

## **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 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](mailto: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](mailto:jpc0004@auburn.edu) or Missty Kennedy at [kennem1@auburn.edu](mailto: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](mailto: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](mailto:coopej3@auburn.edu)) or Ginny Yarbrough ([ginny@auburn.edu](mailto: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>. Please complete this form and email it to Tyler Adams at [taa0021@auburn.edu](mailto:taa0021@auburn.edu) or Courtney Raville at [car0046@auburn.edu](mailto: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](mailto: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](mailto:lpr0005@auburn.edu).