



UNIVERSITY OF MASSACHUSETTS DARTMOUTH PROCUREMENT MANUAL

Section 1.6 - Responsibilities of the Requesting Department

1. Individuals with budget authority are responsible for the appropriate use of University funds that are allocated to their respective accounts and for compliance with all applicable policies for how funds are utilized. The following responsibilities directly related to the Procurement of goods and services:
 - a. Direct all purchases to be made through BuyWays so as to limit utilization of University Procurement Cards (Procards).

Note: purchases made through BuyWays either as a non-catalog order or a BuyWays Punch-out are reflected on department budget reports as soon as a Purchase Order is created thus providing an up to date and accurate reflection of pending budget commitments. Alternatively, purchases made on a procard are not reflected on a departments' budget report until the purchase has been manually reallocated by the procard user. This highlights the use of BuyWays as a superior solution for making purchases and the importance of timely procard reallocation for purchases made on a procard.
 - b. When applicable, require and direct purchases to be made through the BuyWays Punch-out Catalogues for all contract items available through those catalogues.
 - c. Verify that all requisitions submitted for approval meet Board of Trustee, University and Campus policies and all applicable laws.
 - d. Ensure and verify that all departmental assets are maintained in safe keeping, regularly accounted for and made available for the biyearly inventory conducted by Property Control and that the custodian and location information is kept up to date when changes of that information occur.
 - e. Regularly review budgets and ensure that funds are appropriately managed and available to cover necessary expenditures.
 - f. Regularly review open purchase orders and ensure that all non-current purchase orders are closed.
 - g. Anticipate departmental requirements in order to ensure that a reasonable amount of lead time is allowed for processing Purchase Requisitions, or for public bidding, whichever applies. The Procurement Department will handle emergencies on a priority basis as outlined in *Section 1.12 – Emergency Procurement - Financial Commitment*
2. Requisitioners as staff members, who are authorized by an individual with budget authority to originate Purchase Requisitions for materials and services, are charged with the responsibility to:
 - a. Combine whenever possible, relatively small requests for similar types of material so that orders/requests/ bids may be issued for reasonable quantities in an effort to maximize



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volume discounts.

- b. Ensure that information furnished on Purchase Requisitions is complete and accurate and conforms to campus procurement and accounting policies, as may be appropriate i.e. utilize correct account and commodity codes, speedtypes, complete description information and include appropriate attachments as required.
- c. Provide written quotations, justifications and backup documentation as may be requested by the Procurement Department as attachments to the requisition.
- d. Ensure the accuracy of invoices and submit them to Accounts Payable in a timely manner.
- e. Promptly process Change Requests in BuyWays as appropriate. **(Authorization must be received from the Procurement Department prior to processing any Change Request for purchases that were bid through Procurement or require a Contract Amendment or that will cause a Purchase Order to cross a dollar threshold relevant to that commodity).**
- f. Promptly note receipt of materials, as appropriate, in accordance with campus receiving policy which can be found at:
http://www.umassd.edu/admin_finance/departments/administrativeservices/propertycontrol/