



## School of Earth Sciences Procurement Instructions

**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.

#### ***OSP funds (Research related 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: FD100***
- ***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 resources 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. An example of these funds would be the Friends of Orton research award.*

**All business/research-related purchasing using university funds must comply with university [Expenditures](#), and [Purchasing](#) policies.**

**Review for procurement is done by the [College Service Center](#) or [Grant Award Service Center](#) depending on the funding source.**



## School of Earth Sciences Procurement Instructions

### 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 send Contracts to The School Manager or Financial Operations Coordinator 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 (Non-Catalog Request)  
If the vendor has not worked with OSU, they will need to be set up on the OSU vendor system. The School Manager will assist you with this process. This process can take up to 2-3 month depending on who the vendor is.

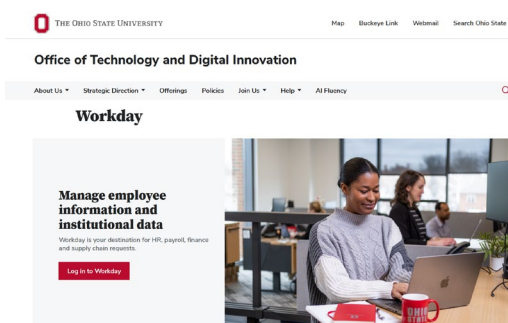
**School Purchasing Card** is used to purchase goods and services for your research and purchases should follow the [PCard policy](#). You can check out the card or ask for purchasing assistance using the purchasing card by contacting the Financial Operations Coordinator.

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*

**WORKDAY** serves as a single destination for most of your HR, payroll, finance, and supply chain requests.

**You use WORKDAY to purchase items/request reimbursements and request travel.**





## School of Earth Sciences Procurement Instructions

[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.

[Create a Requisition to Procure Goods and Services | Administrative Resource Center \(osu.edu\)](#)

Below is a quick instruction:

Once you log onto [WORKDAY](#) chose the “Request Travel or Purchase” application

Apps [Manage Apps](#)

Request Travel or Purchase

Select “Request to procure goods and/or services”

I need to...	Description
<a href="#">Request preapproval for travel</a>	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.
<a href="#">Request an expense reimbursement and/or process PCard transactions</a>	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.
<a href="#">Request to procure goods and/or services</a>	Submit a requisition for external/internal goods or services off the Marketplace or Non-Catalog Requests. Examples: Office Supplies, Stores Orders, Laboratory Supplies, etc.



Requisitions

You can also go directly to Requisition by selecting the “Requisition” application

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  
Start Requisition under Requisition Details.

×

### Requisition Details

Requesting for\*

×

Benjamin Hildebrandt

:

⋮

Company\*

×

The Ohio State University

:

⋮

Requisition Type\*

×

Buckeye Buy Request

:

⋮

Cost Center

×

Cost Center: CC12395 Arts and Sciences | Earth Sciences

:

⋮



### Requisition Details

Edit Requesting for, Ship-to Address, Worktags, and more.



**Requesting for**

Benjamin Hildebrandt



**Company**

The Ohio State University

[Start Requisition](#)

When you are purchasing from **Buckeye Buy Request** select an option “**Search Catalog or Connect to Supplier Website**”

### Ordering Methods



[Search Catalog](#)



[Request Non-Catalog Items](#)



[Connect to Supplier Website](#)



[Add from Templates and Requisitions](#)

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



## School of Earth Sciences Procurement Instructions

**Search Results**

Filter Results

Clear All

Preferred 3

Inventory

Preferred Item

Priority Supplier

Supplier 20

ADVANCED INSTRUMENTS...

ADVANCED STERILIZATION...

AGILENT TECHNOLOGIES...

ALCOR SCIENTIFIC INC

ARTHREX INC

Show More

Category 11

**Search for Goods and Services**

Q paper X

50 Results

Sort by: Relevance

> Legend

10006988 - PAPER PRINTER 5 PLY : STERIS CORPORATION  
Item Identifier: 10006988  
Supplier: STERIS CORPORATION | Supplier Item Identifier: P-117018-797  
Manufacturer: STERIS CORP | Manufacturer Part Number: P-117018-797  
\$12.88 USD / Box  
1 Add to Cart

10040227 - PAPER THERMAL PFA-100 ROLL : SIEMENS HEALTHCARE DIAGNOSTICS INC  
Item Identifier: 10040227  
Supplier: SIEMENS HEALTHCARE DIAGNOSTICS INC | Supplier Item Identifier: 10459384  
Manufacturer: SIEMENS | Manufacturer Part Number: 10459384  
\$21.54 USD / Package  
1 Add to Cart

10037142 - TAPE PAPER MICROPORE 2IN : OWENS & MINOR DISTRIBUTION INC  
Item Identifier: 10037142  
Supplier: OWENS & MINOR DISTRIBUTION INC | Supplier Item Identifier: 4509153052  
Manufacturer: O&M | Manufacturer Part Number: 14509152  
\$0.23 USD / Roll  
1 Add to Cart

Click on the Cart Icon to access your items.

