Buyer's Guide Quick Reference

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Common Terms

PO = Purchase Order

CO = Change Order (modifies a PO)

RFQ = Request for Quote (<$75K)

IFB = Invitation for Bid ($75K+, lowest cost wins)

RFP = Request for Proposal ($75K+, highest score wins)

P-Card = Procurement Card (for small purchases)

RDD = Red Dragon Depot (e-procurement system)

Preferred Sources = Corcraft, NYSPSP, & NYSID (must purchase if applicable - see Form/Function/Utility requirements)

ROPC = Reasonableness of Price Checklist (≥ $2,500 purchases)

Single Source Procurement = One or two vendors can supply commodity/service, but State agency selects 1 vendor over the other for reasons such as the item is proprietary to an existing unit on campus, etc. *Must document reasoning on ROPC.*

Sole Source Procurement = Only one vendor can supply commodity/service. *Must document reasoning on ROPC.*

NYSCR = NYS Contract Reporter – "Classifieds" for NYS agencies to advertise bids. Required for purchases of $50,000 or more and **not** purchased off State Contract and ad must run for min. of 15 business days.

OAG = Office of Attorney General *(must sign all contracts ≥$75K)*

OSC = Office of the State Comptroller *(must sign all contracts ≥$75K and any OGS State Contracts ≥$200K)*

OGS = Office of General Services

OGS State Contract = OGS contracts that are vetted through the RFP/IFB process and available to all State agencies.

Standard Voucher = State form to be completed for any vendor using their SSN (not vendor EIN) or candidate reimbursement

Travel Authorization Form = Any employee traveling for business, must complete this form and submit to the Travel Administrator at least 2 weeks prior to travel.

Travel Voucher = State form to be completed by employees traveling. Must be submitted within 30 days of travel.

OTM = Over-the-Max Lodging Request form (when hotel rate is over the state per diem rate)

P-Card 101

Temporary Dollar Limit Increase:

1) Email P-Card Administrator and cc: Associate Director of Purchasing & Accounts Payable with:
    a. Supervisor approval
    b. ROPC if ≥$2,500
    c. Copy of invoice

Sales Tax

1) SUNY Cortland is tax-exempt (Tax ID: 14740026K)

    How to request sales tax to be refunded:

    - Email or call the vendor requesting the refund and include our tax exemption certificate.

    Example Request for Refund:

    Subject: Tax Refund Request (SUNY Cortland)

    Order #_____ indicates that tax was charged; however, SUNY Cortland is a tax-exempt institution. Please find our tax-exempt certificate attached for your records.

    *We are requesting a refund of **$____** for the sales tax charged to this order, credited back to the original P-Card. Please provide an estimated refund date.*

    Once the refund has been processed, please provide an updated invoice for our accounting records. If you require any additional information to process this request, please let me know.

    Thank you for your assistance.

    ***Be sure to include the updated invoice/receipt with your p-card log.**

2) If the vendor requests a tax exemption number or **Form ST-119.1** (*Exempt Organization Exempt Purchase Certificate*) from you, SUNY may give the vendor a copy of the letter from the Department of Taxation and Finance.
    a. **Contact the Purchasing AA for a copy of this letter.**

    Example email to Purchasing AA:

    Subject: SUNY Tax Letter Request

    The vendor will not accept our tax exempt form.

    Can you please provide me with the SUNY letter for the vendor that explains that we don't require Form ST-119.1?

3) For Tax Refund on Third Party Amazon Orders:
    i. Go to "Your Orders" in Amazon (always access from RDD catalog for Amazon Business Account).
    ii. Locate the item that was charged tax and click the "Contact the Seller" button.
        1. If the button is not there, call Support at 1-888-280-9552.

iii. Enter the subject as "Tax Exemption Refund Request".
iv. Include the order number and the amount charged.
v. The seller is required to respond within 72 hours. The seller may ask for some additional information or they may simply issue the refund.

Card-Sharing

Definition: Card-sharing is when your p-card is used by anyone other than the individual whose name appears on the card. **Card-sharing is expressly prohibited.**

What counts as card-sharing?

