GETTING STARTED
Visit usd.msu.edu to find Purchasing guidelines, policies and procedures, contact information for buyers, and the commodities they purchase.

You will also find the “Supplier Information Form.” Before doing business with MSU, you must fill out the form and return it to the buyer in the Purchasing Department whose commodity listing best fits your business.

Contact the buyer and make an appointment to discuss your products, services, and possible campus contacts.

CODE OF ETHICS
The Michigan State University Purchasing Department staff are expected to behave and conduct business in an ethical manner, as indicated in the National Association of Education Procurement Code of Ethics.

More info: usd.msu.edu/purchasing/policies-procedures/

IN-STATE SPENDING
As the first university to join Pure Michigan Business Connect—an initiative that partners companies with business resources—MSU has committed to make at least half of its annual purchases in the state of Michigan.

WELCOME
Michigan State University Spartans work to advance the common good in uncommon ways. The nation’s pioneer land-grant university, MSU is one of the top research universities in the world—and one of the biggest, greenest campuses in the nation.

In the spirit of our land-grant tradition, the Michigan State University (MSU) Purchasing Department welcomes all eligible suppliers who are interested in doing business with MSU.

RESOURCES
Campus Maps
Interactive maps, printable PDFs, and driving directions are available at: maps.msu.edu

Parking on Campus
Two-hour, four-hour, and 24-hour visitor permits are available at the Visitor Center or Parking Office. Visit the Department of Police and Public Safety website: police.msu.edu/management-services-bureau/parking-office/visitor-parking/

Supplier Requirements
For detailed information, including:
• Supplier Eligibility
• Purchase Orders
• Request for Quotes/Bids
• Payment Terms
• Routing and Packaging Requirements
Go to: usd.msu.edu/for-suppliers/requirements

MSU Search
Click “Find People” on MSU’s website (msu.edu) to search by person or department.

Contact Purchasing
MSU Purchasing Department
166 Service Rd.
East Lansing, MI 48824
517-355-0357
Monday–Friday
8:00 a.m. - 5:00 p.m.

Purchasing Staff and Commodities List:
usd.msu.edu/purchasing/staff-commodities-list
SUPPLIER DIVERSITY PROGRAM

Purchasing is dedicated to ensuring we have integrated a diverse supplier base into our strategic sourcing and procurement processes. Consistent with university policy and law, we are committed to expanding business opportunities for minority business enterprises (MBE), woman-owned business enterprises (WBE), small businesses, or otherwise disadvantaged businesses.

PURCHASE ORDERS

Work on an order should not begin and supplies should not be ordered until you receive an official purchase order (PO) from a buyer. If a valid PO number does not exist, an invoice cannot be paid, and MSU does not have a legal obligation to pay it.

Suppliers who do not comply with the requirements may find limited future business with MSU, and may experience late payment or non-payment.

BIDS

For orders greater than $10,000, Purchasing obtains competitive bids from suppliers. For orders $10,000 or less, the decision whether to send out request for quotations is at the discretion of the buyer.

When an order is more than $50,000, a sealed bid is issued by the Purchasing Department to be returned by suppliers before a specific date and time. Bids are publicly opened at the specified time and bidding suppliers and any interested parties are allowed to attend.

Bids are analyzed using several criteria, including price, and the job is awarded to the supplier who best meets MSU’s needs.

ACCEPTING THE PCARD

An exception to the PO requirement is the use of a procurement card (Pcard) issued to select staff and faculty members and administered by the Purchasing Department. A purchase may not exceed $2,500 and certain items may not be charged. A purchase may not be split into multiple charges to circumvent the $2,500 limit.

More info: usd.msu.edu/purchasing/pcard

CONFLICTS OF INTEREST

As a supplier to MSU, a state university and public institution, any and all potential conflicts of interest are to be disclosed for appropriate handling and disposition within the university. Examples include, without limitation, an MSU employee having an ownership interest in your business, your business being owned by a relative of an MSU employee, and your business sponsoring speaking engagements or other activities with which MSU faculty or staff are involved. A signed COI form is now required from most suppliers before Purchasing can add them as a new PO vendor.

The form is found at: usd.msu.edu/common/documents/coi-suppliers.pdf

Questions regarding procurement-related potential conflict of interest situations may be directed to the Assistant Director of Procurement at (517) 355-0357.

CRIMINAL BACKGROUND CHECK POLICY

The MSU Contractor Criminal Background Check policy requires that contractors retain certification of specific background checks performed on their employees when certain circumstances apply.

More info: usd.msu.edu/common/documents/criminal-background-check.pdf

SUBMITTING INVOICES

Once you have filled the order or completed the work, send invoices to Accounts Payable as indicated on the PO.

Invoices may be e-mailed to MSUPAY@msu.edu by following specific instructions, available at: usd.msu.edu/accounts-payable/e-mailing-invoices

Direct questions to Accounts Payable (517) 353-2011. Please have the invoice and PO numbers available.