



# Procurement Guidebook



Procurement  
MICHIGAN STATE UNIVERSITY

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*Changes from prior version: updated requisition flow for construction and maintenance purchases; clarity on hazardous materials and controlled substance purchase notes..*

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# Getting Started

## Introduction

Procurement at Michigan State University (MSU) is the acquisition of goods and services with university funds in furtherance of the MSU mission. MSU is required to maintain a well-managed procurement program and to follow the policy outlined in the [Manual of Business Procedures \(MBP\) Section 270](#).

Authority to commit MSU institutional funds for procurements is delegated from the MSU president in order to deliver the MSU mission. Successful procurements require a collaboration between MSU Procurement, requestors, and central approvers who support the MSU mission.

This guidebook was written to assist the university community in understanding the procurement process and the responsibilities associated with different roles. MSU Procurement is committed to efficiency, transparency, good customer experiences, and incorporating feedback through iterative improvements.

Use this guidebook to:

- Determine the right buying method
- Identify the three purchase categories and the applicable uses
  - **Micro-purchases:** Generally low-risk and eligible for convenient and easy ordering methods, such as Spartan Marketplace or PCard
  - **Small purchases:** Acquire goods and services through a purchase requisition with MSU Procurement's assistance
  - **Large purchases:** MSU Procurement will help you navigate the complex requirements and regulations that may apply
- Learn which goods and services require additional review by MSU central approvers to assure compliance with regulatory requirements
- Understand the process flow of a purchase requisition
- Plan your purchase, based on timeframe

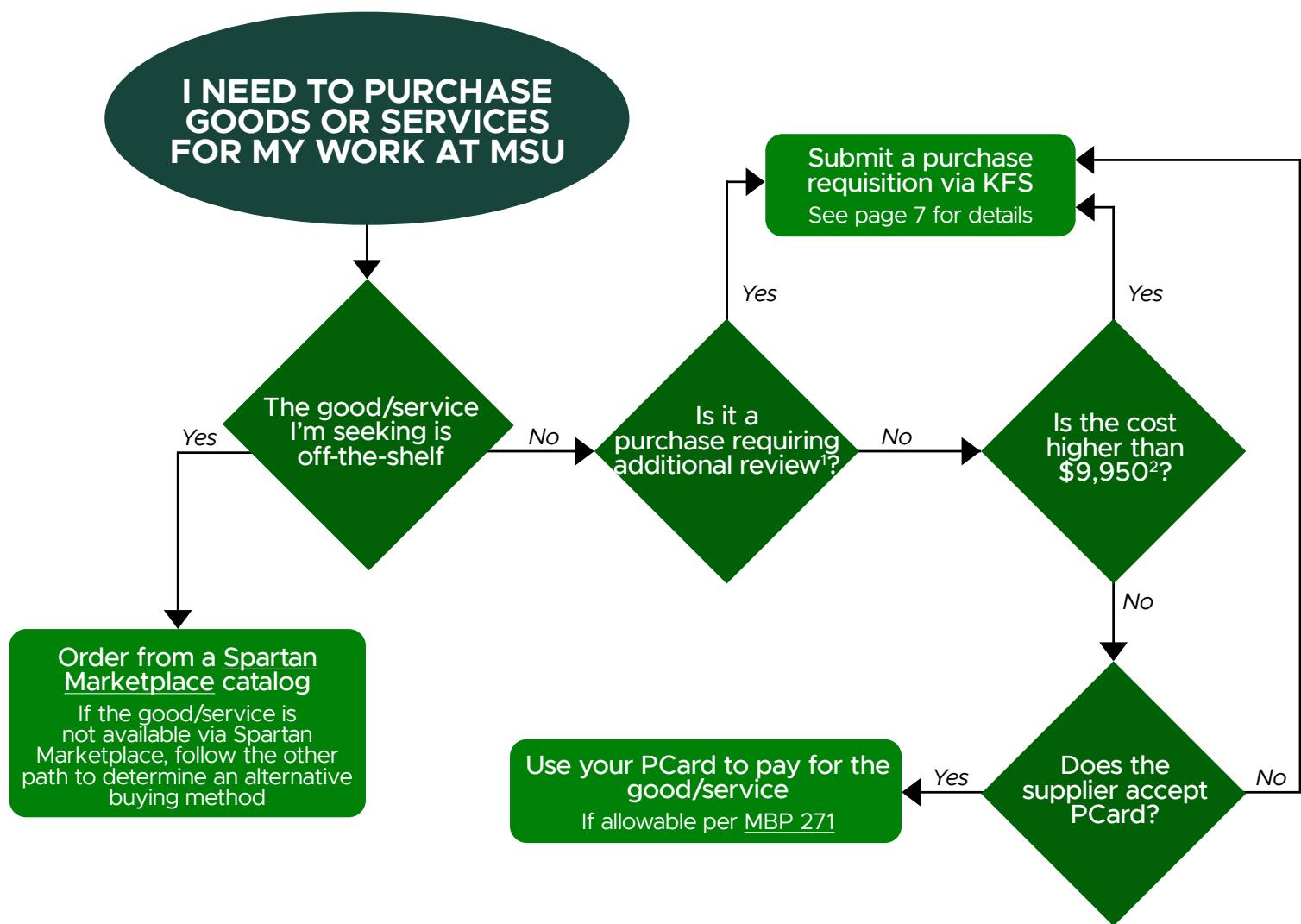


# Getting Started

## Determine the right buying method

The MSU community purchases a wide variety of goods and services that are necessary to achieve the university's mission. Choosing the appropriate buying method saves time and resources.

