

➤ ConnectionPoint resource: purchasing and payments

➤ Purchasing and payments

Faculty and staff can use ConnectionPoint for assistance purchasing a good or service and/or paying a company for that good or service. This includes finding a supplier, assisting with contracts, requesting price quotes, purchase order requisitions and making the payment.

➤ How to request assistance

The easiest and most efficient way to request support is through the **“acquire a good or service” electronic form** in the ConnectionPoint PAWS channel (under “admin services” and select “new request”). Be prepared to provide as much of the following information as possible:

- Title for your request - make it meaningful to you to help you track your request, especially if you have multiple requests
- Product or service you want to purchase
- Date you need the product/service
- Where the item should be shipped
- Estimated budget, the fund (CFOAPAL) to charge and who needs to approve the purchase if you are not an authorized individual
- Whether you would like to be involved in selecting the supplier
- Opportunity to attach quotes or indicate a single source supplier

Once an invoice is received, you can request ConnectionPoint support to pay the company’s invoice by completing the **“pay for an invoice or goods or services” electronic form**. You will be asked to provide the following information:

- Invoice (electronic copy)
- The fund (CFOAPAL) to charge and who needs to approve the purchase if you are not an authorized individual
- Purchase order (PO) if relevant

➤ How to contact ConnectionPoint

 PAWS.USASK.CA (UNDER “ADMIN SERVICES”)

 ARTS BUILDING, ROOM 258

 CONNECTIONPOINT@USASK.CA

 306-966-2000 | 1-844-697-4865

➤ Tips to ensure efficient service

- Sending an email creates a new request. To ensure all information stays with your unique request, **please reply to the original email string** or submit additional information and ask questions in the PAWS channel within your request.
- Ensure you let us know when you need the purchase. When possible, please give **three weeks’ notice**.
- **Use the comments section** in the electronic form to provide information specific to your college, school or unit that has not been captured that will help us help you.
- **We can get quotes for you** and you can be involved in the choice of supplier. If you prefer to provide quotes, please attach them when you submit the electronic form.
- If you do not know the **purchase order or CFOAPAL**, let us know who to contact to get that information.
- **The more information you provide, the quicker we can complete your request!**

For more information, visit

connectionpoint.usask.ca