- Letting a supervisor or colleague "place the order for you" by giving them your physical card or giving them the card details.

What to do instead:

- If the P-cardholder is unavailable (out of the office), someone in the dept/office may reach out to the P-card Administrator and they will be able to review and place the order with their own P-card.

Why it's not allowed:

- Violates SUNY & NYS internal control standards.
- Increase risk of:
  - Fraud
  - Unauthorized purchases
  - Data breaches

Key takeaway: If you didn't place the order yourself, it's a violation.

Split Ordering

Definition: When a cardholder separates a single purchase into 2 or more P-card transactions (whether on the same day or over multiple days) with the intent to bypass procurement rules (i.e., single-transaction dollar limits, monthly limits, etc.).

Examples:

- Buying $1,000 of equipment by charging two $500 P-Card transactions when the single-purchase limit is $500.
- Making multiple smaller charges to avoid obtaining multiple quotes.
- Placing repeated orders for the same items over a short period when the total need was known in advance.

Why it's not allowed:

- Violates SUNY procurement and internal control requirements.
- Undermines fair competition and transparency.
- May result in audit findings, card suspension, or disciplinary action.

Shipping Charges Over $500

Any shipping charges over $500 must be accompanied by not only the vendors' invoice, but the shipping invoice also.

Credit Card Fees

Should **not** exceed **5% or $25** (whichever is less).

Common Dos and Don'ts

Do	Don't
use the P-Card only for official SUNY business expenses	use for anything travel-related (i.e., airline, rental car, lodging) *(pre-conference registration is the exception)*
follow your single-purchase and monthly limits (or ask for a temp increase)	use for apparel (clothing)
keep itemized receipts and supporting documentation	use for furniture (see furniture policy)
reconcile transactions (accurately and on time)	use for prohibited items (alcohol, gifts, etc.)
use for pre-conference registration	delay reconciliation or certification
use for ASC/CAS food/catering services (for on-campus learning event or candidate lunch)	use for off-campus food vendors *(ASC/CAS is the exception)*
see Allowable Use of Funds	split purchases to stay under dollar thresholds
confirm no tax is included on invoice/receipt	pay tax

IT Purchases

IT purchases include: technology hardware, software, and any cloud or externally hosted systems, software and services.

What do I do if it's IT-related?

1) Go to the Tech Help section on MyRedDragon.
    a. Choose your request type
        i. IR will either place the order for you or provide you approval to make the purchase.
            1. If the latter, include their approval with your p-card packet.

Certification

Cardholders will receive an email from the credit card company that new statement is available and ready to print.

- **IMPORTANT: DO NOT CERTIFY** until you receive an email from the P-card administrator instructing you to do so.

Why do I need to submit my P-card packet within 30 days or less to the P-Card Administrator?

- To ensure charges can be reviewed and disputed promptly (we have 60 days to dispute a charge).
- To ensure required backup documentation is on file and accessible to your supervisor in the event of an absence.
- To support accurate and timely reconciliation of accounts and financial reporting.
- To maintain compliance with P-Card policies and audit requirements.
- To help prevent late submissions, which can result in card suspension.

Digital Packet Submission

- Make sure files are legible and clear (to be read by an auditor)
- Make sure all documents are facing the right direction

- Scan both sides of the document (if applicable) and remove blank pages
- Log and certification sheet are expected to have an original signature (see Signature Types)
- Save file as [year (YYYY).packet month (MM) – Last name.First name]
  - Example: August 2025 packet for Casey Avery would be: **2025.08 – Avery.Casey**

***Recommended P-card packet order:** P-Card Log, bank statement, Certification page, then all backup documents.

How-to Videos:

- How to Change a Dept Account Number when Certifying your P-Card
- How to Create a Digital Packet

Travel 101 — Coming later this year

Travel 101 is currently in development and will be added later this year – stay tuned!

In the meantime, please reach out to the Travel Administrator at ext. 2306 or travel@cortland.edu.