Buying from Spartan Marketplace (which includes University Stores) is the most preferred of the three purchasing methods at MSU—next is the PCard, then purchase requisitions.



<sup>1</sup> Learn more about purchases requiring additional review starting on page 21.

<sup>2</sup> \$9,950 is the higher of two default single purchase limits available for the PCard. Refer to the [PCard Manual](#).



# Getting Started

## Purchase categories

There are three purchase categories at the university, which influence how a purchase requisition (REQ) is handled by MSU Procurement. These categories align to purchase thresholds derived from federal procurement regulations.

### Micro-purchases

Purchases up to \$24,999.99 may be awarded without a formal RFx event if the price is considered reasonable by the Procurement buyer based on research, experience, purchase history, or other information and documents.



\$0 -  
\$24,999.99

### Small purchases

Purchases between \$25,000 - \$249,999.99 require formal, documented price or cost analysis to determine that the price is fair and reasonable. At Procurement's and the Office of General Counsel's (OGC) discretion, this may include a formal RFx event based on purchase complexity.



\$25,000 -  
\$249,999.99

### Large purchases

A formal RFx event is required for large purchases that meet or exceed \$250,000. RFx events must be publicly posted on MSU Procurement's website unless an exception applies.



\$250,000  
or greater



# Acquiring Goods + Services

## KFS purchase order process

Before a supplier can provide a product or service, a purchase order (PO) must be created in KFS. The process is as follows:



## Track your KFS eDoc

The MSU Procurement buyer regularly provides updates to the requestor via the Notes and Attachments section of the KFS eDoc or, as appropriate, via email. You can [review the KFS route log](#) or contact the assigned buyer—as identified by the “Contract Manager” field in the Document Overview tab—for status.



# Acquiring Goods + Services

## Requirement design

Project specifications or requirements must be clear, detailed, and written in a manner that encourages competition between suppliers. To ensure the best results for your unit, involve MSU Procurement early in the process.

Suppliers cannot participate in the development of project specifications; otherwise, they will be disqualified from related [competitive solicitation opportunities, including RFx events](#).

## Purchase requisition

The purchase requisition (REQ)—which specifies what is to be purchased and the appropriate account number(s) to be charged—kicks off the purchase order (PO) process and authorizes MSU Procurement to issue a PO to a supplier. Supporting documentation—including Single/Sole Source Justification, IT Readiness, or Emergency Order forms if needed—must be attached to the requisition at the time of submission. [Follow our tutorial on submitting a REQ](#).

### WHAT TO INCLUDE IN YOUR REQUISITION



Clear requirements



Required forms



Funding source



Vendor suggestions



Selection committee

Your REQ automatically routes for approval to the account fiscal officer (FO) before the PO eDoc is created.

### DID YOU KNOW...?

While a REQ is not typically required to obtain goods and services via PCard, there are some cases (e.g., software purchases where the supplier requires payment by credit card) where a purchase requisition is needed.



# Acquiring Goods + Services

## Purchase order

A purchase order (PO) is the document issued to a specific supplier committing university funds for the procurement of goods and services. A PO authorizes a supplier to deliver and bill the university for equipment, materials, and services.

Procurement—and often the Office of General Counsel—reviews the contracts and agreements associated with the PO, before routing the eDoc to other [central approvers](#). The timing of these additional reviews are not within the control of Procurement; however, [estimated processing timeframes](#) are available for employees.

Once all approvals have been received and an agreement has been finalized with the supplier, Procurement provides the authorized signature and sends the PO to the supplier. The cost of the PO is encumbered on the General Ledger for the named account numbers. The stakeholder unit, Accounts Payable (AP), and Procurement can view the PO eDoc in the financial system.

### DID YOU KNOW...?

For phase-funded contracts, often the best mechanism is length of the current phase plus optional years for future phases. This abides by GASB advice in that all committed years are fully encumbered; however, the contract provides optional extension if future phases are funded.

## Amend an order

Before accepting goods or services from a supplier beyond the scope of your original PO, an amendment or addendum must be completed with MSU Procurement.

A PO amendment is used when the needed change is within the agreed-upon terms and negotiated extensions. To request an amendment, please [add a note to the buyer within the KFS PO eDoc](#).

