



Expenditures / Procurement

Procurement Services

Browning Administration 109
Mail Stop 188

Contact Information:

Purchasing Main	863-8301
Procard Auditors.....	863-7223
Limited Purchase Checks	863-8301
Bottled Water.....	863-8301
Software/Gifts/Awards.....	863-8969
Computers	863-7334
Clothing/Memberships	863-7051
Furniture	863-8429
Facilities/Building Improvements.....	863-6437
Printing	863-8429
Fax Machine.....	226-3247

Purchasing Website

www.uvsc.edu/busoffice/purchasing

Procard Information

<http://www.uvsc.edu/busoffice/purchasing/cardguid.html>

Forms

www.uvsc.edu/busoffice/purchasing/forms.html

State of Utah Purchasing

<http://purchasing.utah.gov>

State of Utah Contracts

<http://www.generalservices.utah.gov/statewidecontracts/>

Appropriate Expenditures

THIS IS ONLY AN ABBREVIATED REFERENCE

For more detail regarding appropriate expenditures listed *and* not listed, please refer to UVSC Expenditure Policy:

<http://www.uvsc.edu/policies/officalpolicy/index.cfm>
Section 204 Appropriateness of Expenditures

Appropriate Expenditures that require a Vice President approval

- All requisitions \$25,000.00 and above
- Departmental uniforms
- Clothing/Apparel
- Gifts, prizes, and awards presented to non-employees (VP or designee)
- UVSC Sponsorship
- Flowers for the following:
 - Bereavement flowers for death of employee or immediate family member
 - Bereavement flowers for death of a student
 - Hospitalization of employee
- Reasonable holiday decorations
- Membership – Related to Institutional business

Inappropriate Expenditures

- Personal expenses of any kind
- Charitable donations
- Gifts to employees other than approved recognition programs
- Alcoholic beverages
- Going-away receptions (reasons other than retirement)
- Child Care expenses
- Gasoline/fuel for private vehicles
- Intra-Campus holiday cards
- Flowers for weddings, baby showers, Secretary's Day, Valentines,
- Loans (internal)
- Political contributions
- Towing and traffic/parking tickets received in College vehicle

Special Instructions

- Properly approved Gifts, Prizes, and Awards that are taxable for Employees must be reported using a Payroll Action Form (PAF)
 - Any Gift, Prize, or Award to a non-employee requires completion of a W-9 by the recipient (\$600.00 or more per year)
-

Appropriate Food Expenditures

THIS IS ONLY AN ABBREVIATED REFERENCE

For more detail regarding appropriate expenditures listed *and* not listed, please refer to UVSC Expenditure Policy:

<http://www.uvsc.edu/policies/officalpolicy/index.cfm>

Expenditure Policy B-1.4 L

Appropriate Food Expenditures that require a Vice President approval

- One faculty or staff social per year per organizational unit
- Institution-wide employee functions/events (President and/or VP)

Appropriate Food Expenditures that require Second Level approval

- Institutional meeting/event limited to Institutional employees

Appropriate Food Expenditures requiring Associate VP, Dean or Assistant VP approval

- Institution Recognition/Awards/Academic Programs
- Reasonable food/candy for welcoming/recruiting purposes

Appropriate Food Expenditures requiring Responsible Party approval

- Light refreshments for staff meetings
- Retirement and going-away receptions for employees leaving the college

Inappropriate Food Expenditures

- Refreshments for meetings/receptions or waiting areas without an Institutional business purpose
- Break area food/refreshments
- Baby showers, wedding showers, and birthday parties

NOTE: If you hold an event on-campus anywhere other than at the McKay Events Center, use Dining Services

Procurement Guidelines

For more detail, please refer to UVSC Purchasing Policies and Procedures:

<http://www.uvsc.edu/busoffice/purchasing/>

Requisitions (Request for Purchase Order)

Requisitions are used to request orders from vendors. A requisition must be submitted to Purchasing for all purchases except those being made with a Limited Purchase Check or a ProCard. In order to comply with Utah State and UVSC policy, the requisition must be approved and the purchase order completed **prior** to ordering any materials or services.