How to Use Red Dragon Depot (RDD)

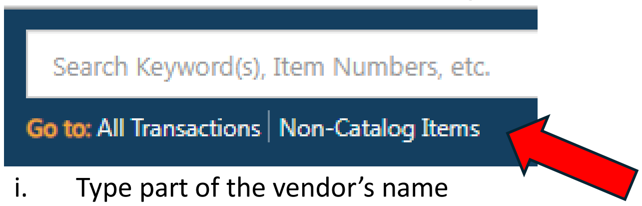
Login

Login via myRedDragon (Faculty/Staff tab)

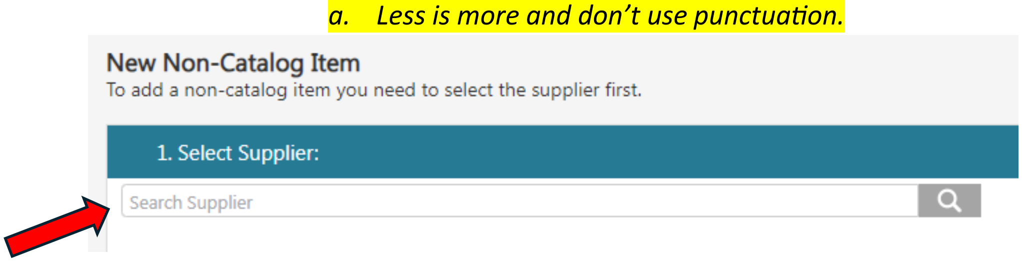
1) Right-hand column, **Important Links**, under **myRedDragon Resources**, click **Red Dragon Depot (Purchasing)**

Catalog vs. Non-Catalog:

1) **Catalog – 2 types:**
   a) **Hosted** – lives on our system (Central Stores, NYSPSP)
   b) **Punchout** – takes you to their website to shop and then back to RDD to checkout.
      i. Use P-Card for Amazon & Staples
      ii. Use PO for WB Mason
2) **Non-Catalog** (all other vendors – **PO only**)
   a) Searching for Vendors under Non-Catalog Items
   b) Under Search Bar, Go to: **Non-Catalog Items**



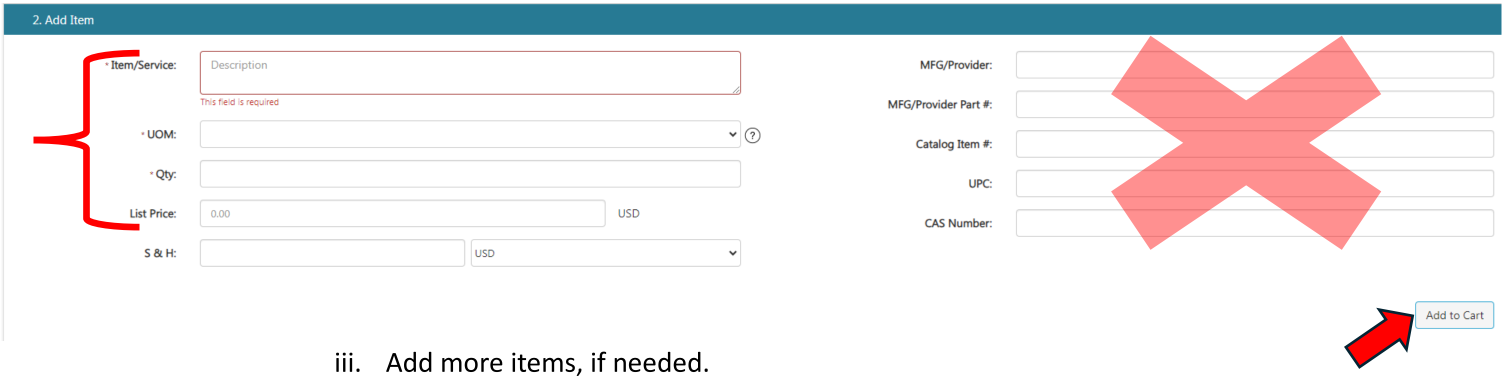
      i. Type part of the vendor's name
         a. Less is more and don't use punctuation.