A PO addendum is used when the needed change is not covered by the original contract. To request an addendum, submit a new purchase requisition that references the original PO # in the Notes and Attachments tab. The use of the same contractor is not guaranteed, as items often must be re-bid to seek best competitive value for MSU. A request for addendum may result in a contract with a new supplier, at the discretion of MSU Procurement and with guidance on applicable state and federal regulations from the Office of General Counsel.



# Acquiring Goods + Services

## Purchase requisition processing timeframes

Below is a timeline of estimated processing time expectations for PRs. General guidance is to account for MSU Procurement processes (2-3 business days), central approvals (varies), and supplier actions (varies). Please keep fiscal year-end cutoff dates in mind when procuring goods and services.



### Simple procurement

*Up to 1 week*

A purchase requisition where the cost of goods or services is considered a micro-purchase, no additional review is needed, and supplier forms are up-to-date.



### Simple contract renewal

*2-4 weeks*

A contract renewal that does not require re-bidding from the original contract and uses university terms and conditions.



### Complex procurement

*4-8 weeks*

A purchase requisition where the cost of goods or services is within the range of a small purchase.



### Complex contract renewals

*4-12 weeks*

A contract renewal that either requires re-bidding or multiple rounds of negotiations, does not use university terms and conditions, or includes a single or sole source.



### IT procurement

*4-12 weeks*

Information technology (IT) purchases take additional time to process due to potential security and accessibility reviews.



### Large procurement

*4-16 weeks*

A purchase requisition where the cost of goods and services is considered a large purchase.



# Acquiring Goods + Services

## Complexity factors

Unsure whether your purchase is considered simple or complex? If any of these factors are present, the order will be considered complex, and may require additional processing time.

SUPPLIER FACTORS		
Concerns relating to business credit report	Potential supplier has <u>conflict of interest</u>	Limited supply base <u>Single or sole source</u> may apply
SPECIALIZED PURCHASES		
Movable capital <u>asset</u> acquisition or fabrication	Purchases requiring additional reviews <i>Such as: grant-associated purchase (CGA), hazardous materials (Environmental Health and Safety), mechanical equipment (IPF), munitions (Department of Police and Public Safety), vehicles (Transportation Services)</i>	
OTHER		
High level of risk and impact to MSU	Contract where MSU terms and conditions aren't used <i>This is a rare occurrence</i>	Multiple stakeholders involved
<p>The cost of goods and services falls within the <u>small or large purchase category</u>.</p> 		



# Acquiring Goods + Services

## RFx process

Use this as a quick reference to understand what an RFx process is and what your responsibilities are.

### WHERE AN RFx IS IN THE PROCUREMENT PROCESS



### WHY IS AN RFx REQUIRED?



An RFx event is often required when a purchase exceeds the university's cost of a micro-purchase, a single or sole source does not apply, or the market is unexplored by MSU.



### KEY ROLES

Subject matter expert  
*Informs requirements*



Selection committee  
*Determines evaluation criteria*



MSU Procurement buyer  
*Liaises with suppliers*



### YOUR TEAM'S RESPONSIBILITIES



Establish evaluation criteria and weighting prior to bid receipt.



Don't communicate with any potential suppliers. Direct them to MSU Procurement.

