Limited Purchase Documents

Offices of Procurement & Accounts Payable
## Purchasing Methods

<table>
<thead>
<tr>
<th></th>
<th>Order of Precedence</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Procard</strong></td>
<td>Can be for any $ amount</td>
</tr>
<tr>
<td></td>
<td>Not Procard eligible</td>
</tr>
<tr>
<td></td>
<td>Non- Value added from bid process Exempt</td>
</tr>
<tr>
<td></td>
<td>Object Codes listed on Screen 306</td>
</tr>
<tr>
<td><strong>E-Doc</strong></td>
<td>Less than $5000</td>
</tr>
<tr>
<td></td>
<td>Not Procard eligible or E-Doc eligible</td>
</tr>
<tr>
<td></td>
<td>Non-Value added from bid process Excludes contracted services</td>
</tr>
<tr>
<td><strong>L-Doc</strong></td>
<td>Biddable- over $5000</td>
</tr>
<tr>
<td></td>
<td>Timelines / deadlines associated Submitted to purchasing</td>
</tr>
<tr>
<td></td>
<td>Has clear and detailed specifications Budget approvals</td>
</tr>
<tr>
<td><strong>Purchase Req.</strong></td>
<td></td>
</tr>
</tbody>
</table>
Training Topics

• By the end of the session you will know:

- When to use a Limited Document (L-Doc)
- How to Create / Modify a L-Doc
- How to Enter and Re-enter notes in a L-Doc
- Copy a L-Doc
- Close L-Doc and route for encumbrance of funds and payment
L-Doc Characteristics

- Purchases below PVAMU bid limit (currently $5000)
- Bid process adds no measurable value
- Purchases that are not *E-Doc or procurement card eligible.
- Consumables, supplies, equipment, etc.
- Quick delivery purchases
Examples of L-Doc

- Automobile or equipment supplies
- Reimbursements for Guest Speakers and anyone not employee of the University.
- Employee reimbursements (when required)
- Books or other reference materials
- Office supplies
- Office, lab, or other equipment
- PVAMU Contracted Purchases Master Agreements…see Procurement website http://www.pvamu.edu/pages/5309.asp
Not Allowed

• Computers, I-Pads, Kindles

• Portable storage devices (i.e. internal/external hard drives, thumb drives, etc.)

• Computer software

• IT purchases over $100
Not Allowed

- Purchases classified as Procurement Card Eligible or Exempt Purchase (E-Doc) eligible
- Purchases requiring Contract Authorization
- Purchases requiring approval from other departments (i.e. PHPL, ENHS, VPIR, etc.)
- Independent Contractors
- Travel (Car rental, Buses, etc)
Benefits of L-Doc’s

- Funds are encumbered once the document has been closed
- Allows departments to enter Limited (low dollar) purchases into FAMIS and forward the invoice directly to Accounts Payable for payment
- Eliminates duplication of efforts and further processing by Procurement staff
Normal Requisition Routing

Dept 1 signer → Dept 2 signer → Purchasing Central Processing In-box → Buyer

Creator

Purchase Order
L-Doc Electronic Routing

Check Screen 914 for Routing

Dept 1 signer → Dept 2 signer → Accounts Payables

(dept L-Doc (creator) (if required)

Forward all support documentation to A/P

Funds are encumbered once document is closed Screen 066 shows encumbrance

Prairie View A&M University
914 Document Routing History

Screen: ___  Document: PRQ05R300233

09/26/12 17:09  CC 05

Position at line: ___

1. The following people have seen this document:
   2. Submitted  09/07/12 10:49  RICHARDSON, ELLEN L  (713-797-7073)
   3. Signed  09/11/12 19:54  ADAMS, BETTY N  (713-979-7089)
   4. Approved/FYP  09/12/12 08:47  NELMS, JIM A  (936-261-1932)
   5. This document is currently in CC 05 office PURCHASING
   6. on desk BUYER2 - Arrival Date: 09/12/2012 08:47
   7. Desk workers are:
      8. HAMILTON, RICHARD W  (sub)  (936-261-1914)
      9. NELMS, JIM A  (sub)  (936-261-1932)
     10. MILLIN, RANDOLPH L  (sub)  (936-261-1980)
     11. SIMMS, MICHAEL L  (sub)  (936-261-1935)
     12. PEAVY, WILMA K  (sub)  (936-261-1933)
     13. WATSON, LASHUNDA R  (936-261-1937)
   14. The following people have an Info/Notify copy of this document:
      15. Info  09/11/12 19:54  RICHARDSON, ELLEN L  (713-797-7073)

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help  Names Bck  Fwd
FAMIS Screens

For each L-Doc entered into the system, the following screens are required:
- 240 Limited Purchase Header
- 241 Limited Purchase Items
- 242 Limited Purchase Close

Additional screens which may be used:
- 243 Limited Purchase Flag Maintenance
- 244 Limited Purchase Note Text
- 245 Copy Limited to Limited
Required Information

- FAMIS Account #’s Department/Sub-dept Code (Screen 068)
- Vendor Number (Screen 201 or 203)
- Object Code (Screen 806)
- User Reference (department assigned reference #)
- Shipping / Receiving Address (Screen 240)
Helpful Tips

• Use FAMIS screen 68 to identify all dept/sub-dept codes relevant to accounts to be expensed.

• On screen 240, entering a “?” in the address field will provide a pop up window with a list of the campus address codes. (not vendor address)

• L-Doc information (description and pricing) must mirror written quote from vendor.

