

Supply Management Services (<http://www.dfa.cornell.edu/supply>)

Supply Management Services is responsible for implementing and administering university policies and procedures (available at http://www.dfa.cornell.edu/dfa/cms/treasurer/policyoffice/policies/volumes/finance/upload/vol3_25.pdf) for acquisition of goods and services for all university departments. Requisitions verifying the availability of funds, which are approved at the department/unit level by appropriate accounting staff, are the bases for issuance of official purchase orders.

The Automated Procurement and Payment System (APPS) is the university's online system for processing requisitions, purchase orders, and vendor invoices. One of the benefits of the system is that orders of less than \$2,500 that meet certain criteria can be issued directly from the department to the vendor.

Purchases greater than \$5,000 generally require competitive bidding. Supply Management Services is responsible for managing and issuing all documentation relevant to this process, including specifications and recommended sources provided by user departments. When considering a purchase greater than \$5,000, employees should contact their department administrator for further guidance on how to work within the guidelines—early involvement is key!