TechBuy Guidelines for Entering Requisitions for Flowers & Decorations

The following guidelines are intended to provide assistance for individuals entering requisitions for. The Purchasing/Contracting Department has made every effort to ensure that the guidelines are in compliance with university operating policies. However, in the event of conflict between these guidelines and operating policies, the operating policies shall prevail.

1. Enter a requisition using the Non-Catalog Form and the Purchase Category “Flowers and Decorations.”

2. Enter the appropriate packaging, quantity and unit price. (Please note: If you are ordering flowers or decorations for an event, you will need to attach a quote to the requisition to External Attachments.

3. In Product Description, provide a description of what is being purchased. Note, the description needs to include information about the business purpose of the purchase. If you have attached a quote, you do not have to list all the line items; you can just bring the total forward on the requisition and refer to the quote.

4. The most common account codes used for flowers and decorations:
   - 7N6022 De Minimis to Individuals—flowers to individuals (less than $200 per order, including all fees)
   - 7N4003 Departmental Event—flowers and decorations for an allowable departmental event including annual departmental events or other events to promote the department
   - 7N4005 Official Functions—flowers and decorations for events which involve non-university participants such as donors, state officials, alumni, etc.

NOTES:

- Flowers to individuals (7N6022) are allowed on pcards if the purchase is less than $200.
- If your requisition totals more than $10,000, you will need to solicit three bids, and two of the bid requests will need to be to HUB vendors. For this situation, you will use the Informal Bid Form, not the Non-Catalog Form. Please note, as with all purchases, this bid limit applies to similar purchases from the same vendor which total $10,000 during the fiscal year even if the orders are processed on separate purchase orders throughout the year.
- Standing POs can be processed for flowers for orders that are not considered “custom,” such as orders for an event, centerpieces, etc. Blanket POs for flowers are not allowed.
- Standing and blanket POs are not allowed for decorations.
- If the vendor requires a deposit for the order, please be sure to mark your requisition as “Advanced Pay.” First when you are reviewing the cart prior to submitting it, click on the Edit button on the far right side of the screen:

Then click on the box for Advanced Pay and also click on the Save button.
Be sure to put a note in **Internal Notes** explaining how much deposit is required and the date needed.

Vendor requires $100 deposit by Jan. 24. Please email Mary Hernandez when check is ready.