A Few Tips on Being an Efficient & Cost Conscious Budget Manager

Pay for things on your ProCard!

- It costs nearly $90 to process a transaction through Purchasing/AP and only $21 to do so on a ProCard!
- You know right away that it’s been paid
- No possibility of receipts/invoices being lost in the process

- Need a higher limit? Have your approver email Laurie Krauel
- Need a permanently higher limit? Contact Laurie to discuss

Making requisitions easy for the Buyer

- Send your documentation to the buyer as soon as you submit your requisition. Include the requisition number in the subject line. This makes it easy for us to find it without having to ask.
- Fill out the right paperwork:
  - Bid Documentation Form – over $25,000 and not an MSA
  - A dually signed contract for services over $1,000 (use a standard contract template to save time)
  - Contract Review Submission Form – needs contract review (non-MSA >$50,000 or special risk)
- Consolidate your requisitions if they are with the same vendor. It’s much easier on a buyer to review 1 large requisition than a dozen smaller ones. Multiple chartfields can be used on the same requisition if you need to split the charge.
- Plan ahead – reviews may take time and legal review is seven days. Make sure there is enough time from entry to order for these reviews to happen. Talk to the buyer if you can’t enter it quickly so we can start review without having to wait for a requisition.

Use Master Agreements

- If you’re ordering from the same vendor over and over again, a master agreement can help simplify your life.
- The MSA is a single contract that covers the legal and broad business terms. Each individual order than only needs a quote (and purchase order) to be placed. No more agreements (or legal review) for every order.
- MSAs also eliminate the need for bidding individual orders. A three-year MSA only needs to be bid once, instead of every time an order over $25,000 is placed.

Vendors

- Preferred vendors exist to make your life easier. Procurement did the work on selection, so you don’t have to bid, deal with contracts, etc. If there are preferred vendor categories you would like to see added, just let us know.
- DePaul has a variety of internal resources that can help too, instead of utilizing outside vendors. See the Procurement website (Vendor Relationships > Internal Resources) for more information

Everything Else

- Let Procurement help you – vendor reviews, bidding, analyzing spend, department purchasing processes, whatever it is. We know how other divisions work and can discuss with how the best approach for your area.
- Create operations guides that set out the rules for your division that go beyond those of university policy (and share with central offices so we’re aware)
- Open communication – between procurement, other central offices, and your faculty/staff. When people are in the know, it makes things a lot easier for all of us.