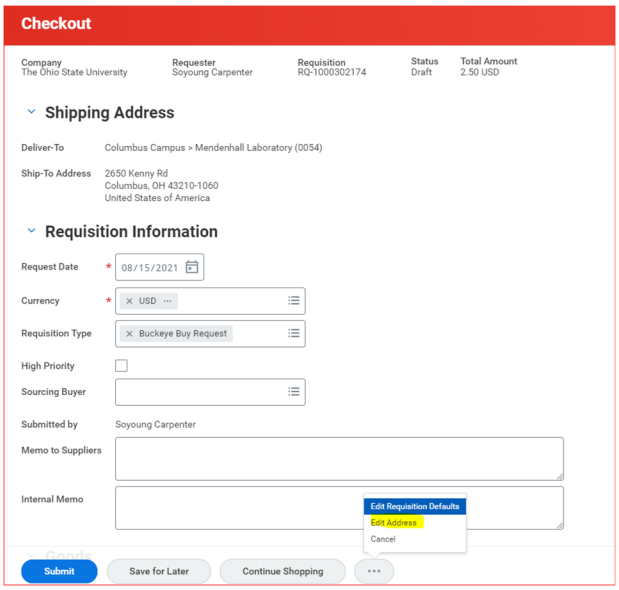
Click on the Cart Icon to access your items.



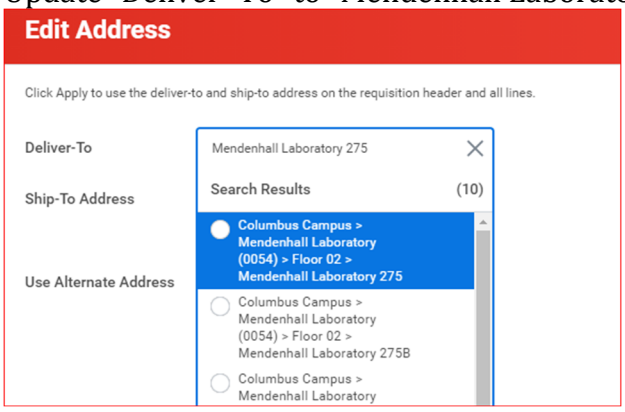
Clink “Submit” to check out your items



This will take you to the WORKDAY application. Click “**Checkout**” and WORKDAY will take you to the “Checkout” page. If this is your first-time using WORKDAY, edit your address to Mendenhall by clicking on the item with “three dots” next to the “Continue Shopping” button



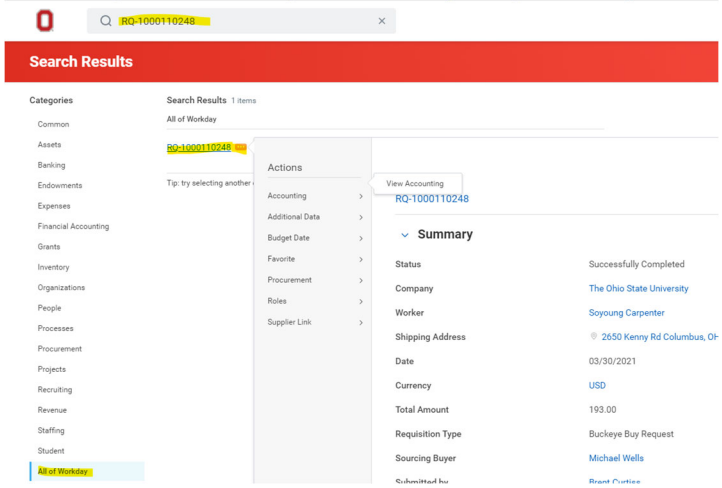
Update “Deliver -To” to “Mendenhall Laboratory 275”



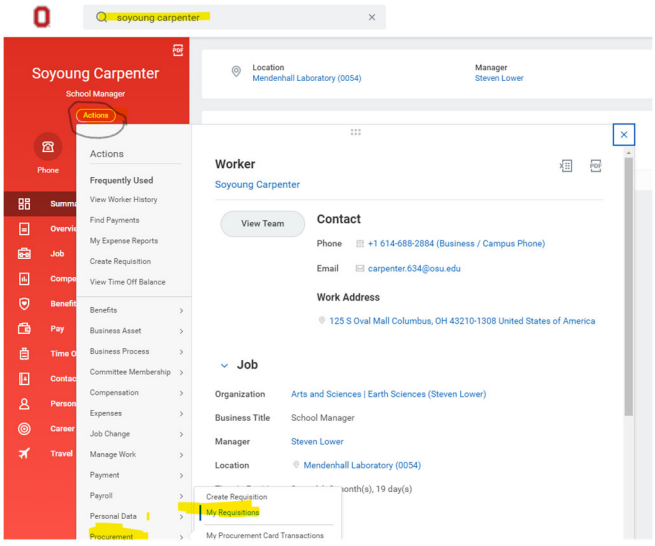
Submit request. **The request will workflow to Administer Manager for review and approval**. If there is any other information needed for your request it will workflow back to you with instructions.

You can track the progress of your RQ by searching in WORKDAY by:

- Typing the ER number in the search section->Select Categories "All of Workday"->Click on your RQ to go to your request



- Type in "YOUR NAME" in search section -> click on button underneath your name "Actions" -> click on "Procurement" -> click on " My Requisitions"-> Click "OK" button and WORKDAY will display all your RQ

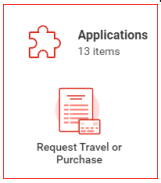


Reimbursements-Expense Reports

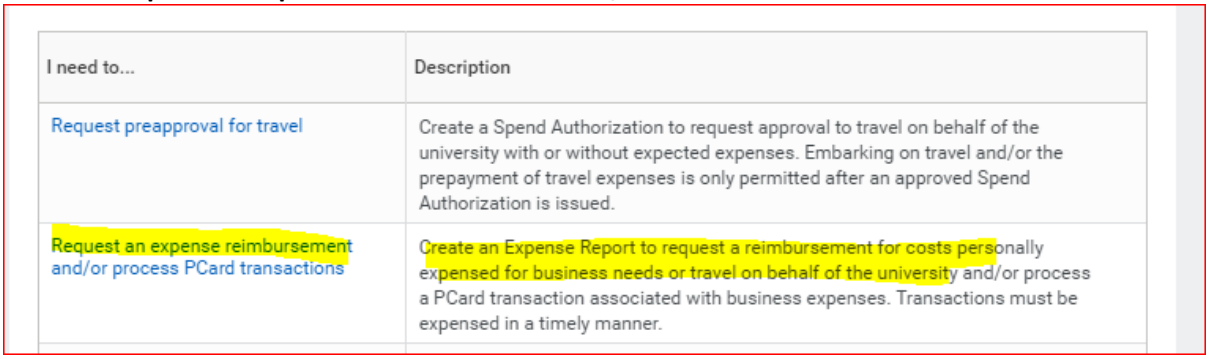
Expense reports are submitted so that you are reimbursed for business-related costs (travel or non-travel) When employees purchase items on behalf of the university from personal funds, they are usually required to pay the sales tax. The employee may be reimbursed for the cost of the item as well as the sales tax.

Below is the link with instructions on how to creating an "Expense Report" in WORKDAY listed at the Administrative Resource Center.
https://admin.resources.osu.edu/workday/workday-for-employees/er-create-an-expense-report-for-yourself

To start your reimbursement request, log onto WORKDAY chose the "Request Travel or Purchase" application



Select "**Request an expenses reimbursement and/or**"



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If you have questions about Procurement processes, SES Administrate manager can assist you.

SES Administrate Manager
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