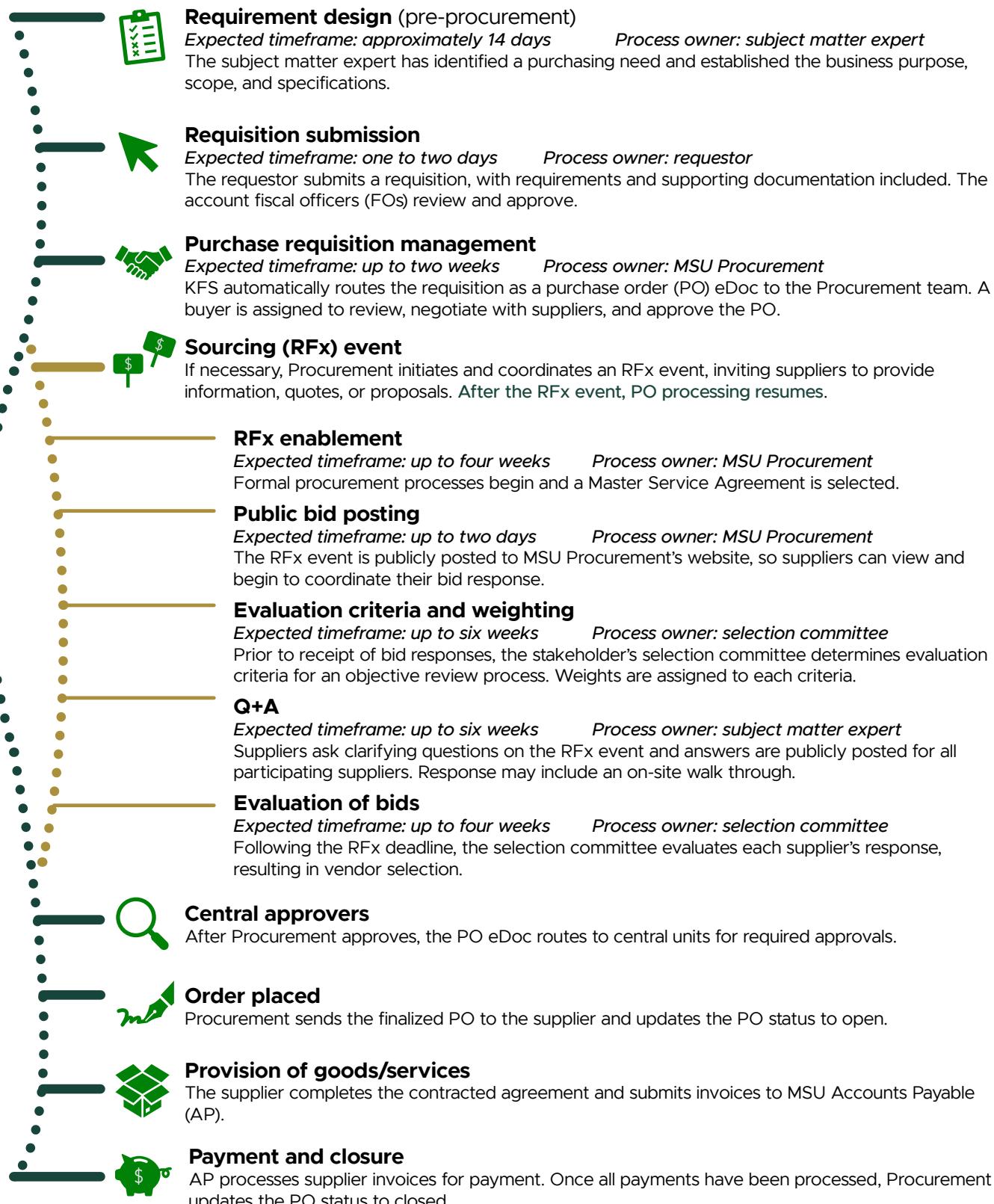


Ensure an objective review of received bids.



# Acquiring Goods + Services

## PO process norms



# Acquiring Goods + Services

## Purchasing authorities at the university

### Signature authority

The permission to execute contracts and other legal documents on behalf of the Board of Trustees as delegated by the university president, is known as signature authority. The president has delegated signature authority to Procurement for the purpose of committing university funds for purchases under the [Delegation of Signature Authority Policy](#). MSU Procurement has redelegated its signature authority to the MSU Libraries, Facility for Rare Isotope Beams (FRIB), and Food Stores for their unit's own purchase needs.

Additional units have been [delegated signature authority](#) for specialized purchases directly by the president, including:

- Infrastructure Planning and Facilities (IPF)

Per the [policy](#), authority includes all construction and maintenance purchases, as well as agreements related to the management and use of real property.

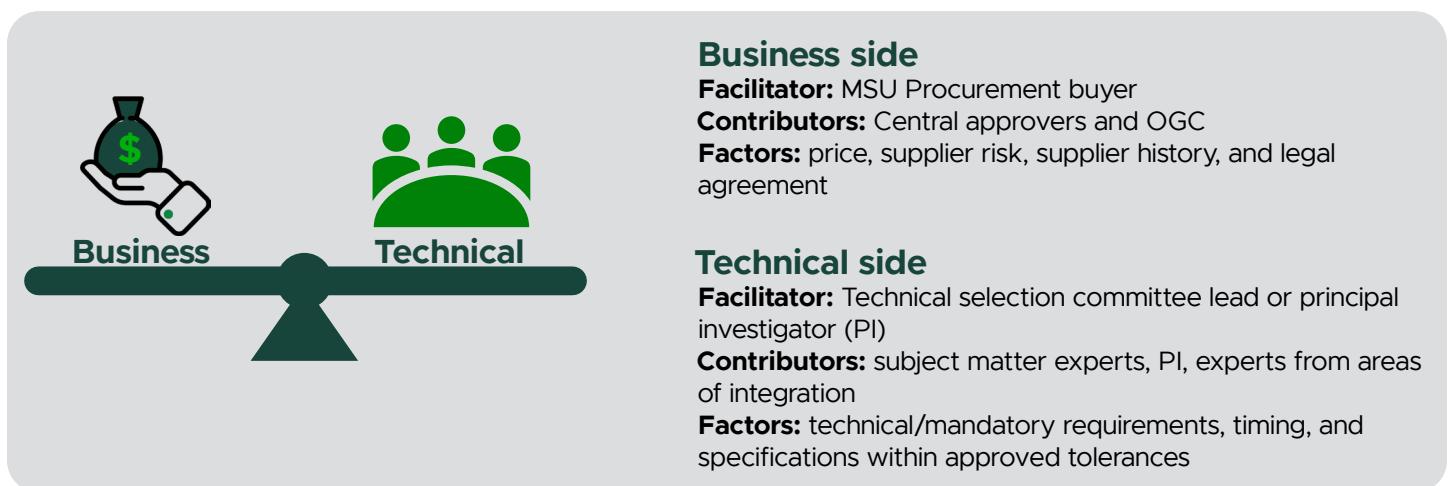
- Finance

Per the [policy](#), authority includes certain transactions identified as low risk and not applicable to competitive bids and competitive sourcing efforts ([see MBP 75](#)).

