



Office of Procurement
and Contracting

Ordering and Payment Procedures

Ordering Procedures:

1. Suppliers selected to furnish Kennesaw State University (KSU) goods or services will receive a KSU Purchase Order (PO) number, a scanned and emailed or faxed copy of the PO document signed by an authorized purchasing agent, or a KSU P-Card credit card number (provided by the cardholder), at the time the order is placed.

Note: The state of Georgia's State Accounting Office (SAO) specifically **requires** that a purchase order (PO) process be used for all purchase requirements and financial obligations, to purchase goods and services valuing \$2,500.00 and greater, [except for several pay categories](#), and apart from when P-Card is a viable option within the State's P-Card policy.

2. Under **no** circumstances shall the supplier accept a KSU Purchase **Requisition** as a KSU PO.
3. Suppliers should accept and acknowledge the PO immediately.
4. Ship all goods (almost always prepaid and F.O.B. Destination) in accordance with specific shipping instructions requested at the time the order is placed. Presently, KSU does not have "central" receiving. Shipments sent incorrectly will either delay payment or be reported missing and require supplier tracing.
5. Suppliers shall not substitute products without the prior consent of the Office of Procurement and Contracting (OPC).
6. KSU authorizes changes to original POs via a formal PO change order or cancellation notification. No change to an original KSU PO shall be initiated by a supplier without receipt of written approval of the purchasing agent or appropriate OPC representative.
7. Under no circumstances can supplier representatives walk a PO through the system in order to expedite the process. There are no exceptions.
8. KSU employees may not accept gifts beyond those of an advertising nature and insignificant value that are generally distributed to all customers.

9. KSU employees shall not accept purely social entertainment offered or sponsored by suppliers. This prohibition is not intended to include an occasional business meal or functions where KSU stands to benefit from the association.
10. Suppliers shall not set up display booths or promotional events without prior authorization from the OPC or where given authorization via sponsorship opportunities such as KSU Market Day or Bizarre on the Bricks, etc.
11. All advertisements left or distributed on campus shall be reviewed and approved by the appropriate individual in the OPC prior to distribution. KSU's campus is a "no soliciting" environment, with certain exceptions as published in the [KSU Student Handbook](#).

Payment/Disbursement Procedures:

KSU's Accounts Payable department is responsible for processing all supplier invoices for payment. The University's standard payment term is "Net 30 Days" from the latter of: invoice date; date the invoice is received by KSU's Accounts Payable; or date goods and/or services are received by KSU. The OPC is the only University office authorized to negotiate exceptions to the University's standard business terms and conditions. The University's standard payment method is by Automated Clearinghouse (ACH) in US dollars, unless otherwise arranged as part of the Supplier Registration and/or procurement process. Consistent with the Governor's Executive Order regarding the prompt and efficient payment for goods and services provided to the State, as revised and issued 12/21/2010, the University encourages the use of electronic disbursement methods, consistent with O.C.G.A 50-5B-3(3) for payments to contractors/vendors.

KSU's Accounts Payable will attempt to take all prompt payment discounts offered by the supplier. Supplier payment is generally made by means of an Automated Clearinghouse (ACH) payment in the amount due. Supplier payments made by an official University check or wire transfer are done on an **exception** basis only. Suppliers are to submit invoices in a timely manner upon shipment of products or performed authorized services.

In order to help ensure timely payment of invoices, all invoices must be submitted directly to Accounts Payable (**not the requesting / end-user department**) and must contain the following information:

1. A valid authorized University PO number;
2. An invoice number and invoice date;
3. A complete line item description of the products and/or services;
4. The quantity delivered;
5. A unit price and extension for each PO line; *and*
6. Prompt pay discounts, if offered.

All supplier invoices must be sent directly to the following address:

Kennesaw State University
Attn: ACCOUNTS PAYABLE
MD-9110
3391 Town Point Dr. NW
Suite 3700
Kennesaw, GA 30144
(470) 578-6214

Please note that PO invoices submitted directly to an individual or department instead of KSU's Accounts Payable department create payment delays, administrative rework for the buyer and seller, and duplicate payments.

Suppliers accept the risk when orders are processed without an authorized PO number, PO, KSU P-Card credit number (provided by the cardholder), or 'other' approved contractual document(s). In such instances, the University maintains the right to deny payment for the unauthorized order.

The Office of Procurement and Contracting is a resource to support supplier relations with the University. Please call our office whenever you have a question or are unsure about whether or not an order is authorized.

Additional Information & Resources:

- <http://procurement.kennesaw.edu/>
- <http://finance.kennesaw.edu/accountspayable/index.php>
- http://www.usg.edu/business_procedures_manual/section3
- http://www.usg.edu/business_procedures_manual/section6/manual/6.2_payment_scheduling
- <https://sao.georgia.gov/purchase-orders>
- https://sao.georgia.gov/sites/sao.georgia.gov/files/related_files/site_page/BP_VM_PaymentPolicy.pdf