



Strategic Services Purchasing Process

IP&O Administration

January 25, 2023

STRATEGIC SERVICES
IP&O ADMINISTRATION
DEPARTMENT PURCHASING PROCESS

This document is to provide the Strategic Services department with a detailed process and description on how to make a purchase using several types of scenarios.

Note, these processes can change at any time. If you see that changes are needed, please inform the IP&O Administration group.

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<h1 style="margin: 0;">PURCHASE REQUEST</h1> <h2 style="margin: 0;">Institutional Planning and Operations</h2>			
SHIP TO:		REQUESTOR/DATE:	
		BLDG/CAMPUS:	
		SUPERVISOR'S APPROVAL:	
ATTN:		GL ACCOUNT 900-1370-1129-0001-100-8000- 	
PHONE:			
FAX #			
VENDOR:		Page 1	
ADDRESS:			
ATTN:			
PHONE:			
FAX #			
QUANTITY	ITEM/DESCRIPTION	Unit Cost	Total Amount
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		TOTAL	\$ -
BUSINESS PURPOSE: _____			

IT – Computer and Laptop Orders

There are two ways of making a new equipment purchase:

1. If you have all the specs needed to order a new computer or laptop, you need to obtain a quote from the supplier, Kite&Key. Send this quote to your supervisor for approval by email and copy Loretta and Madalyn. Once approved, Madalyn or Loretta will provide you with the account string. You will need to submit an [IT ticket](#) letting them know you have a quote for new equipment to be processed. IT will submit your request to be processed and ordered. They will inform you when your equipment has arrived.
2. If you do not have or know the specs to request a new computer or laptop, submit an [IT ticket](#) requesting the new equipment needed. Once, they reach out to you with a quote and request a string number, send an email to your supervisor attaching the quote requesting approval. Once approved, Loretta or Madalyn will provide IT with the string number for them to process. IT will submit your request to be processed and ordered. They will inform you when your equipment has arrived.

Dining Services

All campuses have different ordering processes. Below are the instructions and links to each campus site.

New Brunswick

The form below is a sample of the questions required from Dining Services to request a quote. You will find this on the link provided above.

	A	B	C
1		Please answer all yellow highlighted Questions below.	
2	1	Event Day/Date	
3	2	Event Start & End Time	
4	3	Event Building & Room Location (<i>Brower Commons, Busch Dining Hall, Livingston Commons, Neilson Dining Hall</i>)	
5	4	Event Contact Name, Phone & Fax Number, Email information	
6	5	Department Billing Information	900-1370-1129-0001-100-8000-
7	6	Title of event	
8	7	Service Style (<i>classroom seating, square table of 8, auditorium seating, buffet, reception etc</i>)	Buffet
9	8	Guaranteed Minimum Guest Count (<i>This is the minimum number of guests you will be billed for. Should the actual guest count increase, the post event – final billing will reflect the appropriate charges.</i>)	
10	9	Preferred Payment Method (RIAS, Student Voucher, Check, Visa or Master Card, Amex)	Marketplace
11		Sandwich Selection Request Below (4)	
12			
13			
14			
15			
16		Salad Request	
17			
18		*Please indicate if you want a case or cases of bottled water, this is a separate cost and will be included in the total	
19		Thank you	
20			

Dining Services, cont.

Once you have filled out the required information, submit the completed form to Jessica Brito, jb2031@dining.rutgers.edu. She will provide you with a quote for your request. Once you have received a quote you must fill out all highlighted fields in the Purchase Order Request Form (PORF). Have your immediate supervisor signature approval and send the completed document and quote to Loretta and copy Madalyn for processing.

Please note Vendor info on the form should read **#40 Rutgers University Catering**.

Newark

You must process a catering request by using the online catering system, eCater, <https://runewark.e-cater.com>. You must first create an account. Upon creating your account, you will receive an email from Dining Services with a password. You must then login into your account by inputting your email and password you were provided. You will first need to input your event information, then view the menu options and make selections for your catering event. After you have submitted your information, you will receive a quote based on your selections.

Once you have received a quote you must fill out all highlighted fields in the Purchase Order Request Form (PORF). Have your immediate supervisor signature approval and send the completed document and quote to Loretta and copy Madalyn for processing. Please note vendor info should read **Gourmet Dining, Newark Catering**. Any questions regarding your catering request should be directed to Daisy Rivera, drivera@gourmetdininllc.com.