      ii. Can't find vendor?
         b. Use New Vendor Request Form to submit to Purchasing
            i. Must have vendor's W-9 to submit with form

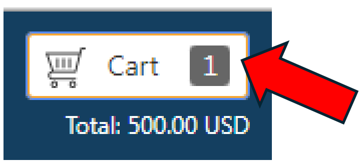
Creating a PO

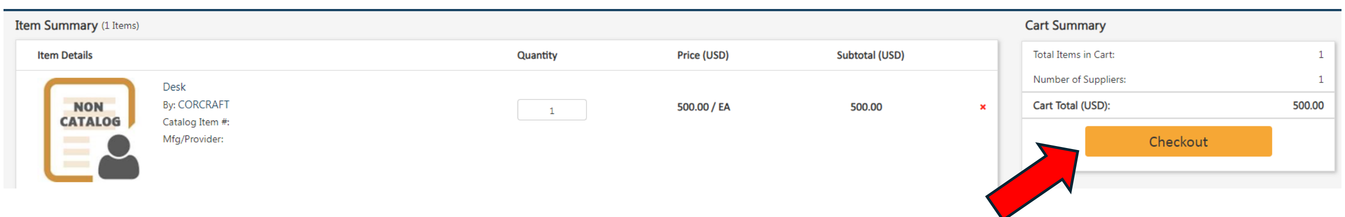
1) **Non-Catalog Item** (Catalog steps are similar, but skip to **Checkout** after punching out to website)
   a. Search & select Vendor
   b. Add Item(s)
      i. Fill out left side:
         1. Item/Service
         2. UOM = EA
         3. Qty
         4. List Price
      ii. Click **Add to Cart**



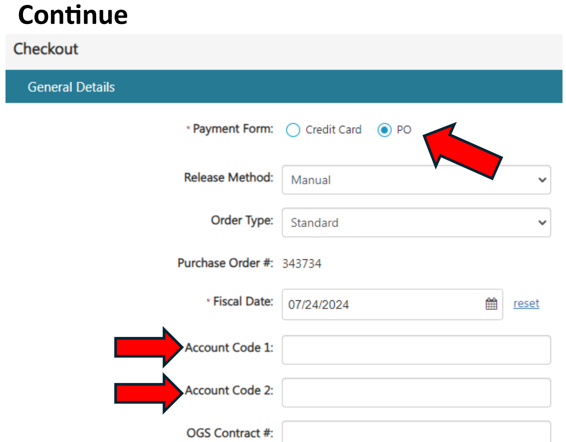
iii. Add more items, if needed.
iv. Proceed to Cart & **Checkout**