Individuals who violate the [Delegation of Signature Authority Policy](#) may be subject to individual liability and discipline, as outlined in the policy.

### Decision authority

The ability to determine what good or service should be purchased and from which supplier is known as decision authority. This is a joint and balanced responsibility between the business and technical sides.



# Acquiring Goods + Services

## Central approvals

There are additional units across the university that may be required to review and approve [procurements requiring additional review](#), though they may not have purchasing signature authority.

## Payment vehicle only purchases

Purchases made outside of an approved buying method must be paid by submitting a completed Payment Vehicle Only Explanation form ([available on the Office of the Controller website](#)) along with supporting materials via a KFS Disbursement Voucher eDoc. The Accounting Office will review and facilitate payment to the supplier as appropriate.

This payment vehicle only process must not be used to circumvent MSU policies.

If you are unsure if a particular procurement method is approved for your specific purchase, it is important to [contact MSU Procurement](#) before entering into the purchase.

## Invoices

As the supplier completes the PO agreement, they submit invoices to AP. Before AP issues payment, the account fiscal officer (FO) must review and approve the invoice.

### FISCAL OFFICER REVIEW OF INVOICES



Compare PO and invoice for accuracy



Ensure goods or services were received



Ensure cost is allowable on the funding account



Approve the invoice for payment



# Supplier Engagement

## Work with suppliers

Procurement manages supplier relationships on behalf of the university. Each buyer understands the regulations surrounding public procurement and the supplier landscape for commodities under their area of expertise. To ensure the university offers fair and competitive opportunities, employees:

- should involve Procurement early in the purchase process,
- cannot engage any supplier in requirement writing, and
- cannot engage in project trials or try-outs with one supplier without offering the same opportunity to other suppliers in a similar space.

Suppliers may contact employees as they are unfamiliar with the university's internal structure and processes. [Review our guide on directing suppliers to Procurement and other external relationship managers.](#)

## RFx events

Procurement regularly posts [publicly available bid opportunities](#). There are three types of RFx events in which suppliers can engage: Requests for Information (RFI), Requests for Quotations (RFQ), and Requests for Proposals (RFP).



### REQUEST FOR INFORMATION (RFI)

Market-based approach: identifies which suppliers, products, and services are available in the market



### REQUEST FOR QUOTATION (RFQ)

Price-based approach: requirements are not up for interpretation; price is the only supplier differentiator



### REQUEST FOR PROPOSAL (RFP)

Evaluation-based approach: suppliers are ranked by meeting requirements, features, pricing, and more



# Supplier Engagement

## Request for Information (RFI)

- **What it is:** An RFI assists the subject matter expert in determining which suppliers, products, or service offerings are available in the market to compare offerings without committing to any particular supplier.
- **Goal:** To gather information on a particular market, in order to inform a business decision to potentially move forward with an approved competitive solicitation process. A PO cannot be created as a result of an RFI alone.
- **Procurement's role:** Procurement conducts the RFI process and makes it publicly available to gather market-based intelligence. The Procurement buyer books all product and service demonstrations on behalf of the stakeholder unit.

## Request for Quotation (RFQ)

- **What it is:** An RFQ is a solicitation for goods or services where all requirements are mandatory and must be met to submit pricing.
- **Goal:** To have project requirements that are so well-defined that an evaluation matrix is unnecessary when reviewing supplier bids.
- **Procurement's role:** Procurement conducts the public RFQ process. The buyer coordinates the review of supplier bids, ensuring requirements are met and that prices are inclusive of the total landed cost. Procurement works with the selected supplier to finalize and sign a contract.

## Request for Proposal (RFP)

- **What it is:** An RFP is a solicitation for goods or services where price is one of many considerations in the “best value” to the university. Other selection criteria include a combination of product quality, supplier qualifications, and product or service requirements.
- **Goal:** To select a supplier that has provided a feature-laden proposal with the top evaluation in both requirements and pricing.
- **Procurement's role:** Procurement conducts the RFP process. Before the RFP is posted for supplier bidding, the buyer coordinates the development of an evaluation matrix to ensure a fair process. Evaluation of supplier bids—once submitted to Procurement—is finalized and added to the purchase order eDoc. Procurement works with the selected supplier to finalize and sign a contract.

