

## **Purchasing Goods and Services at CSU Quick Guide**

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**ACARD** – The Acquisition Card Program (ACARD) is a purchasing method whereby users in the department are issued a MasterCard to make small non-recurring purchases under \$3,000.00. The Acquisition Card is the preferred method for purchasing goods/services from on/off campus vendors (who accept ACARD). Contact Purchasing for more information on ACARD training.

ACARD website --- <http://www.purchasing.colostate.edu/pages/acard.asp>

**IMO** – An Intramural Order is a CIS document and is the preferred method for purchasing goods/services/materials/labor from campus service centers which do not accept ACARD or for purchases that exceed the ACARD limit. Contact Ken Katona is Training and Organizational Development for more information on IMO training.

CIS guides and manuals --- <http://busfin.colostate.edu/guides.aspx>

CIS logon--- <http://applcis.is.colostate.edu:7780/forms90/f90servlet?config=cis>

**REQUISITION** -This document is created in CIS. This is an internal formal request from the department to Purchasing to write a **Purchase Order** for goods or services and to authorize a specific account to be charged for the purchase. There is no minimum dollar amount but a Purchase Requisition must be used for orders exceeding the ACARD and AFE limits and for controlled drugs and radioactive materials. This is not an order but a source document. The Purchasing department is responsible for source selection and for issuing a purchase order to the vendor.

REQ/Purchasing website --- <http://www.purchasing.colostate.edu/pages/pmanual.asp>

**AFE** – An Authorization for Expenditure is a CIS document that authorizes the payment of an invoice to a vendor or reimbursement to a University employee for official University business. This is generally, but not always, an after-the-fact document. The document created is for internal purposes only and will not serve as a purchase order to a vendor. The document functions like a check request. Approval of the AFE in CIS will initiate payment to the vendor, upon receipt of the invoice.

A/P website --- <http://busfin.colostate.edu/ap.aspx>

### **IMPORTANT NOTE:**

A Purchase Order or signed written contract accompanied by a Purchase Order, the Authorization for Expenditure, and ACARD are the only legal means by which the University can be obligated for payment. The University will not be responsible for any goods delivered or services performed without the proper use of one of these methods. If a vendor does not have a signed Purchase Order, signed contract with Purchase Order, or ACARD **BEFORE** delivery of the goods or services, State Of Colorado Statute 24-109404 shall apply. This places responsibility for payment upon the University employee who actually made the purchase.