It is very important that your requisition include all the information necessary to place the order. Not doing so could slow down the process considerably. Please make sure to include all vendor information as well as detailed specifications of the item and the quantity.

Bid Limit

If the total purchase, including freight charges, will exceed \$2999, a **Request for Bid** must be submitted to multiple vendors for competitive bidding. This policy applies to any purchase and isn't subject to different sources of funding. It is against Utah State policy to avoid this by submitting more than one requisition.

It is especially important to include all pertinent information on these requisitions. Also, if possible, include the names of qualified vendors that you would like to be included in the bid process. Purchasing is responsible for submitting, processing, and awarding bids. If a purchase will exceed \$30,000, an invitation to bid must be advertised in a State-wide periodical. The bid must also be open for two weeks. Please be aware of this timetable.

NOTE: If you use a vendor as a consultant to write up the specifications for your bid, that vendor cannot be included in the bid process.

NOTE: If you are using a current **State Contract**, you are not required to submit a bid for the purchase. Please refer to the following link for a list of State Contracts:

<http://www.purchasing.state.ut.us/>

Sole Source Purchases

Sole source procurement may be used if a material is only available from a single supplier. A request for sole source procurement must be submitted in writing. Purchasing will search the market in an attempt to confirm the validity of the sole source request. The Director of Purchasing will determine whether the materials or services may be purchased using a sole source vendor. Please be aware that this may delay the purchasing process.

NOTE: Materials or services that can only be obtained from one vendor or manufacturer may not qualify for a sole source! Materials and services of like specifications, quality, and value must be considered.

Receipt and Payment of Materials and Services

Materials and services must be marked received in the Banner system to authorize payment of the corresponding invoice.

NOTE: Please encourage vendors to deliver all materials to the warehouse. This ensures that you will receive your materials and the vendor will be paid.

When materials and services are received through the Warehouse, Warehouse/Receiving Personnel enter the receiving information into the Banner system. If you receive materials or services directly, please contact the Warehouse/Receiving Department and confirm receipt of materials or services.

All invoices should be forwarded to Accounts Payable (MS 109). Please make sure the purchase order number is listed on the invoice. Failure to forward invoices to Accounts Payable may result in delay or non-payment to the vendor.

Services

Any services received from a company must be procured using a requisition. Any services from an individual must be procured using a Contractual Service Agreement. These forms should be sent to Accounts Payable with the appropriate signatures. If the services received are provided by a current UVSC employee, payment for services rendered must be handled through the Human Resources Department.

NOTE: Contractual Service Agreements should not be used for services that would normally be provided by a UVSC employee. For example, a Contractual Service Agreement should not be used for a department secretarial position.

Purchasing Violations

All purchases, except those made with a ProCard or Limited Purchase Check, require a purchase order and approval through Purchasing. Failure to obtain a purchase order prior to ordering materials or services is a Utah State and UVSC purchasing violation. In order to pay for unauthorized purchases, a memo stating the reason for the violation and requesting direct payment of the purchase must be submitted to Purchasing. The memo must be signed by the appropriate Vice President. Please read the policies regarding violations for additional information.

Limited Purchase Checks

Department sends a Limited Purchase Check request form to Purchasing

- A maximum of five checks can be requested at one time per index.
- Request must be signed by responsible party.
- Index must be included (one index per request).
- Checks will be available on Mondays and Thursdays.

Checks must be picked up by responsible party

Responsible party signs and dates the request; however, the responsible party may sign a memo stating that someone else may pick up their checks by doing one of the following:

- Send a memo every time someone other than the authorized person picks up checks. The memo needs to include the person's name who is signing for the checks, the date they are being picked up, and the index of the checks.
- Send a memo once a year. The memo needs to include the persons name who is authorized to pickup checks, the index of the checks, and the school year, i.e., 2006-07

Checks are used by responsible party

- Checks remain the **responsibility of responsible party**, regardless of who spends them.
- Person using checks **countersigns** and includes **driver's license number**.
- A **receipt** or **invoice** must be obtained and included.
- A **complete description** of items purchased must be included on checks copies where indicated.