Camden

You must first reserve your space for your event by using the link below:

<https://events.camden.rutgers.edu/event-request-form/> Thereafter, use the online catering system, eCater, rucamden.e-cater.com/index.php to view the menu options and make selections for your catering event. After you have submitted your information, you will receive a quote based on your selections.

Once you have received a quote you must fill out all highlighted fields in the Purchase Order Request Form (PORF). Have your immediate supervisor signature approval and send the completed document and quote to Loretta and copy Madalyn for processing.

Please note Vendor info on form should read **Compass Group USA Inc**. Any questions regarding your catering request should be directed to Thomas Speakman, tspeakman@gourmetdiningllc.com

University Travel

For University Travel, the University has set up a travel preference under MyPortal site. This must be completed by the requestor.

Log into the MyRutgers Portal and click on the *Rutgers Travel online booking App* and follow their instructions.

A screenshot of the SAP Concur Rutgers Travel Services Online Booking Tool interface. The top navigation bar includes 'SAP Concur', 'Travel', and 'App Center'. The main header features the Rutgers University logo and a '00 View Trips' button. The interface is divided into several sections: 'TRIP SEARCH' with a 'Mixed Flight/Train Search' form including fields for 'From' and 'To' (departure and arrival city, airport or train station) and a 'Search' button; 'ALERTS' with a message about connecting a Concur account to Triplt; 'COMPANY NOTES' with a banner for 'Rutgers Travel Services Online Booking Tool' powered by SAP Concur; and 'MY TRIPS (0)' showing 'You currently have no upcoming trips.' The footer includes the SAP logo and 'Direct Travel' branding.

Contact Madalyn Zayas or Loretta Deloatch for the Department string as necessary and forward the total cost of your travel arrangements to Loretta and Madalyn.

Note: Any additional travel expense reimbursements will need to be submitted through MyPortal but you must have access to make this request. See below for instructions and help on how to obtain access.

This process is new to our department. As you make arrangements, notify the IP&O Admin unit of necessary process updates.

University Travel, cont.

The first step is to submit a request for access to the Expense Tool. Go to <https://finance.rutgers.edu/resource-library/forms-and-templates>. Under Financial Management System Access Forms, choose Expense Management document. Complete the form, obtain necessary approvals, and scan/email the form to cloudaccess@finance.rutgers.edu.

Here is the Standard Operating Procedure:

[file:///C:/Users/nyreesp/Downloads/11.0 Travel and Expense Management v2.pdf](file:///C:/Users/nyreesp/Downloads/11.0%20Travel%20and%20Expense%20Management%20v2.pdf).

Once access is granted, you will be able to utilize the expense management system. To access the tool, go to my.rutgers.edu and click on Log In (right corner). Once in, go to the Finance section (you may need to click on the More box in the center bottom to see more options). Click on Expense Management. Please see additional instructions and FAQs below.

Expense Reimbursements 101:

[https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fsas00a.rutgers.edu%2Fimages%2FExpense Reimbursements 101.docx&wdOrigin=BROWSELINK](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fsas00a.rutgers.edu%2Fimages%2FExpense%20Reimbursements%20101.docx&wdOrigin=BROWSELINK)

FAQs:

