

## **FAMIS Purchasing Guidelines**

We are now utilizing the FAMIS (Financial Accounting Information Systems) State accounting system. Using FAMIS requires many changes for everyone, including the support staff in the administrative offices. The most obvious change will be in the way document numbers (the new purchase order) are assigned.

Complete the **Purchase Request** form AG-610 **prior** to all purchases. You will no longer be able to call or send an e-mail request for a document number (previously known as a purchase order/P.O.) However, you may attach the **Purchase Request Form AG-610** to an e-mail (the preferred way), fax it or bring the form in to the appropriate accounting office (TAES or Extension), to obtain your Document Number. **Document numbers will not be issued for same day purchases after 4:30 p.m.** due to the processes required by the Ag Program. Emergencies will be handled on a case by case basis.

1. Required entries on AG-610 for issuing a document number:
  - Order Date
  - PI
  - Requested By
  - Phone No.
  - Account #
  - Project #
  - Detailed description of items/services ordered (show beginning and ending date of service) (Include quantity, unit of measure & unit price of each item)
  - Indicate if there is a separate charge for shipping and handling (freight). If it is a separate line item, please give the amount or estimated amount. Any oversights made at this time will delay the payment and cause a late payment fee which is paid by the individual P.I.
2. **For purchases under \$5,000, if you elected to use a non-HUB vendor and a HUB vendor is available, please complete the quote/quote stats on the back of AG-610 in order to comply with our “good faith effort”. If you are purchasing an item or combination of items that total \$5,000 - \$10,000, a Trained Unit/Agency Purchaser will obtain six informal or written, phone or fax quotes. Of those six, four (4) must be HUBs; of the four, one must be a woman owned HUB and one must be a minority owned HUB.**

All other procedures remain the same regarding receipting (signing and dating your packing slips and/or invoices, etc...). If you have small receipts, please tape them to a regular sized sheet of paper before submitting (tape the edge of the receipt so as to not cover up any of the printing). A signed AG-296 form is required on all reimbursements to employees. When paying travel for a non-state employee (i.e. speakers), we will now pay as an invoice and not on a travel voucher. All receipts are required for these payments.