

Procurement Services



Procurement Services facilitates acquisition and payment of supplies to optimize process and item costs for F&S and the university.

Services

Accounts Payable

Invoices

- Processes and submits invoices from external vendors for payment.
- Contacts vendors to obtain outstanding invoice credits owed to F&S and to resolve pricing and other invoice issues.

P-Card

- Oversees P-Cards used for nonrestricted purchases less than \$5,000 when a Standing Purchase Order (SPO) does not exist.
- Matches the transactions receipts from the cardholder to the transaction report from the bank.
- Facilitates resolutions of discrepancies by informing the cardholder of the issues and asking for help to resolve.

T-Card

- Oversees T-Card purchases authorized for travel and food.
- Assists cardholders with travel and expense management (TEM) issues.

Property Accounting

- Manages the documenting of equipment that is not permanently attached to university buildings or grounds as fixed equipment or land improvement, is not consumable, has a life expectancy greater than one year, and costs \$1,000 or more.



Purchasing

Purchase Orders

- Processes and submits purchase requests to external vendors submitted using the electronic Online Purchase Request Website or F&S Purchase Request Form.
- Processes purchase order changes for order add-ons, substitutions, and deletions.
- Co-establishes and manages annual Standing Purchase Order (SPO) limits for material, equipment, or services purchased regularly from external vendors.

Competitive Solicitations

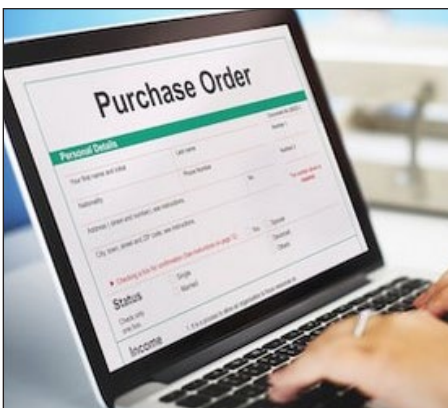
- Assists in the development of specifications for Request for Proposal (RFP) and competitively bid purchases.

Vendor Management

- Facilitates new vendor processing and problem resolutions.

Contract Management

- Manages contract development, implementation, and close out.



For accounts payable, contact Deborah Caparoon at caparoon@illinois.edu or 217-300-3560. For purchasing, contact Maria Thompson at thomps3@illinois.edu or 217-333-5697.