### DID YOU KNOW...?

Procurement manages all of the supplier coordination and communication during the RFx event. This provides structure to the procurement decision by outlining requirements, articulating weighted evaluation criteria, and communicating activities in a single document consistently to all suppliers.



# Supplier Engagement

## Conflicts of interest

Procurements must be arms-length transactions between unrelated parties to not trigger a possible conflict of interest (COI). A COI may exist if an employee with decision authority or influence on a purchase has a connection to or financial interest in a supplier. Employees are required to self-disclose conflicts of interest with current or potential (bidding) suppliers. Suppliers are also required to disclose conflicts of interest that may exist with university employees as part of Procurement's supplier onboarding process.



### FINANCIAL INTEREST

Soliciting business from a company in which you, your spouse, or your child have an interest



### FAMILIAL OR RELATED-PARTY CONNECTION

Soliciting business from the university for a relative's or related-party's company



### ACCEPTING GIFTS

Accepting money, loans, credits, favors, services, entertainment, or gifts



### FOREIGN INFLUENCE

Any undisclosed foreign influence

Procurement evaluates purchases with potential conflicts to determine if other sources are available at the same or better price. If another source is available at similar cost and terms, that source will be recommended to avoid the conflict. If no other suitable sources exist for the purchase—or if the subject matter expert appeals this decision—collected information is reviewed and if the transaction is in the university's best interest forwarded to the MSU Conflict of Interest (COI) Officer for further review and possible submission to the Board of Trustees. [Learn more about COI at MSU](#).



# Supplier Engagement

## Single and sole source purchases

### Understanding the use case

Single or sole source requests apply when the criteria for competitive solicitation are met, but the subject matter expert has determined that no other viable option exists or meets their need. Single source purchases should be considered if only one of the available products/sources truly meets the unit's need. In cases where no alternatives exist, a sole source purchase would apply.

### SINGLE SOURCE: ONE AMONG MANY TRULY MEETS NEED



There are many chip manufacturers around the world



This supplier's chip is the **only** one compatible with owned MRI machine



Subject matter expert is responsible for verifying + supporting single source claim



An auditor will verify against MRI specifications and service manuals

### SOLE SOURCE: NO ALTERNATIVE OPTION EXISTS



There is only one manufacturer of a specific type of plastic foam



A formal bid process would be unnecessary



Subject matter expert is responsible for verifying + supporting sole source claim



Auditor will verify no alternatives existed at the time of purchase



# Supplier Engagement

## Justification

When submitting a single or sole source requisition, the subject matter expert must document the validity of the claim via a [Single/Sole Source Justification form](#), including documentation that the price is fair and reasonable. Procurement evaluates and makes the final determination as to whether competitive solicitation is needed; however, Procurement does not confirm the validity of single or sole source justifications.

## Fair and reasonable

A fair and reasonable price determination is an assessment by MSU that a supplier's proposed price for a good or service can be considered "fair and reasonable" on the basis of applying one or more price or cost analysis techniques. A list of common techniques is listed below.



- **Comparison of published pricing:** MSU is able to compare pricing based on published or established price lists or catalogs from various suppliers; the catalogs should be current (within one year)
- **Competitive solicitation:** An RFx event was conducted by MSU Procurement to compare pricing from bids
- **Cost analysis:** The cost of the goods can be deconstructed into labor, material, and profit
- **GSA or purchasing consortium pricing:** The pricing is available under the U.S. General Services Administration's (GSA) Federal Supply Schedule or is available under a competitively bid consortium contract (e.g., BTAA, E&I, NASPO, Vizient, etc.)
- **Historical prices:** Compare current price to prices paid in the recent past by MSU itself, taking into account factor(s) such as inflation
- **Public auction:** The goods were purchased at a publicly held auction
- **Sale of goods to other purchasers:** If the supplier has no catalog but has sold the same goods to other similarly situated organizations in the previous six months, and MSU is able to verify the prices paid by such other organizations



# Supplier Engagement

## Sourcing considerations

### Business inclusion

The university actively supports providing business opportunities to a diverse base of suppliers. [Learn more about Procurement's work with other university units to ensure compliance with the university's supplier diversity initiatives in MBP Section 270.](#)

### Domestic sourcing

Consistent with state and federal law as well as university policy, preference is given to domestic suppliers. Where comparable quality goods and services can be obtained domestically, the university will bias toward the domestic supplier. [Learn more about domestic and foreign order requirements in MBP Section 270.](#)

### Sustainability

The university engages in activities that consider environmental, economic, and societal impacts. Procurement can help the requestor examine the total cost of ownership for purchased goods including shipping and freight costs, products made with pre- and/or post-consumer waste, energy use during equipment life, and end-of-life disposition.



### Independent contractors

When working with individuals as suppliers, stakeholder units should review the business relationship to determine if the supplier is truly an independent contractor rather than an employee of the university. [Learn more about working with independent contractors in MBP Section 76.](#)

### Consortia agreements

Consult with your Procurement buyer to find out if a consortia agreement is recommended for your purchase, as one may satisfy federal procurement regulations.