Or



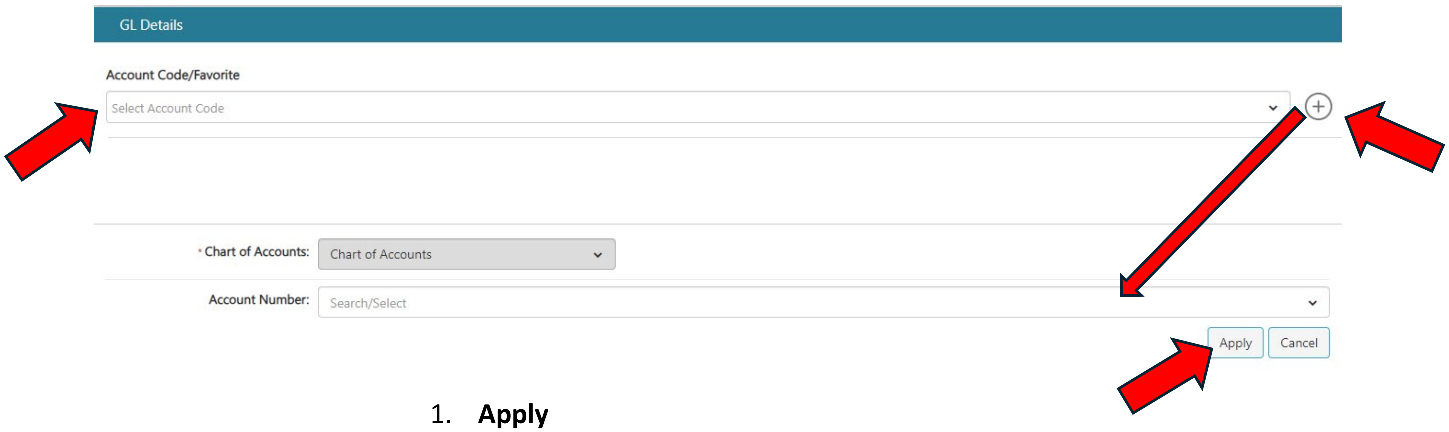


c. General Details Tab
    i. Payment Form = PO
    ii. Add Account Code 1 and Account Code 2 (if splitting accounts, not common)
        1. **Continue**



d. Delivery Details Tab
    i. Select **Central Receiving** (and confirm the attention to is correct for Central Receiving to deliver to you on campus)
    ii. **Continue**
e. Billing Details Tab
    i. Select **Accounts Payable**
    ii. **Continue**
f. GL Details Tab

i. Enter Account # in the favorite's Bar **or** click on the + symbol to search for Account # *(for 1st time using an account #)*

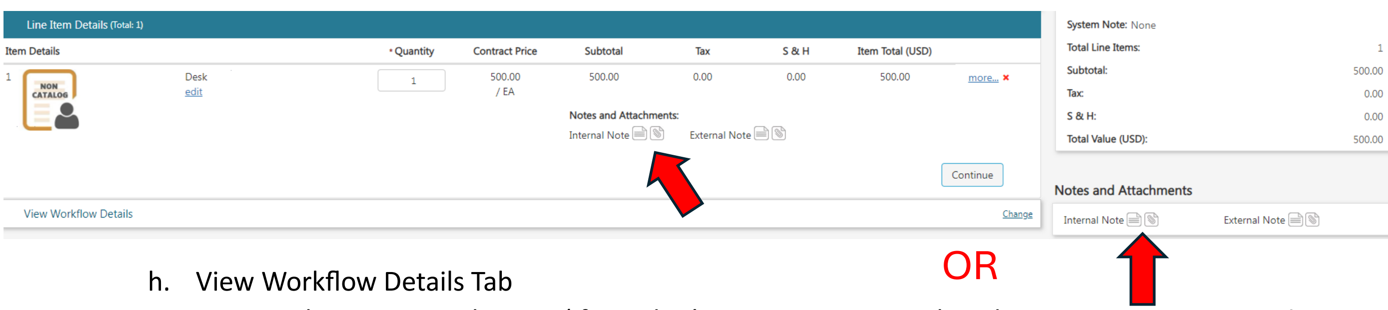


1. **Apply**
2. **Continue**

g. Line Item Details Tab

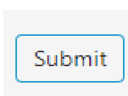
i. Notes & Attachments

1. Can add Internal Note and/or Attachments on the Line Item itself **or** off in the right-hand column



h. View Workflow Details Tab

i. Shows approval status (if you don't see your approver listed, contact Casey Avery ***prior*** to submission).

i. Click 

Transaction Released Email

1) Email from noreply@esmsolutions.com

> **From:** noreply@esmsolutions.com <noreply@esmsolutions.com>
> **Sent:** Tuesday, July 23, 2024 7:42 PM
> **To:** Casey Avery casey.avery@cortland.edu
> **Subject:** Transaction Released: PO 343729 - Transaction 4095454 - 07/23/2024

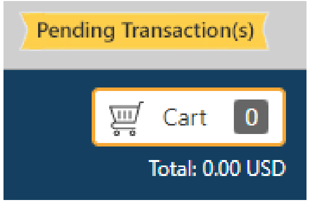
NOTE: PO is <u>not</u> immediately sent to vendor

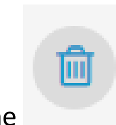
a. Purchasing must first encumber funds in the SUNY system and then the Purchasing AA will email or fax PO and cc: PO requester.

