

QUOTES & PURCHASE ORDERS POLICY

LIVING SMALLER
SMARTER

BEFORE A PROJECT CAN GO TO PRINT OR A SERVICE CAN BE RENDERED, WE MUST HAVE A PURCHASE ORDER (PO) ON HAND. THESE PURCHASING PROCEDURES FACILITATE THE PROCESS

1 GETTING A QUOTE

During the design phase of your project, the creative services manager will use your project specifications to obtain a quote from one of our approved vendors.

Once a quote is approved by the client (that's you), an approval code will be provided to you. You will need this code when requesting a PO number from the Purchasing department.

2 REQUESTING A PURCHASE ORDER

The project initiator (that's you, again) creates a requisition in Colleague so a PO can be generated.

Depending on the approval levels needed, purchase orders are normally generated within 3-5 business days from the creation of a requisition. If more than five business days have passed, sign in to Colleague and determine which approvals are still needed.

Purchasing will create and send you the PO number, which you will then forward to the creative services manager via a ProWorkflow message. Marketing & Communications then delivers the PO number along with finalized artwork to the vendor.

3 RECEIVING PRODUCTS/SERVICES

Once you have received your product or services have been rendered, it is the client's responsibility to accept the merchandise or service in Colleague using the PORC feature.

The vendor then submits an invoice to either the Office of Business Accounts Payable or the creative services manager and the invoice is paid.

Unless otherwise requested, the creative services manager does not provide clients with a copy of the invoice. However, once invoices are received, the creative services manager does save a copy of the invoice in the ProWorkflow project.

4 WORKING WITH EXTERNAL VENDORS

Clients working with external vendors will still need to acquire an approval code from the Office of Marketing & Communications prior to ordering their products or services. Only products or services with Texas Wesleyan branding require an approval code.

To receive an approval code, a proof of the artwork must be emailed to the creative services manager. The Office of Marketing & Communications will then review the proof within 24 hours and the creative services manager will either provide an approval code or changes for the external vendor. If changes are provided, the external vendor will need to provide a new proof of the artwork. Once the new proof is approved by the Office of Marketing & Communications, the order can be placed.

If products or services that contain Texas Wesleyan branding are purchased without an approval code, the Office of Business Accounts Payable has the right to reject the purchase, making the client financially liable for the order.

For questions about the university's brand standards, visit txwes.edu/communications.

QUESTIONS? CONTACT US
OFFICE OF MARKETING & COMMUNICATIONS

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