• Budget Account Holders Can Not Approve their Own Reimbursements.
F0002 Record has been successfully added

240 Limited Purchase Header

Screen: ___ Doc: L200001     In Process
Doc Year: 2012    Order Date: 11/17/2011    Cat.: LP    State:
Dept: HUBP     Subdept: _____    Total Amt:

Doc Summary: OFFICE SUPPLIES

Vendor: 17427503948 BRENHAM OFFICE SUPPLY SERVICE    LDT Cd: __
Reimburse ID: __________ FOB: __
User Ref: 222213-000000     All Items Received: N
Date Received: ___________

Ship To     Address Nbr: 192
Name: CENTRAL RECEIVING WAREHOUSE
Addr: REBA BLAND EVANS ST. AT ANNE PRESTON ST.

City: PRAIRIE VIEW State: TX
Zip: 77446 Country: __
Phone: 936-857-4806 Fax: __________

Invoice To     Address Nbr: 002
Name: PRAIRIE VIEW A&M UNIVERSITY
Addr: ACCOUNTS PAYABLE
      P.O. BOX 248

City: PRAIRIE VIEW State: TX
Zip: 77446 Country: __
Phone: 936-857-3051 Fax: __________
241 Limited Purchase Item

**BRENHAM OFFICE SUPPLY SERVICE**

**Screen: __ Doc: L200001 Item: 1.0**

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty.</th>
<th>UOM</th>
<th>Price</th>
<th>Unit</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>5.000</td>
<td>EA</td>
<td>75.000</td>
<td>_____</td>
<td>375.00</td>
</tr>
</tbody>
</table>

Comm: _______________ Desc: display stands______________________
Part: ________________
Proc cd: _ St: Cost Ref 1: _____ 2: _____ 3: _____ TIBH: _

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty.</th>
<th>UOM</th>
<th>Price</th>
<th>Unit</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.0</td>
<td>10.00</td>
<td>EA</td>
<td>100.00</td>
<td>_____</td>
<td>1000.00</td>
</tr>
</tbody>
</table>

Comm: _______________ Desc: speakers__________________________
Part: ________________
Proc cd: _ St: Cost Ref 1: _____ 2: _____ 3: _____ TIBH: _

---

Comm: _______________ Desc: ________________________________
Part: ________________
Proc cd: _ St: Cost Ref 1: _____ 2: _____ 3: _____ TIBH: _

Page (F/B): _ Document Total: 1375.00

Enter PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Next IDesc Bkwd Frwd CAacct MAacct Warns
F0013 Please enter desired modifications

242 Limited Purchase Close

Screen: ___ Doc: L200001 In Process

Close Document: y

Doc Summary:
Doc Year: XX
Dept: XX
Vendor: 1
Reimburse Id: X
User Ref: 110306-00000

Type 'Y' to submit to Routing & Approval: 

Additional Routing (FYI/FYA) 

All Items Received: N
Date Received: 

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Next Item Route Recal Warns
F0013 Please enter desired modifications

243 LP Flag Maintenance A VENDOR

Screen: ____ Doc: L100002 Closed

Cancel / Delete Document: N
Freeze Document: N
Reopen Document: N
Delete all Items: N
Delete/Undelete Item: ____ thru Item: ____

Completing a document finalizes it and liquidates all encumbrances. This process CANNOT be reversed. Do NOT complete a document unless you are certain that no invoicing or receiving will be done in the future.

Complete PO N

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Track CnclR Accts Extnd Items Warns
No record found - Enter information to add the record

244 Limited Purch Note Text

Screen: __  Doc: L100003  Item: __1.0  Closed

Position at line: __

Line       Description
1          Article published in local Waller Times
2
3
4
5
6
7
8
9
10
11
12

Page (F/B/E): __
F2999 End of line items on file
245 Copy Limited Purchase to Limited Purch.

03/01/12 10:37 FY 2012 CC PV

Screen: ___ Doc: L100002 Item: ___ From Vendor: A VENDOR
From Doc FY: 2011
New Doc: L0_____ FY: 2012 Cat.: LP Dt: 03/01/2012
or
Existing Doc: ______

Header Screen: _

<table>
<thead>
<tr>
<th>Func</th>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>UOM</th>
<th>Ext. Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>1.0</td>
<td>ROUND HAY BALES F</td>
<td>150.00</td>
<td>10.0000</td>
<td>EA</td>
<td>1500.00</td>
</tr>
</tbody>
</table>

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu  Help  EHelp

AdDpt
Routing Payment/Receiving Documentation

- Reference FAMIS L-Doc numbers on all source paper documents
- Forward documentation to Accounts Payable (must include a valid invoice)
Reference number must be noted on all paper documents.

Dept. Approved L-Doc

Accounts Payable

Vendor
(when necessary)
L-Doc Paper Flow

• The creating department may need to screen print the L-Doc from FAMIS and forward a copy to the vendor along with a standard cover letter to be provided by Procurement Office.

• The creating department will need to forward all supporting documentation to the appropriate processing area (Accounts Payable, W.R. Banks Bldg. Ste., 149 or payables@pvamu.edu).
Helpful Tips

• State and University guidelines still apply
• HUB expenditure goals still apply
• Solicit multiple vendor quotes to ensure best value purchasing
• When an L-Doc is closed successfully, immediately forward all support documents to their required destination
• Always reference the L-Doc Number on ALL support documents
Questions, Comments, Concerns

FAMIS User Manual:
http://www.tamus.edu/offices/famis/usermanuals/

PVAMU Contracts
http://www.pvamu.edu/procurement/

Procurement Office or Accounts Payable Office
936-261-1902