Restrictions

- Checks cannot be written out to individuals. This includes UVSC employees, students, or their relatives.
- Checks cannot be written for over the authorized maximum amount. Purchasing many items at the same time with more than one check, even if you have two invoices, is not acceptable. This is the same as using two checks for one purchase. When an invoice or receipt is more than the maximum authorized amount, the check can only be written for the maximum authorized amount. Amounts spent over the maximum authorized amount will not be reimbursed by the College.
- Checks can only be used once per day per vendor.
- The Limited Purchase Check system is designed for small purchases and any requirements over the maximum authorized amount need to be handled by the Purchasing Department.
- Checks are not to be written for cash.
- The College is **EXEMPT FROM SALES TAX**. Do not allow the vendor to charge tax. The tax exemption number is printed on the face of the check underneath the second signature line.
- Checks written for food must have proper approvals and documentation.
- Under certain circumstances and stipulations, exceptions may be made, in writing, by the Purchasing Office.

Check copies must be returned to Purchasing

- After each check is used, the Purchasing copies of the check along with the **receipt** are returned to Purchasing **within five working days of purchase**. The pink copy is retained for the department's record.
- If a check is voided for any reason, the entire check (check and **all** copies) must be returned to Purchasing. **DO NOT KEEP CHECK!!!** Your department may be charged for any stop payment fees.

Failure to comply with policy will result in loss of LPC privileges

The following are actions that will be taken if violations occur:

- 1st violation to be noted by Vice-President
- 2nd violation will result in a 3 month probation
- 3rd violation will result in a 12 month probation
- 4th violation will result in no further consideration

Violations are defined as follows:

- Checks written to individuals, UVSC employees, students or their relatives.
- Checks written for cash, or for an amount exceeding purchase.
- Failure to return limited purchase check
- More than one check paying for an invoice.
- Checks written for anything on the list of items you **cannot** buy.
- Checks written for anything on the list of items you **should not** buy that are not accompanied by prior approval.
- Checks written for food without proper approval or documentation.

If after 12 months no further violations occur, then the previous violations will be purged.

Restricted Items

Limited Purchase Checks **CANNOT** be used to purchase items that are not in agreement with the expenditure policy including, but not limited to, the following items:

- Alcoholic Beverages
- Cash advances
- Construction or remodeling
- Employee Benefits: entertainment, tuition, gifts, or flowers
- Fabricated equipment
- Fines, late fees, penalties, (including parking tickets)
- Lodging, Hotels, Motels, Housing, including deposits or holds on such
- Personal Purchases
- Special Services: Independent Contractors, performers, or speakers
- Student events, travel, tuition, scholarships, or stipends
- Travel, including Airline tickets
- Vehicle Rental

- Office furniture of any kind
- Computers of any kind
- Memberships
- Food that requires VP approval

Limited Purchase Checks **SHOULD NOT** be used to purchase the following items:

- Gifts, Gift Certificates or Gift Cards
- Holiday Decorations
- Clothing; including monogrammed articles

However, checks can be used for the items in the “should not” category (in accordance with college policy) with **PRIOR** VP or VP designee approval. Checks without prior approval will result in a violation.

ProCards

The ProCard program is designed to dramatically improve efficiency in purchasing low dollar goods and services for College use from suppliers that accept the *Visa* credit card, including some college services. Some examples of target purchases intended for this program include:

- Office Supplies
- Some Computer Software and Accessories
- Maintenance and Repair Materials
- Books
- Subscriptions
- Reprints of Journal Articles (to companies in the U.S.)
- Day Planners

This card cannot be used for personal purchases under any circumstance.

U.S. Bank Customer Service

To report a lost/stolen card, call (800) 344-5696 (and 863-8301). The cardholder must call U.S. Bank immediately upon discovery that the card has been lost or stolen. Help is available 24 hours a day. Also, call the Purchasing Card Coordinator as early as possible on the first available business day during normal business hours at 863-7416. For general assistance and information the cardholder may call U.S. Bank Customer Service at (800) 344-5696.

To dispute a transaction that has appeared on a cardholder’s statement please fax the “Statement of Questioned Item” form to U.S. Bank within 30 days of the statement. Also, please fax a copy to the Purchasing Card Coordinator.

