

# Frequently Asked Questions

## Alabama Agricultural and Mechanical University

### **How do I obtain a vendor number for a vendor not on the vendor listing?**

Download the Vendor Request Form from the Purchasing Website, fill in the Information needed to add a new vendor, the name of the vendor, the address of the vendor, the telephone number of the vendor, and the Federal tax identification number or social security number (if the vendor is an individual). Requests for new vendors or changes in vendor name and address may be brought to the Purchasing Department or faxed to extension 5223.

### **What purchases must be bid?**

The State of Alabama Competitive Bid Law requires that purchases for like items exceeding \$7,500 to be purchased during a fiscal year must be bid.

### **What is an open purchase order?**

An open purchase order is used when the budget manager expects frequent small purchases to the same vendor.

### **Who has the authority to sign a contract for the University?**

The President, the Vice President for Business and Finance, and the Director of Purchasing.

### **Can I amend a purchase order?**

Quantities or prices for items on the original purchase order may be increased, but new items cannot be added to a purchase order after the purchase order has been issued. Shipping/freight charges are not considered new items.

### **How do I find a vendor number?**

In Banner Self Service, use Code Lookup at the bottom of the requisition form (change type to "Vendor"). In Administrative Banner, use form FTMVEND.

### **How do I determine what expenditure object code to use for a purchase?**

In Banner Self Service, use Code Lookup at the bottom of the requisition form (change type to "Account"). In Administrative Banner, use Form FTMACCT. Call the Purchasing Department if assistance is needed.

### **Can a purchase order be charged to more than one budget unit or object code?**

Yes.