Procure The Ohio State University Columbus Soyung Carpenter Help

PUNCHOUT SESSIONS

Add Request

RoundTrip

My Lists Actions

Facility Lists

Supplier

Item search Description, Supplier & Manufacturer Part Number, Customer Item number, GTIN, HIBC, Keyword

Catalog Results (304020) Level 2 Results (1680150)

Items per page: 10 1 - 10 of 304020

ITEM	PRICE	PACKAGING	QTY
Month Rate - PUMP FLOWMETER BIN	\$489.00	MO	1

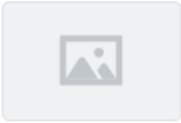

See all items

Soyung Carpenter\_202108151117  
Type: Punchout

ITEM	QTY	SUBTOTAL
GLOVES - NITRILE - L	1	\$2.50 EA
Total		\$2.50

Click "Checkout" to check out your items

**My Cart** X

 PAPER PRINTER 5 PLY 

Quantity: 1 \$12.88

Checkout

Total: 12.88 USD



## School of Earth Sciences Procurement Instructions

Or connect to a supplier website to search for items via the supplier. When you checkout from the supplier website 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

**View Cart**

Company The Ohio State University	Requester Benjamin Hildebrandt	Requisition Type Buckeye Buy Request	Total Amount \$10.25	Currency USD
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1 item

Adams 3-Part Carbonless Receipt B...  
\$10.25

**Edit**

DescriptionAdams 3-Part Carbonless Receipt Book, 10.88" x 7.63", 100 Sets/Book (TC1182)

Supplier Item Identifier306647

Commodity Code14111802 - Receipts or receipt books

Spend CategoryPaper Products (SIC10702)

SupplierSTAPLES CONTRACT AND COMMERCIAL INC

Supplier ContractSPC-1000010776 - JOINT: 10615-StaplesAdvantage

Quantity1

Unit of MeasureEach

Unit Cost10.25

Extended Amount10.25

Item Identifiers:

Manufacturer NameESSENTS AMERICA

Manufacturer Part Number1021182

SKU14111802

CheckoutContinue Shopping

**Checkout**

Company The Ohio State University	Requester Soyoung Carpenter	Requisition RQ-1000302174	Status Draft	Total Amount 2.50 USD
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Shipping Address

Deliver-ToColumbus Campus > Mendenhall Laboratory (0054)

Ship-To Address2650 Kenny Rd  
Columbus, OH 43210-1060  
United States of America

Requisition Information

Request Date08/15/2021

CurrencyUSD

Requisition TypeBuckeye Buy Request

High Priority☐

Sourcing Buyer

Submitted bySoyoung Carpenter

Memo to Suppliers

Internal Memo

Edit Requisition Defaults  
Edit Address  
Cancel

SubmitSave for LaterContinue Shopping

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



## School of Earth Sciences Procurement Instructions

**Edit Address**

Click Apply to use the deliver-to and ship-to address on the requisition header and all lines.

Deliver-To: Mendenhall Laboratory 275

Ship-To Address: Search Results (10)

Use Alternate Address:

- ☒ Columbus Campus > Mendenhall Laboratory (0054) > Floor 02 > Mendenhall Laboratory 275
- ☐ Columbus Campus > Mendenhall Laboratory (0054) > Floor 02 > Mendenhall Laboratory 275B
- ☐ Columbus Campus > Mendenhall Laboratory

Submit request. **The request will workflow to Administrative 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 RQ number in the search section->Select Categories “All of Workday”->Click on your RQ to go to your request

Search Results

Search Results 1 item

Categories: All of Workday

Search Results: RQ-1000110248

Tip: try selecting another...

Actions:

- Accounting >
- Additional Data >
- Budget Date >
- Favorite >
- Procurement >
- Roles >
- Supplier Link >

View Accounting: RQ-1000110248

Summary:

- Status: Successfully Completed
- Company: The Ohio State University
- Worker: Soyoung Carpenter
- Shipping Address: 2650 Kenny Rd Columbus, OH
- Date: 03/30/2021
- Currency: USD
- Total Amount: 193.00
- Requisition Type: Buckeye Buy Request
- Sourcing Buyer: Michael Wells
- Submitted by: Grant Curtis

- 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

Soyoung Carpenter

School Manager

Location: Mendenhall Laboratory (0054)

Manager: Steven Lower

Actions:

- View Worker History
- Find Payments
- My Expense Reports
- Create Requisition
- View Time Off Balance
- Benefits >
- Business Asset >
- Business Process >
- Committee Membership >
- Compensation >
- Expenses >
- Job Change >
- Manage Work >
- Payment >
- Payroll >
- Personal Data >
- Procurement >

Worker: Soyoung Carpenter

View Team

Contact:

- Phone: +1 614-688-2884 (Business / Campus Phone)
- Email: carpenter.634@osu.edu
- Work Address: 125 S Oval Mall Columbus, OH 43210-1308 United States of America

Job:

- Organization: Arts and Sciences | Earth Sciences (Steven Lower)
- Business Title: School Manager
- Manager: Steven Lower
- Location: Mendenhall Laboratory (0054)

Create Requisition

My Requisitions

My Procurement Card Transactions



## School of Earth Sciences Procurement Instructions

### **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 job aid on how to create an “Expense Report” in WORKDAY listed at the Administrative Resource Center.

[Create an Expense Report \(Non-Travel\) | Administrative Resource Center \(osu.edu\)](#)

To start your reimbursement request, log onto [WORKDAY](#) chose the “Request Travel or Purchase” application

#### **Apps**

 [Manage Apps](#)



Request Travel or Purchase

Select “Request an expense reimbursement and/or”

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If you have questions about Procurement processes, SES Administrative manager and Fiscal Associate can assist you.

#### **SES (School of Earth Sciences) School Manager**

Soyoung Carpenter

[carpenter.634@osu.edu](mailto:carpenter.634@osu.edu)

125 South Oval Mall Room 275N

(614) 688-2884

#### **SES (School of Earth Sciences) Financial Operations Coordinator**

Luis Lara

(614)-697-3086

[lara.54@osu.edu](mailto:lara.54@osu.edu)