Sales tax exemption

It is the responsibility of the cardholder to ensure that sales tax is not charged when making a purchase with the purchasing card. If the cardholder is charged tax in error they must request a credit from the supplier as soon as possible after discovering the error.

- The second embossed line on the Purchasing Card reads “UVSC Tax Exempt”. The College is usually exempt from **ALL** sales taxes, even when purchasing items from out-of-state suppliers because the application of sales tax is determined by the location of the buyer, not the seller. If the cardholder has an unusual circumstance, such as merchandise shipped directly to someone outside of Utah, they should call the Purchasing Card Coordinator for assistance.
- The College’s sales tax exempt number is **41506**. If a supplier requests proof of the College’s tax-exempt status please give them a copy of the tax exemption form, which can be downloaded from the purchasing website. The supplier may also photocopy a cardholder’s purchasing card. The cardholder should contact the Purchasing Card Coordinator at 863-7416 for additional assistance.

Limitations on ProCards

The purchasing card cannot be used to purchase the following items:

- Alcoholic Beverages
- Cash Advances
- Cell phones, Cell Phone Accessories, and Cell Phone Plans
- Clothing (including monogrammed articles)
- Computers of any kind and unregistered software
- Construction or remodeling
- Employee benefits: entertainment, tuition, gifts, or flowers
- Fabricated Equipment
- Fines, late fees, penalties (including parking tickets)
- Food & Meals: including candy, office meals, office parties, doughnuts, bagels, pizza, etc.
- Gasoline
- Gifts, Gift Certificates, or Cards
- Holiday Decorations
- Lodging, Hotels, Motels, or Housing, including deposits or holds on such.
- Memberships
- Office Party Items
- Office Furniture
- Personal Purchases (purchases must be for the use and benefit of the College)
- Special Services: Independent Contractors, Performers, or Speakers.
- Student events, travel, tuition, scholarships, or stipends.
- Travel, including Airline tickets
- Vehicle Rental

Documentation

A minimum of one form of documentation is necessary. Each and every transaction **MUST** have documentation. Keep the documentation with the monthly hard-copy statement in your office. Documentation consists of the **original itemized receipt** in most cases, but if that is impossible, a telephone order form, a fax order form with confirmation if possible, a screen print of an Internet order, a packing list or invoice will also be accepted. Other appropriate documentation such as: conference registration form or a magazine/newspaper subscription form. Documentation must include, at a minimum: a date, vendor name, brief description and purpose, and the dollar amount.

Dollar Limits

Each card has a per-purchase and per-month dollar limit. Be aware of your limits and do not split the transaction into smaller amounts to avoid the per-purchase limit.

The limits on the card may be changed by submitting the appropriate forms or contacting the Director of Purchasing or Purchasing Card Coordinator. These forms should also be submitted when other cardholder information changes such as: name, reporting line, statement mailing address, or campus address.

Monthly Statement

When the monthly statement arrives, you must: Sign it as the cardholder including the date, have it signed by your supervisor, have documentation for all of the transactions that appear on the statement, keep the statement and supporting documentation at your office for auditor review. A signature indicates your acceptance and approval of each transaction and that it was purchased for a legitimate College use that follows purchasing card guidelines.

How to Use the ProCard

The cardholder is the only person authorized to make purchases using their card. Giving the card or card number to another person to make a purchase, or using someone else's card, may result in disciplinary action (including, but not limited to, revocation of the card and/or termination of employment). If someone else in the office uses a card, the cardholder is responsible for the transactions made and the accompanying documentation.