Pending Transaction(s)

1) If you see the **Pending Transaction(s)** banner, you have **not** submitted your order yet.

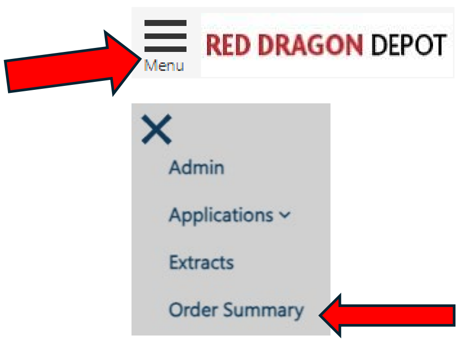
a. Click on the banner to select the PO

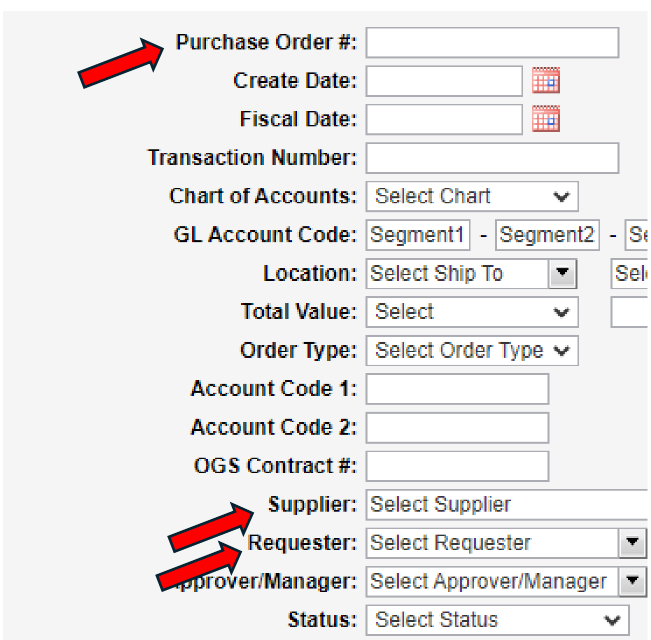


i. If you no longer need the order, you can click on the  icon and delete the transaction.

Order Summary

1) Search orders (old & new) – by requestor, PO#, vendor, etc.
    a. View Workflow – see dates approved or who with currently
        i. **Active** = current approver PO is with