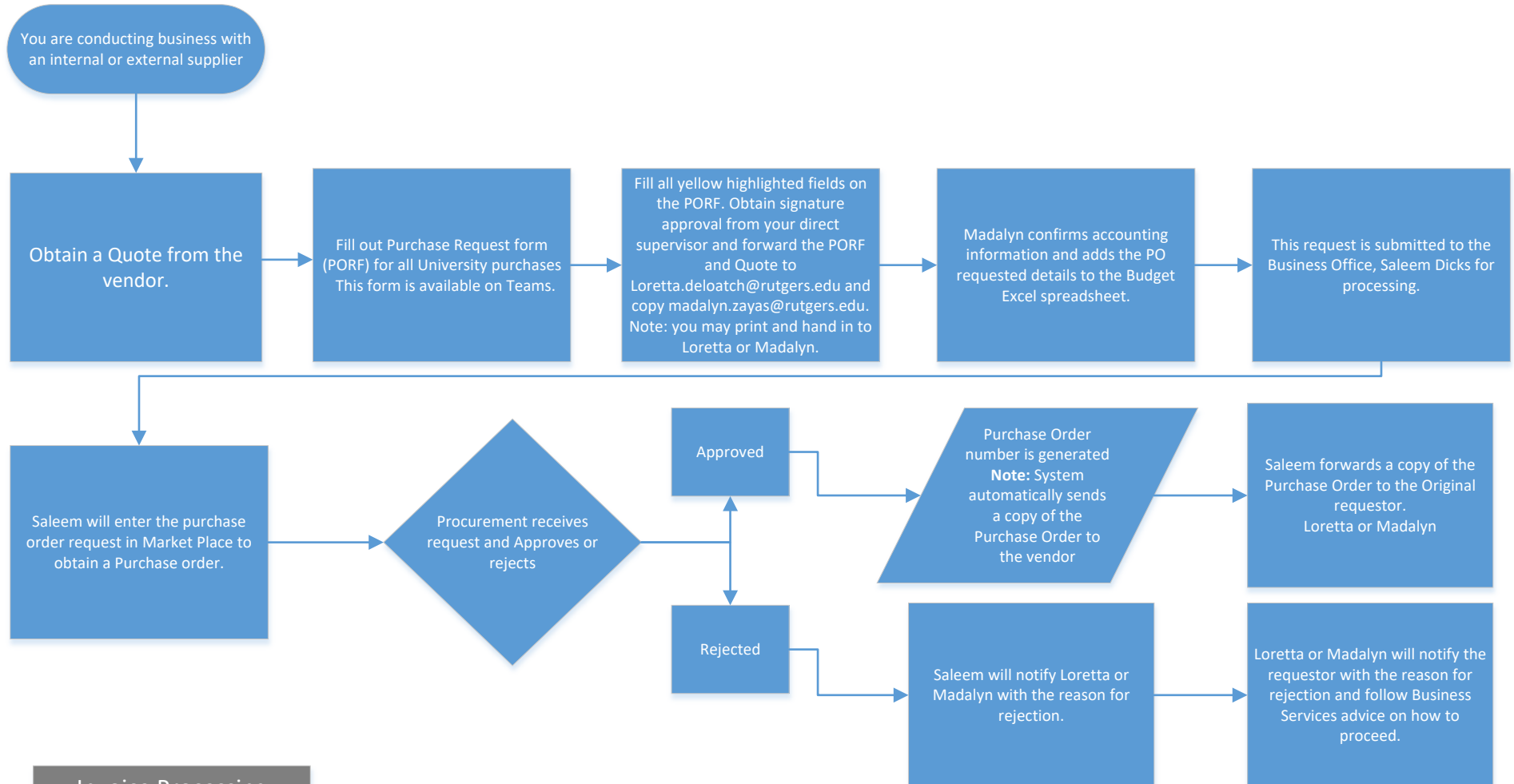
<https://procurementservices.rutgers.edu/files/expense-management-help-desk-faqsdocx>

Have your immediate supervisor signature approval and send completed document to Loretta and copy Madalyn for processing.

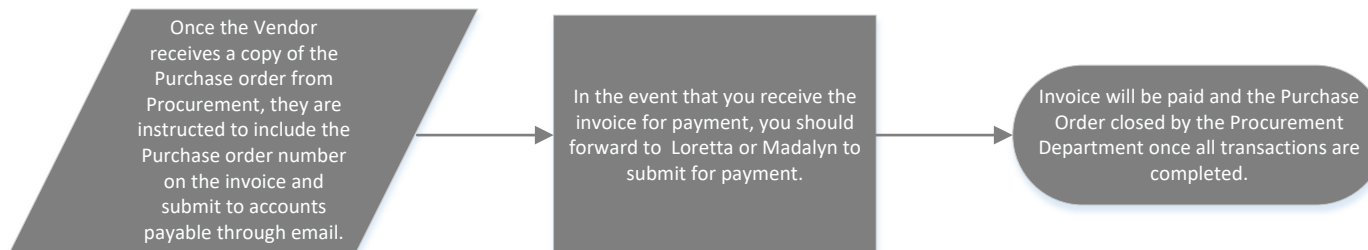
BUSINESS PURPOSE: _____

Strategic Services

Purchase Order Request Process



Invoice Processing



Institutional Planning and Operations

BUSINESS PURPOSE: _____