Purchases in Person

- The cardholder must follow proper internal procedures specific to their department to obtain authorization to make the purchase.
 - Determine whether the purchasing card is the most appropriate tool to use for this purchase (check the list to make sure it's not a restricted item, and determine whether a State contract is available).
 - Be certain that the total amount (including all shipping, handling, postage, freight, etc.) will not exceed the card's single purchase limit.
 - Determine that the price quoted is the best that can be obtained.
 - *Ensure that no sales tax is charged.*
 - *Obtain a receipt* at the time of purchase. This receipt must be kept in the cardholder's files for five years.
 - To ship items: The cardholder should remember to give the supplier their name, department name, phone number, and complete delivery instructions as follows if they are not picking up the goods:
 - Recommended method: Have goods shipped directly to the cardholder's campus address via UPS, Federal Express, or other method as suitable for the purchase.
 - If direct shipment is not possible, the cardholder should use the following address to have the goods delivered to the Receiving Department:
UVSC Receiving Department
Attn: Cardholder Name
500 West 1200 South
Orem, UT 84058
- *If this is not done correctly the goods may be returned to the supplier as undeliverable.

- Record the purchase on the log (optional) and place the receipt in a secure place. Receipts must be kept for five years. Audits will be done annually or as needed on the receipt file.
- When receiving the goods, whether via direct delivery or through Receiving, the cardholder should always retain all boxes, containers, special packaging, packing slips, etc., until they are certain they will keep the goods. It is the cardholder's responsibility to inspect the goods upon arrival.

Purchases by phone, fax, or mail

The cardholder should follow applicable instructions for making purchases in person, including shipping/delivery. In addition:

- Phone: The cardholder uses the form provided in the Forms section on the purchasing website to make purchases by telephone.
- Fax: The cardholder retains a copy of the order form and fax confirmation (if available) for their records.
 - The cardholder is urged not to mail the original to the company to prevent a duplicate order.
 - If the company requires that the original be sent, the cardholder should be sure to clearly mark "confirmation on order placed by fax".
- Mail: The cardholder retains a copy of the order form and the address it was mailed to, and requests that a receipt be sent to the cardholder for their records.
 - Other forms to complete – When using the purchasing card there is no need to submit any other form, except when purchasing software. In cases where the cardholder is responsible for the error they may be required to personally pay for excess charges caused by the duplicate order (including payment of the full order if it cannot be returned, or payment of a restocking fee).

ProCard Audits

Cardholders are to have yearly purchasing card audits on all of their purchases. Audits will cover one full year of transactions. The audits are done on a department basis. The responsibility of the Purchasing Card Auditor is to verify that all of the purchases made on the purchasing card are business related and that no purchases violate College policies. After the audit is complete, the Auditor will compile a report for the department and copies will be sent to the Dean, Department Chair, or Director of the department as well as any other individual that the Dean, Department Chair, or Director requests.

- Audit reports – Reports are sent to each department at the conclusion of the preliminary audit and the individual cardholders are then responsible for making any corrections to their audits.
- Point system – The point system for audits is based upon each violation. The total points for each violation are as follows:

<u>Violations</u>	<u>Point Value</u>
Personal Purchase	150
Splitting of Transaction	60
Purchase of Restricted Item	40
Lack of Signature on Monthly Statement	40
Receipt/Paperwork Missing (first violation)	30
Receipt/Paperwork Missing (second violation)	40
Receipt/Paperwork Missing (all future violations)	50

Fabricated Equipment or Furniture Purchase	30
Unregistered Software	30
Taxes charged on Purchase (limited to 30 points)	10

The point system is based on a 150 point limit which is accumulated yearly. If the cardholder goes over the 150 point limit they are required to attend a training meeting in order to get their accumulated points back under the 150 point limit. If a cardholder attends the ProCard training meeting their points will be reduced by half. If the cardholder gets a zero on their yearly audit, it will reduce the total points in half.

Many purchases under \$1000 can be made with a UVSC ProCard as long as they meet the ProCard policies. These policies are made available through ProCard training and are also available on the Purchasing website.

Campus Standards

Because of warranties, aesthetics, compatibility, service, and other issues, the following campus standards have been established:

Computers

Computers (excluding Macs) must be purchased from the Computer Shop (863-7094). Fill out a computer order form located on the Computer Shop website:

<http://www.uvsc.edu/computershop>

Laptops

TOSHIBA, DELL, and IBM are approved laptops. Laptops must include a 3-year warranty. Contact Angie Duke (863-7334) or JoAnne Innes (863-8945) with questions.

Networking/Computer Parts

Contact IT Help Desk (863-8888).

Projectors

Contact Media Services (863-6700).