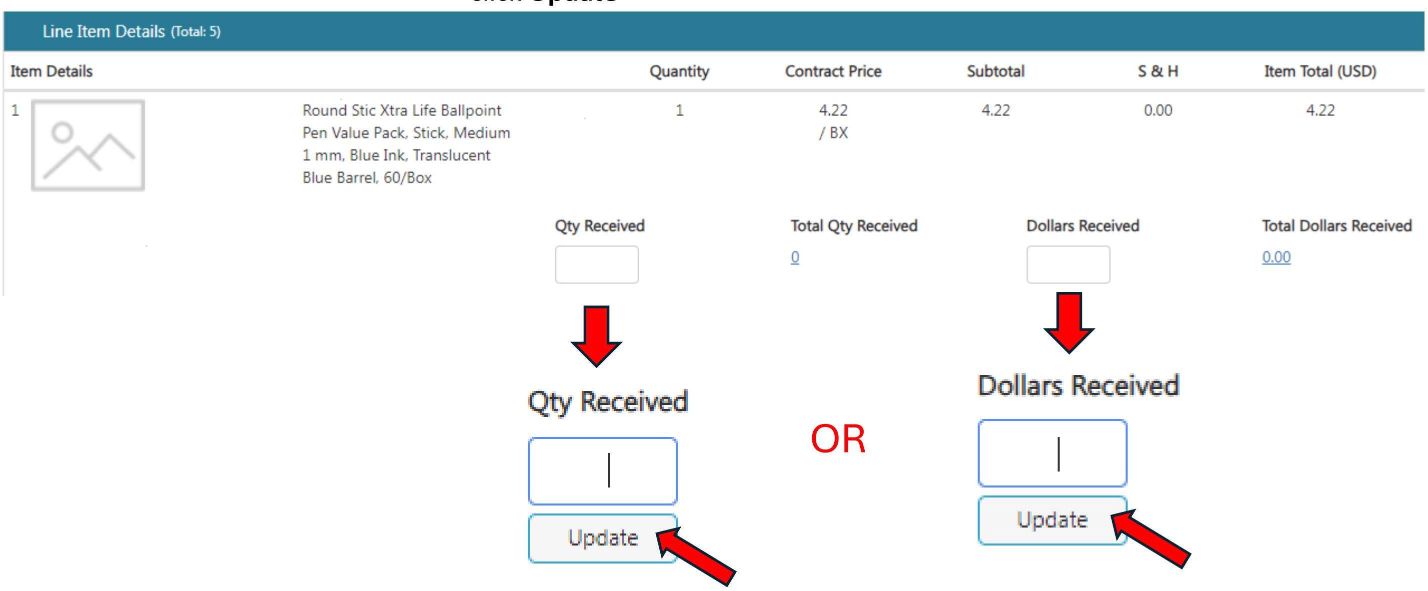




Receiving

1) Once item/service is actually received, *immediately* go into RDD to receive it.
    a. Once order is completely received or confirmed nothing more to receive, **Close** order.

    b. To Receive:
        i. Select your PO
            1. Under Line Item Details Tab, receive either against the Quantity or Dollars and click **Update**



NOTE: AP cannot pay invoice until the item/service is received in RDD.

Standing Orders

1) Must add "Standing Order" verbiage in the Item/Service Description
2) Qty should = 1 with total estimated dollars to spend over the FY (can always add funds with a CO)
    a. Receiving against Dollars as invoices come in

Change Orders (CO)

1) Used to increase or decrease PO amounts
    a. Use Change Order Request form
        i. Open/download to desktop and then complete and email to Purchasing.

Changing Departments/Offices/Approvers

1) Immediately notify the Associate Director of Purchasing and Accounts Payable (Casey Avery) of the following changes:
    a. Location on campus changes
    b. Approver changes
    c. Name changes

RDD Username Info

1) First Name will be your first **and** last name
2) Last Name will be your location on campus

DO NOT change this as it affects your POs and items may not be delivered to the correct place from Central Receiving.

Paying an Invoice

1) DO NOT upload invoices to RDD (unless approved as an NOR – see NOR Policy)
    a. Purchasing without a PO in place bypasses the purchasing process and could result in having to use other funding sources to pay invoice.
2) Invoices should be emailed directly to accounts.payable@cortland.edu.
    a) AP will not see an invoice attached to a PO after the PO has already been approved.

RDD User Manuals

1) User Manual
2) Order Summary
3) Approver Manual
4) Receiving Guide

Helpful Links & Resources

1) Staff
2) Forms
    a. Accounts Payable
    b. Business Cards/Stationary Requests
    c. Capital Equipment
    d. Moving Expenses
    e. P-Card
    f. Purchasing
    g. Travel
    h. Trave & NET Cards
3) Allowable Purchases
4) Non-Allowable Purchases
5) MWBE/SDVOB
6) P-Card
7) Purchasing Guidelines
    a. Purchase of Commodities and Services
    b. Gift Certificates/Gift Cards
    c. NYS Contract Reporter Ads
        i. $50,000 or more and **not** off OGS State contract
    d. Reasonableness of Price
    e. Tax Exemption
8) Policies
    a. Currently include:
        i. Campus Speakers
        ii. Food
        iii. NOR
        iv. Signature
9) Preferred Sources
    a. Corcraft
    b. NYSPSP
    c. NYSID
10) RDD
11) Speaker Contracts
12) Training & Checklists – How-to guides
13) Travel
14) Vendor Information
    a. How to be added to future procurements – e-Sourcing site: Red Dragon Sourcing