# Purchases Requiring Additional Review

## Construction and maintenance

All requisitions for construction and maintenance will be redirected to Infrastructure Planning and Facilities (IPF) for purchase facilitation. Please [contact IPF](#) for more information.

## Contract and grant accounts

Specific accounts have been created for tracking and expensing sponsored research activities. These activities are funded by a variety of entities such as government agencies, foundations, and corporations. They require the approval of CGA and additional approvals from the project's PI may be necessary. [View information related to contract and grants.](#)

## Drones

All Uncrewed Aerial and Submersible Vehicles (UAVs, USVs, or drones) must comply with Federal Aviation Administration (FAA) regulations and MSU regulates flying drones over its campus. [Review the university's policy on the use of drones.](#)

## Emergency orders

When making an emergency purchase order, ensure the issue meets the definition identified in [MBP Section 270](#). Purchases that do not meet the emergency order criteria and are ordered without prior authorization will be treated as [unauthorized orders](#).

The [Emergency Order Justification form](#) should be completed and attached to all emergency requisitions prior to ordering. During evening or weekend hours, the subject matter expert may complete the purchase and submit the requisition as a "Confirming Order" with the completed form.

### DID YOU KNOW...?

PCards are ideal for accommodating emergency purchases. Connect with your unit administrator if you are interested in becoming a PCard cardholder.



# Purchases Requiring Additional Review

## **Hotels, lodging, and event/conference venues**

Agreements for hotels, lodging, and conference/event venues are outside of the procurement process. [Contact the Accounting Office](#) for more information, including appropriate payment mechanisms.

## **Information technology**

Information Technology (IT) refers to any equipment or interconnected system or subsystem of equipment that is used in the creation, conversion, or duplication of data or information. Before IT hardware or software is purchased or downloaded outside of the MSU Tech Store, an IT Readiness form must be submitted via a requisition, even if a PO is not necessary (e.g., free software, PCard purchases, or Spartan Marketplace purchases).

When purchasing software that includes a licensing agreement from a foreign country, there may be a royalty tax deducted from the invoice or charged to the unit. [Learn more about tax withholdings](#).

## **Mechanical equipment**

Mechanical equipment—such as boilers, steam and gas turbines, pumps, gas compressors, generators, and others—route through Infrastructure Planning and Facilities (IPF) for approval purchase.

### **DID YOU KNOW...?**

Movable capital assets are non-expendable, tangible property with an aggregate acquisition cost of \$5,000 or more. [Learn more about what qualifies as a movable capital asset and the capital asset purchasing process](#).

## **Munitions**

All purchases of munitions—including ammunition, weapons systems, and equipment—route through the MSU Department of Police and Public Safety for approval.

