The University of Texas at Dallas - Small Order System (SOS)
PURCHASE ORDER

UTD

AN EQUAL OPPORTUNITY/
AFFIRMATIVE ACTION
UNIVERSITY

Date			S.O.S. Number
Mo.	Day	Yr.	
			PR 067816

Vendor Please Note This number must appear on all packing slips, shipping containers, Invoices, and correspondence to insure prompt payment.

Ship Prepaid to:
The University of Texas at Dallas
Central Receiving
2601 N. Floyd Rd.
Richardson, Texas 75080

Invoice in duplicate to:
The University of Texas at Dallas
ATTN: Accounts Payable AD33
P.O. Box 830688
Richardson, Texas 75083-0688

Vendor Information

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-
-
-

HUB Vendor? ☐ Yes ☐ No

Tax Exemption under Chapter 20
Title 122A Statutes of Texas

F.O.B Point	Account No.	Sub. Code
☐ Destination		
☐ Shpg. Pt. Prepay & Add		

Not Valid Over $500

Item	Qty/ Unit	Description	Sub-Acct. Code	Qty Rec'd	Complete(C) Partial(P)	Unit Price	Amount
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16						Total Amount	

_____

Requested by (PRINT)

Ext. _____

Fax _____

_____

Approved by Account Manager

Ext. _____

Director of Procurement Management
972/883-2300

RECEIVING REPORT

Deliver to: Bldg:_____ Rm: _____ Alternate - Rm: _____

Rec'd by _____ Date Received _____

The University of Texas at Dallas

Small Order System (S. O. S.) Procedures

I. <u>Definition</u> - The Small Order System (SOS) shall serve as delegated authority to specific departments to purchase merchandise when the order value is $500.00 or less and the requisitioning department is authorized to use the SOS system. When a requirement is realized for an order with a dollar value less than $500.00, the department having the need will:
   A. Check the Central Stores catalog to determine if the item is available through Central Stores. Generally, office supplies must be purchased from Central Stores.
   B. For commonly used items, the organizational unit should determine if a state or local contract exists through the Purchasing Department.
   C. If the need cannot be satisfied by either (A) or (B) above, the department may select the vendor capable of providing the item(s) at an acceptable price.

II. <u>Exceptions</u> - Purchasing needs which cannot be satisfied by the SOS program are:
   A. Printing or reproduction services.
   B. Services which are provided by University organizational/auxiliary units.
   C. Federal grant and contract fund requirements when within the final thirty (30) days of the termination of the grant.
   D. Radioactive materials (unless approved in advance by the <u>Radiation Control Officer</u>).
   E. Purchases which require prepayment.

III. Categorical rules:
   A. Purchase Orders are valid only for purchases less than $500.00, <u>freight included</u>.
   B. Each SOS must be signed by the proper Account Manager as identified on the Budget Department Signature Authority List.
   C. "Splitting" of orders constitutes a direct violation and removal of the SOS privilege will be considered. "Splitting" orders is defined as placing more than one order with the same vendor in a short period of time to purposely avoid the $500.00 per order restriction.
   D. Person placing order must secure firm pricing before releasing SOS P.O. number.
   E. SOS purchase order shall be filled out completely by the requisitioner and distributed <u>upon placement of order.</u>
   F. SOS orders are not encumbered. Each department is responsible for determining funds availability before order placement.

IV. How to place orders:
   A. Identify what is needed.
   B. Ensure that Account Manager approves the purchase.
   C. Requisitioning unit contacts vendor verbally, secures firm pricing and delivery date, and places order. Vendor must be instructed to reference P.O. number on their invoice, to send invoice to Accounts Payable, and deliver order to Central Receiving.
   D. Requisitioning unit must determine who will pay freight charges. <u>F. O. B. Point Destination</u> would indicate freight charges, if any, will be paid by the vendor. <u>F. O. B. Shipping Point, Prepay and Add</u> indicates freight charges will be added to the invoice and become the responsibility of UT-Dallas.
   E. Requisitioning Unit completes the SOS Purchase Order <u>upon placement of order</u> and distributes <u>as shown on the bottom of the form.</u> If delivery of the merchandise is expected within 24 hours, the requisitioner must FAX a copy of the SOS purchase order to the Receiving Department (FAX 883-2434). This is particularly important for overnight deliveries, shipments requiring special handling, etc.

V. How to Receive Merchandise:
   A. The requisitioning unit is solely responsible for <u>inspecting</u> all orders as they are received.
   B. The requisitioning unit must provide a designated delivery room and a designated individual to accept the merchandise.
   C. The requisitioning unit is responsible for and will conduct all negotiations for replacement of damaged or incorrect goods.
   D. The requisitioning unit is responsible for resolving discrepancies regarding items ordered.

VI. How to pay:
   A. The vendor is required to invoice in triplicate.
   B. Upon receipt of invoice from the vendor, the Accounting Department will:
      1. Match the SOS purchase order with the invoice and receiving report. Invoice will be paid if there is no difference in price.
      2. Accounting will use the receiving report as authorization to pay.
   C. Invoiced received by requisitioner should be immediately forwarded to Accounting for processing.

VII. Auditing:
   A. The Purchasing Department will conduct a desk audit of every order written.
   B. Internal Audit will conduct periodic audits on a sampling basis to:
      1. Determine if purchases have been made of unauthorized items.
      2. Determine if orders are being split.
      3. Check the validity of receipt of merchandise.
      4. Determine adequacy of accounting control.

VIII. Use of SOS is optional:
·Any department which desires not to utilize the SOS alternative may submit a purchase requisition to the Purchasing Department in the normal manner. It is preferred that the Purchasing Card Program be used whenever possible (purchasing up to $1000) due to the reduction of paperwork and streamlined handling procedures.