To: Department Administrators, Faculty, Principal Investigators and Staff  
Emory College, School of Medicine, School of Public Health, School of Nursing, Yerkes  

From: David Thurston - Associate VP for Financial Operations  

Date: Tuesday 29th May 2007  

Re: Procedure for Acquiring and Paying for Scientific and Lab Supplies  

In January of 2006 we embarked upon our effort to manage our University expenditures in a more strategic manner. One of the major components of our strategy was to implement an on-line ordering system which would allow us to track detailed information about the goods and services purchased by the University. This will allow us to negotiate better pricing from our vendors. In addition, the automated system allows purchase orders and invoices to be processed quickly and efficiently and strengthens our internal controls.

As of July 1, 2007 we will have completed the implementation of the Emory Express ordering system in the primary research areas of the University.  

We will be notifying our scientific and laboratory supply vendors that effective July 1, 2007; we will no longer process invoices for payment without a valid purchase order number. This replaces our prior policy which allowed for orders under $1,500 without a purchase order. Scientific and lab supply vendors will no longer be able to accept phone orders. All orders, except as exempted on the overview of acquisition and payment for goods and services must be placed via the Emory Express system.

At the completion of the Emory Express implementation additional commodity groups will be added to scientific, laboratory and offices supplies requiring a purchase order for payment. Certain expenditures do not lend themselves to the purchase order process. To assist the campus with the procurement and payment of goods and services we have developed an overview chart (attached) to use as a guide in determining the appropriate method to acquire goods and services. The Buying Overview can also be found at www.finance.emory.edu, click on Buying in the Marketplace tab.

Please disseminate this information to everyone in your organization that has a need to place orders for goods or services. Training for Emory Express is being conducted department by department and we expect the entire University to have fully adopted the new foundation for buying by the end of calendar 2007. Department administrators are being provided a three week notification before training. For questions regarding training, please email us at e-market@emory.edu.

Please contact the Procurement and Payment Services call center at 404-727-5400 with questions regarding theses policies and procedures and information on how to obtain needed goods and services. You may also contact me with questions at 404-727-6089 or email at david.thurston@emory.edu.

Thank you for your support of our efforts to ensure that the University obtains maximum value for its expenditures.

cc. Barbara Schroeder - Exec Assoc Dean, Fiscal Affairs/CFO (SOM)  
Sharen Olson - Asst Dean for Business & Finance (SOM)  
Dean Surbey - Assoc Dean, Admin & Finance (Public Health)  
Martha Walsh - Chief Financial Officer (Yerkes)  
Susan Eckert - Assoc Dean for Admin (Nursing)  
Chris Corrigan - Director of Finance/CFO (Emory College)