

Special Approvals

The following procurement requests require special review from designated campus authorities other than the Purchasing Department.

Cell Phones and Telecommunication Equipment: The purchase of all new telecommunication equipment requires approval by the Telecommunications Office. This includes telephones, cell phones, answering devices, and fax machines.

College provided cellular telephones are to be used for college and State of Rhode Island business only and the use of such devices for personal telephone calls either placed or received is not allowed. Any such use in this manner will result in reimbursement of charges resulting from personal use and possible forfeiture of cell phone privileges.

Computer Equipment: Departments are required to work with Information Technology prior to ordering computer hardware or software to confirm compatibility to the existing computer system. Contact the IT Help Desk to obtain E-quotes for computer software and equipment. The College's Chief Information Officer must also approve these purchases. This includes all computers, laptops, printers, and new software.

Office Supplies/W.B. Mason: The state MPA requires that office supplies be purchased through W.B. Mason. Purchases are made using the vendor's on-line ordering system. Each CCRI department has an authorized user that can place orders.

Blanket purchase orders in Banner are used to establish budget amounts in the on-line ordering system. As orders are placed in the on-line system, the budget amounts are reduced so that departments can tell how much is still available for ordering supplies.

If you need to increase the amount of the blanket PO, you must enter a requisition in Banner for the amount of the increase. The item description should read "Advice of Change to Pxxxxxx." You must specify the Banner PO number to be increased. If you need to reduce the amount of the blanket PO, send an email to CCRI's Purchasing department identifying the PO number and amount of the decrease. Once the increase or decrease is processed by Purchasing, the changes will be transmitted to WB Mason to be reflected in the on-line ordering system.

All packing slips should be sent to Accounts Payable as soon as the contents of your delivery have been verified. The slips should be signed and dated.

Returns/Pickups are to be scheduled using the on-line WB Mason ordering system. This will ensure that a return slip is generated for the driver. Once a return is picked-up by WB Mason, the return slip needs to be signed and dated acknowledging the return and sent to Accounts Payable so that credits can be properly applied to your blanket PO. Returns should not be brought to CCRI's Receiving department.

To schedule a return/pick-up:

1. Sign in to the WB Mason system using your username and password.

2. Click on the “Contact Us” tab. This will bring up a screen that will allow you to send an e-mail directly to the customer service representative assigned to the State of Rhode Island account.
3. Click on the dropdown menu in the Subject line. Choose “Return/Pick-up” from the list of options.
4. In the “Message” box, type the order number, the item number and the quantity being returned. The pick-up location only needs to be included if it is different than the delivery location.

Once a return is picked-up by WB Mason, the return slip needs to be signed and dated acknowledging the return and sent to Accounts Payable so that credits can be properly applied to your blanket PO.