

Non-Delegated SRM Shopping Carts – Campus Areas

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I. Purpose

The SRM shopping cart informs the Purchasing Division of a department's need to procure goods or services for campus areas. These items may be restricted from the procurement card and/or PRD.

Please note: This is not the procedure for the procurement of goods or services for UK Healthcare and Facilities areas. Refer to [B-3-3-4](#).

II. Policy

1. The shopping cart must be created by the shopper from the requesting department. Specifications regarding pricing, quantity, product and/or service description, delivery address, date of delivery and accounting must be accurate and clearly stated in the shopping cart to insure the correct goods or services are provided.
2. Authorization to create a shopping cart in SRM is granted to an end user based on completing the following criteria:
 - a. Statement of Responsibility form
 - b. Training Plan Request form
 - c. SRM courses specific to the desired SRM role
 - d. Online forms and training courses are available via the IRIS website.
3. Approval and Processing
Depending on the shopping cart line item type, the cart may require approval by the requesting department and may be forwarded on to the Purchasing Division for review and processing. Purchasing is responsible for making sure the request aligns itself with the University's policies and procedures as stated in the Commonwealth of Kentucky Model Procurement Code. Determination of the appropriate action to be taken for the request (Invitation for Bids (IFB), Request for Proposal (RFP), Request for Quote (RFQ) and/or purchase order (PO) is made by the assigned Purchasing agent. The PO is the final document created by Purchasing. It serves as the formal order and is issued directly to the supplier for order fulfillment.
4. SRM Purchase Order Processes
The purchase order is a contractual document by which the supplier is notified of the acceptance of an Invitation for Bids (IFB), Request for Proposal (RFP) or formal quote. The requesting department is required to issue the Good Receipt and submit the original invoice to Accounting for proper posting and payment.
5. Change Order
The change order is an official amendment to the purchase order and is issued by the Purchasing Division.

A departmental request for a change in pricing, quantities and/or description must be submitted in written form to the Purchasing Division.