

## SC&I Purchasing Guidelines

**PROJECT AND TASK NUMBER MUST ALWAYS BE PROVIDED WHEN REQUESTING THAT EITHER A PURCHASE OR SERVICE BE PROCESSED ON YOUR BEHALF.**

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### General Supplies:

- SCI purchases general supplies from either RU Marketplace via Office Depot or Amazon.
  - For both options, **we require at least two days to submit to procurement for processing.**
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### Professional Services/ Contract Services:

- Professional Services/Contract services under \$10,000:
  - Requires **at least 90 business days to submit to procurement for processing.** This includes:
    - Making the supplier a vendor in the Rutgers system, if not already a vendor. This process normally takes about 7-10 business days, but can be longer pending the vendor's response time.
    - Obtaining the appropriate documents (contracts) from both the faculty/staff member and vendor.
      - [Statement of Work \(SOW\)](#) for service-based purchases.
      - Other documents, based on purchase type specified in Non-Contracted Supplier page.
      - [Possible contract](#) (check with the supplier).
    - Procurement requires **60 days** to process. This includes:
      - Reviewing the supplier contracts. Often these contracts contain terms and conditions that are inconsistent with, or contrary to Rutgers' legal and business terms and conditions. Therefore, additional advisory is required from other Rutgers units, who handle legal terms, insurance and liability, technology, or marketing and branding.
      - When required, Procurement will negotiate with the supplier to arrive at a contract that is consistent in accordance with Rutgers' terms and conditions protective of Rutgers' interests
      - Contracts can only be signed by those authorized on the [signatory matrix](#) or University Procurement Services.
- Professional Services/Contract services between \$10,001 and \$149,999:
  - Requires at least **90 business days to submit to procurement for processing.** This includes:
    - Making the supplier a vendor in the Rutgers system, if not already a vendor. This process normally takes about 7-10 business days, but can be longer pending the vendor's response time.
    - Obtaining the appropriate documents (contracts) from both the faculty/staff member and vendor.
    - At least two (2) quote attached to the requisition as an external attachment.
    - A completed [Informal Bid Intake Form](#).
    - [Statement of Work \(SOW\)](#) for service-based purchases.
    - Other documents, based on purchase type specified in Non-Contracted Supplier page.
    - Possible contract (check with the supplier).
    - Procurement requires **60 business days to submit to procurement for processing.** This includes:
      - Reviewing the supplier contracts. Often these contracts contain terms and conditions that are inconsistent with, or contrary to Rutgers' legal and business terms and conditions. Therefore, additional advisory is required from other Rutgers units, who handle legal terms, insurance and liability, technology, or marketing and branding.
      - When required, Procurement will negotiate with the supplier to arrive at a contract that is consistent in accordance with Rutgers' terms and conditions protective of Rutgers' interests
      - Contracts can only be signed by those authorized on the [signatory matrix](#) or University Procurement Services.
    - While most goods or services purchased at the University with a value of \$10,000 or more are competitively bid, there are times when the good or service being purchased cannot be quoted from multiple suppliers, and can only be purchased from one supplier. These purchases require:
      - one (1) quote
      - [Waiver of Bid Request](#) form

**Please remember, no supplier can begin work or deliver goods until both Rutgers and the supplier have executed the contract, and until a purchase order is issued.**

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## Membership Dues

**Fee paid as membership dues to join an organization that is consistent with the mission of the university.**

- Requires at least **15 business days to submit to procurement for processing**. This includes:
    - Making the supplier a vendor in the Rutgers system, if not already a vendor. This process normally takes about 7-10 business days, but can be longer pending the vendor's response time.
    - Obtaining the appropriate documents from both the faculty/staff member and vendor.
      - Brief description of the organization that the faculty/staff member is joining/renewing and how it supports the primary mission of the university.
      - Copy of invoice, dues receipt, or completed membership form.
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## Conference/Seminar Registration Fees

**Payment made to attend or register for a seminar or conference that is consistent with the mission of the university.**

- Requires at least **15 business days to submit to procurement for processing**. This includes:
  - Making the supplier a vendor in the Rutgers system, if not already a vendor. This process normally takes about 7-10 business days, but can be longer pending the vendor's response time.
  - Obtaining the appropriate documents from both the faculty/staff member and vendor.
    - Payment made to attend or register for a seminar or conference that is consistent with the mission of the university.
    - Copy of completed registration form or invoice from the event.

\*Please note: If paid directly, you cannot be reimbursed until you return from the conference.

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## Hotel Room Reservation (provided the hotel accepts PO &/or payment by check)

**Hotel room reservation for visitors/students not on University Payroll or individual faculty/staff for a total of less than 10 room nights (e.g., 2 people x 2 nights = 4 nights).**

- Requires at least **15 business days to submit to procurement for processing**. This includes:
    - Making the supplier a vendor in the Rutgers system, if not already a vendor. This process normally takes about 7-10 business days, but can be longer pending the vendor's response time.
    - Obtaining the appropriate documents from both the faculty/staff member and vendor.
      - Dates, business purpose, and location of events must be stated in the description of the Check Request (if more than one person is traveling, all names must be included).
      - Hotel reservations for individuals that attend a conference will have the person's name, conference attending and invoice number referenced.
      - Hotel confirmation and supporting documents (e.g. conference flyers).
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## Honorarium:

**An honorarium is a one-time (i.e., one day or one event over contiguous days) basis payment made to an individual (not a corporation, business, or partnership), who is not an employee of the University, for a special and non-recurring activity or event for which a fee is not legally or traditionally required, in a non-classroom setting.**

- Requires at least **15 business days to submit to procurement for processing**. This includes:
    - Making the supplier a vendor in the Rutgers system, if not already a vendor. This process normally takes about 7-10 business days, but can be longer pending the vendor's response time.
  - Obtaining the appropriate documents faculty/staff member and vendor:
    - Flyer, invitation, letter, email, or other corresponding documentation
    - Independent Contractor or Employee Determination Form (ICED)
    - the Payment to Foreign National Form must be completed for payments to non-resident aliens (NRAs).
  - Dates, business purpose and location of event must be stated in the description of the Check Request
  - The amount of the honorarium should be specified.
  - The University does not make charitable contributions to organizations in lieu of an honorarium payment. An honorarium cannot be used to pay independent contractors, consultants, or employees.
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### **Guest Lecturer:**

**If the activity is in a classroom setting, this should be a guest lecturer. This payment should NOT be negotiated. The sum of the honorarium amount is discretionary. That sum should not be characterized as lost fees or wages, expenses, or other opportunity costs incurred by the individual, but rather to the amount of recognition appropriate for the service provided.**

- Requires at least **15 business days to submit to procurement for processing**. This includes:
    - Making the supplier a vendor in the Rutgers system, if not already a vendor. This process normally takes about 7-10 business days, but can be longer pending the vendor's response time.
    - Obtaining the appropriate documents faculty/staff member and vendor:
      - Flyer, invitation, letter, email, or other corresponding documentation
      - Independent Contractor or Employee Determination Form (ICED)
      - Statement of Work (SOW) form
      - the Payment to Foreign National Form must be completed for payments to non-resident aliens (NRAs).
  - The University does not make charitable contributions to organizations in lieu of an honorarium payment. An honorarium cannot be used to pay independent contractors, consultants, or employees.
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