Procedures for PBS Documents During Alternate Operations Model

Based on the latest COVID-19 developments and best practices recommended by state and federal authorities, Auburn University has transitioned to an alternate operations model. Procurement & Business Services (PBS) is committed to maintaining normal operations to fulfill all procurement and payment obligations of the University.

Requisition Routing & Bid Requests

1) If you are working remotely and have access to Self Service Banner:

   Please continue to route all purchases as normal. Routing of all requisitions should route through the e-requisition system and gather all necessary approvals through that system. A purchase order will still be generated for these purchases.

2) If you are working remotely, but do not have access to Self Service Banner:

   Once a purchasing need is identified, a quote should be received from the desired vendor. Once all necessary approvals are received from the Dean/Department Head/Financial Manager, the quote, approval, and FOAP that will need to be charged should be sent to John Corgill, jpc0004@auburn.edu, and the order will be placed using a PBS p-card. Unless there is a contract involved, no disclosure statement will be needed for orders placed on p-card.

3) Bids:

   If you have an immediate need to make a purchase that exceeds $15k, please contact John Corgill at jpc0004@auburn.edu or Missty Kennedy at kennem1@auburn.edu

Voucher Routing (Vendor, Travel, and Wire Payments)

Campus departments should coordinate staffing assignments to ensure travel vouchers and vendor vouchers are submitted to PBS in a timely manner. In order to facilitate prompt payment to vendors, AN AUBURN UNIVERSITY PURCHASING CARD SHOULD BE USED FOR ALL EXPENDITURES ALLOWED PER PURCHASING CARD POLICY.

Please follow the below procedures for submitting vendor and travel vouchers during this alternate operations model:

1) Electronic Vendor and Travel Vouchers: Continue to submit these electronic vouchers through the e-Vendor Voucher and e-Travel Voucher systems.

2) Paper Travel and Vendor Vouchers (including wire transfers): Please e-mail paper vouchers to Ginny Yarbrough at ginny@auburn.edu.

   NOTE: Vouchers transmitted through e-mail that contain sensitive information (i.e., banking information) should be deleted from your Inbox, Sent, and Deleted Items e-mail folders immediately after you send or receive them.
We will transition to processing physical checks one per week on Wednesdays. ACH transactions will continue to process daily.

Please contact Brad Cooper (coopej3@auburn.edu) or Ginny Yarbrough (ginny@auburn.edu) for any critical payments that must be processed immediately.

**Professional Service Contracts (PSC’s)**

1) **If you are working remotely and have access to Self Service Banner:**

   Please continue to process PSC’s as normal via Self Service Banner.

2) **If you are working remotely, but do not have access to Self Service Banner:**

   You can access the PSC form at [http://www.auburn.edu/administration/business-finance/pdf/bo5520.pdf](http://www.auburn.edu/administration/business-finance/pdf/bo5520.pdf). Please complete this form and email it to Tyler Adams at taa0021@auburn.edu or Courtney Raville at car0046@auburn.edu.

**Tax Form Requests**

If you need to request a tax exemption form, W9, or credit application information, please email the request to tah0026@auburn.edu.

**P-Card Request or Questions**

If you have need to request a p-card, have questions, or need to request a temporary increase for your card limit, please contact Lisa Rampy at lpr0005@auburn.edu.