Furniture/Blinds

Furniture may only be purchased with a Purchase Order. This includes roll-around file cabinets and book cases. Visit the purchasing website or call Jeana Miner (863-8429) for details.

<http://www.uvsc.edu/busoffice/purchasing>

Construction/Room Changes

Any construction/room changes must go through the Space Committee and be coordinated with the Planning Office. This includes anything being attached to a wall.

Printing

All printing jobs over \$500.00 must be handled through Printing Services (863-8415).

UVSC Travel Guidelines

Before Travel

1. A **Travel Authorization Form** must be completed and approved by an appropriate supervisor for **all overnight and out-of-state travel**. It must be sent to the Business Office **before** any travel arrangements are made or any reimbursements given.
2. **Conference registration** forms should be completed and accompanied by a requisition requesting payment. The registration form and check will be mailed by the Business Office unless other arrangements are made. Please allow sufficient processing time to meet deadlines and “early-bird” discounts.
3. **Travel advances** are available for up to 75% of the estimated out-of-pocket expenses with a **minimum advance of \$150**. Please check the box on the travel authorization form to request an advance. Please allow sufficient time for processing. Advances are picked up in the Business Office by the traveler. The only items prepaid are airline tickets and conference registration fees. **All other expenses will be paid by the traveler and reimbursed later.**
4. **Airline Tickets** must be ordered through the Travel Office. Please give the Travel Office, ext. 8965, all pertinent information – times, dates, and discounts offered by the conference. UVSC uses the State Travel Office to obtain state negotiated rates that can be purchased at any time and are fully refundable. Prices are subject to change until purchased, based on advance purchase and availability.
5. **Out-of-state travel via private automobile** is reimbursed at the mileage rate multiplied by the miles driven or the combination of the lowest available airfare, airport transportation and reasonable parking fees, **whichever is less**. No additional expenses are reimbursed for travel en route.
6. **Rental cars**, if considered necessary, are to be reserved through the Travel Office. UVSC uses the State Travel Office to obtain car rentals. Contracted rates include full insurance coverage and unlimited mileage. There is no charge for underage drivers and an additional driver can be added at no extra charge. Rental cars are available for both in-state and out-of-state travel
7. **Lodging** arrangements are made by the traveler. No hotel deposits are paid by the college. Travelers should use a travel advance or a personal credit card to guarantee the room reservation. Travelers staying with friends or relatives are reimbursed \$35 per night provided their name, address, and phone number of the person with whom the traveler stayed is included on the travel reimbursement form. An itemized lodging receipt is **required** for reimbursement—a credit card receipt is not sufficient documentation.

During the Trip

1. **Mileage** is computed from the Internet, mileage chart, or odometer readings. Mileage is from UVSC not home. If travel is to several points in one area, keep track of miles driven and list as **AREA** travel. Mileage is reimbursed at the allowable rate.
2. **Meal allowances** are given as follows: breakfast \$8, lunch \$8, and dinner \$16 for a total of \$32. In order to receive a full day's allowance, the traveler must leave before 7am and return after 7pm. **An overnight stay is required to receive any meal allowance.** Meals included in or provided by conference registration fees will not be reimbursed.

After Travel

1. A completed **travel reimbursement form** should be sent to the Business Office within 30 days of return. List all expenses eligible for reimbursement with all **Original Itemized** receipts attached and any advance subtracted out. Both the traveler and the appropriate supervisor must sign. Supervisor should review reimbursement form before signing. Any money owing **must be paid** to the cashiers office, then attach receipt to the reimbursement form.
2. **Receipts** for hotel, taxi, limousine, rental car, registration fee, etc. are **required** to receive a reimbursement. If there is any question obtain and **keep any receipt**.

Other Information

1. The full text of the **College's Travel Policy** and the **Current Mileage Chart** can be found by going to www.uvsc.edu/busoffice/travel.html and clicking on the appropriate link.
 2. If a traveler has **any questions** or concerns, please ask **BEFORE** the trip. This will avoid reimbursements problems after travel has been completed. Any questions should be directed to the Travel Office, ext. 8965 or you can e-mail travel@uvsc.edu.
-