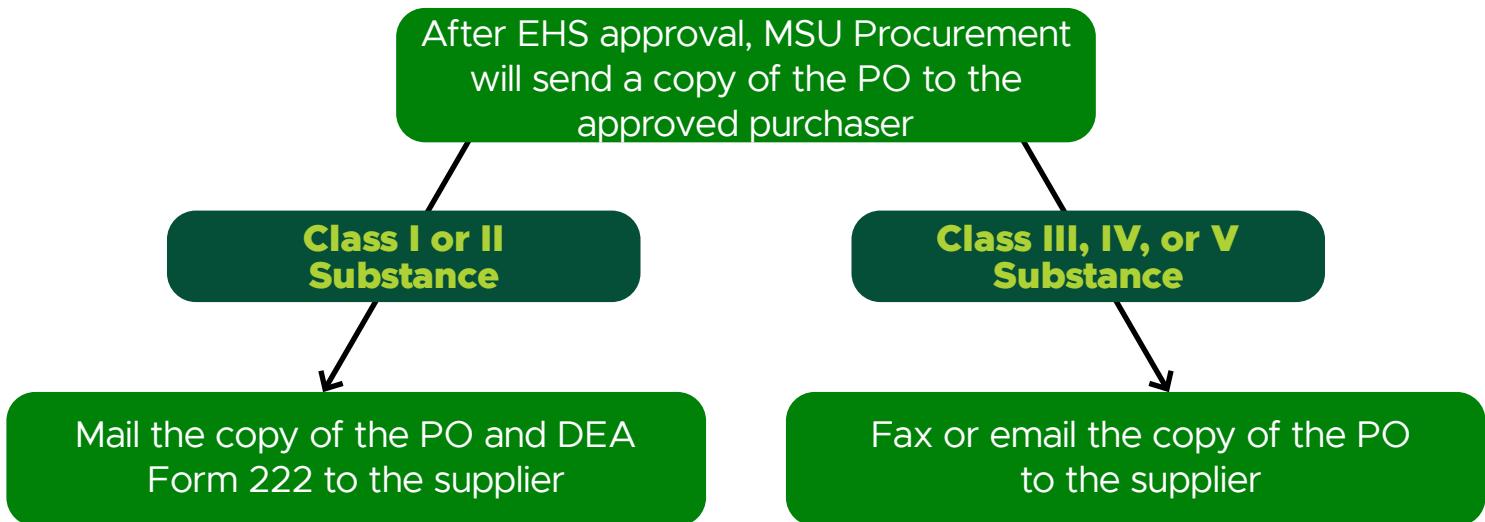


# Purchases Requiring Additional Review

## Scientific and regulated purchases

### Drugs, narcotics, and controlled substances

Requisitions for controlled substances must indicate the substance type and class within the Document Overview tab of the requisition. [Instructions are available from Environmental Health and Safety \(EHS\)](#).



### Hazardous materials

Hazardous materials are substances or materials that pose an unreasonable risk to health, safety, and property when transported, such as compressed gases, flammable liquids and solids, radioactive materials, and dry ice. The stakeholder must identify if the goods being purchased contain hazardous materials in the requisition's Document Overview tab to ensure proper processing and approvals.

### Scientific alcohol

Scientific alcohol is only purchasable from the University Stores catalog in [Spartan Marketplace](#). Alcohol purchases cannot be made at the University Stores storefront, as this is highly regulated by the State of Michigan.



# Purchases Requiring Additional Review

## Scientific equipment and duty-free entry

Certain scientific equipment may be imported into the U.S. duty-free if the following criteria are met:

- The scientific instruments and apparatus are to be used exclusively for educational purposes and scientific research, and
- The scientific instrument or apparatus, or its equivalent, is not manufactured in the United States.

Duties on scientific equipment are often substantial. Units should apply for duty-free entry well in advance of making the purchase by contacting the appropriate Procurement buyer. If duty must be paid, the budget should be updated accordingly before funds are committed elsewhere.

## Security systems

Requests to purchase and install independent security systems and cameras must route through the MSU Police Department and MSU Information Technology. These purchases are disallowed through Spartan Marketplace.

## Vehicle purchases

Transportation Services is the only unit authorized to make purchases of passenger vehicles. Procurement will review the specifications and sourcing options for vehicle purchases and may choose to enter a competitive solicitation process.



# References

## Glossary

- **Buyer:** MSU Procurement staff members who evaluate purchase requisitions, solicit quotes and proposals, negotiate pricing and terms, and oversee the issuance of purchase orders (POs)
- **Decision authority:** The ability to determine what good or service should be purchased and from which supplier
- **EBS:** Enterprise Business Systems, portal to access the financial system
- **Employee:** An individual who works for the university, including temporary, on-call, student, and contract/agency workers; may include the requestor, fiscal officer, subject matter expert, or others involved in the procurement process
- **Encumbrance:** Notation on the General Ledger that funds have been earmarked for a purchase; off-book encumbrances are not allowable per GAAP
- **Fiscal officer:** A university employee responsible for the management of funds associated with one or more financial accounts
- **GAAP:** Generally accepted accounting principles, set by the Governmental Accounting Standards Board (GASB)
- **General Ledger:** The central record of an account's transactions; also referred to as "the GL"
- **KFS:** Kuali Financial System, the university's financial system where procurement activities are processed and recorded
- **MSU Procurement:** The unit that competitively solicits, negotiates commercial contracts, and issues orders for goods and services on behalf of the university under delegated signature authority
- **Payment vehicle only purchases:** Purchases that do not follow an approved procurement process such as a purchase order, PCard purchase, or Spartan Marketplace purchase
- **Purchase order (PO):** The document issued to a specific supplier committing university funds for the procurement of goods and services
- **Purchase requisition (REQ):** A document which specifies what is to be purchased and the appropriate account number(s) to be charged
- **Signature authority:** The permission to sign contracts and agreements on behalf of the university, as delegated by the president
- **Spartan Marketplace:** An e-procurement solution that provides a centralized, convenient, cost-effective way to make departmental purchases



# References

## Glossary (cont.)

- **Subject matter expert:** A university employee who has the specific, relevant knowledge required to identify the need for and specifications of a purchase. For research projects, this will be the principal investigator
- **Supplier:** A company who provides goods or services to the university
- **Unit:** Organizational entities at the university, each with a responsible administrator; includes departments, organizations, programs, colleges, and Major Administrative Units (MAUs)
- **University:** A public land-grant research university based in East Lansing, Michigan whose employees administer procurement functions through delegated authority

## Additional resources

- [Manual of Business Procedures \(MBP\) Section 270](#)
- Decision trees
  - [Supplier relationships](#)
  - [Movable capital assets](#)
- Tutorials
  - [Creating a standard purchase requisition](#)
  - [Creating a complex purchase requisition](#)
- Forms
  - [Emergency order justification](#)
  - [IT readiness](#)
  - [Single/sole source justification](#)

