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Purchasing Department

Phone number 749-2212

Purchasing Policies

All purchases of \$250 or more (total order, including shipping or a single item) must go through the Purchasing Department DPS electronic requisition system before placing the order. If items are ordered without a purchase order, the individual who placed the order could be responsible for paying for that item.

Exceptions: The items listed below do not require a purchase order:

Airline Tickets	Lodging	Registration fees
Auto repairs	Membership dues	Subscriptions
Gas	Entertainment	Telephone bills
Maintenance Repairs	Utilities	Emergency Repairs

There are vendors where a purchase order will be required for any amount (i.e. Silkscreen). Vendors will let you know if a purchase order is required before you can place your order. Call the purchasing department if you have any questions.

Purchases over \$1500 (total order, including shipping or a single item) must have the Departmental Vice President or the President's signature of approval.

The Purchasing Department has the responsibility for providing quotes and buying goods, materials and services required by the University. However, certain items require the expertise of other offices. Please contact the appropriate department for information on the following items:

<u>Item</u>	<u>Department</u>	<u>Phone</u>
Technology	Computer Center	2362 or 2FIX

All technology which includes printers, faxes, hardware & software must be approved by the computer center before any purchases can be made.

Copiers – Toner & Repair	Mail & Printing Services	2360
Maintenance issues	Physical Plant	2230

DPS – Distributed Purchasing System

DPS performs three functions

- Purchase Requisitions
- Travel Advances
- Budget Changes

A DPS purchase requisition is the document used for initiating a purchase over \$250.00. Be sure there are funds available in the budget to cover the purchase requisition.

Please refer to the purchasing website:

(<http://www.bvu.edu/departments/businessservices/purchasing/dps/>)
for additional information.

Internet Purchases

For all Internet purchases please contact the Purchasing Department.

Purchase Orders

The purchase order is a contract, which legally obligates the University when accepted by the vendor. A purchase requisition must be completed on DPS in order to receive a purchase order. The purchase will be placed with the suggested vendor unless a substantial cost savings can occur through utilizing another vendor.

A copy of the completed purchase order (pink) will be sent to the department supervisor or the originator of the purchase requisition. Keep the pink copy for your files and once your merchandise has been received, forward the signed invoice to the Business Office.

Please notify the Purchasing Department if you wish to cancel a purchase order or return any ordered items.

Vendors

Local, area and state vendors should be used where possible. Remember that postage, handling and freight charges add to the expense of the items purchased. The Purchasing Department does not encourage using new vendors or Internet vendors for a one-time basis unless there is a substantial cost savings. Contact the Purchasing Department for assistance. A satisfactory source of supply will not be changed unless there is a definite advantage to making the change. Please use vendors already on our vendor list.

Damaged Goods

When your order is received from the mailroom or an outside delivery, compare the invoice or packing slip to the purchase order for accuracy and check for damages before signing for the delivery. If damages are discovered to the carton or goods upon delivery, either refuse the delivery, if it's an outside vendor, or make note on the bill of lading (shipment document that must be signed for the driver) that goods were damaged. If you accept the shipment and then notice damages please save the carton and all paperwork. Then report the damage to the Purchasing Department.

Contracts

All contracts for goods and services must have the Vice President for Business Services or the President's approval. The following are examples of types of contracts:

Insurance	Independent Contractor	Talent Fees	Rent
Consultants	Service Agreements	Vending	Entertainment

All contracts may be looked at by the University's attorney. If you have questions or need assistance with contracts, please see the Business Office.

Email can be considered a contract. Correspondence by email may legally obligate the University and Dept or agency for a purchase that wasn't intended.

Principles

Current University gift policy states that all faculty/staff are required to maintain freedom of action to deal impartially with suppliers and must refuse gifts or other favors which might give rise to doubt concerning their impartiality. Gifts are interpreted to be any article for personal use, regardless of value, including tickets to entertainment, except incidental items having a value of less than \$10.00.

The University has a Conflict of Interest Policy which states the following:

- * a University employee must not have a direct financial interest nor be a consultant in a firm considered for purchases by the University.
- * a University employee must not have an immediate family financial interest nor other personal interest in a firm being considered for purchases by the University.

Purchases may not be made for personal use using University funds.

Budget Responsibilities

It is the responsibility of the general ledger owner to make sure the available budget has sufficient funds to make the payment. Invoices must be coded to the correct classification (i.e. Domestic Travel should not be paid out of the Supplies account). If funds are not available, then a transfer of funds can be made through DPS.

Budget changes may not be done on revenue, insurance or payroll accounts.

Inventory Control

The Purchasing Department will facilitate the on campus & Professional Studies Sites inventory. They will assist departments and or offices in assuring that the inventory on file is correct and up to date with new items purchased and old items sold or disposed of. If a dept would like to dispose of an item, they can notify the purchasing dept and then the proper channels of closure will be followed.

Classroom inventory will be updated and adjusted according to the classroom size in late spring of each year.

Accounts Payable

Phone number 749-2114

Payables

Accounts Payable located in the Business Office, pays all the bills associated with the University. All requests for payment properly coded, signed, with supporting receipts (if applicable) and received by 5:00 p.m. each Wednesday will be paid on Friday. All invoices need to be turned in to the Business Office as soon as received in order to take advantage of any discounts for early payment. All invoices must have the appropriate signature and account number, if either is missing, it will be returned. Payment will not be made until coded properly. Hand checks can be issued before Friday in emergency situations. Accounts Payable must receive an email from the authorized approver to inform of a proxy in the event of an absence.

Credit Cards

The University's credit cards are intended for the use of travel related expenses only, which includes meals, airline tickets, hotel, car rentals, and registrations. If equipment, supplies, or other expenses are needed, please contact the Purchasing Department. If this is not feasible for all departments, the Vice President of Business Services will determine any exceptions.

Each cardholder will be responsible for ensuring that receipts support all credit card charges. Due to IRS regulations, all credit card statements must be accompanied by full **itemized** receipts. If you are missing a receipt, you will need to call the vendor and request a copy of it. If the Business Office receives a credit card statement with missing receipts, the statement will be sent back for proper documentation. **If the individual cardholder is not able to get a receipt then that cardholder will be responsible for reimbursing the University for the charge.**

If you are purchasing any items over \$250.00 in one day, you will need to get a purchase order before the items are purchased. **All credit cards statements must be approved by your dean/supervisor.**

If you are using your BVU credit card at Wal-Mart, Hy-Vee, or Fareway, it is your responsibility to make sure we are not being charged sales tax. **Effective immediately, any charges with sales tax included will be the responsibility of the individual card holder to reimburse the University.**

No personal items may be charged on a University credit card.

If your department does not have a credit card, you may check one out at the Business Office. When checking out a credit card at the Business Office, a reservation form must be filled out with the account number and dean or supervisor's signature. This must be done prior to the card being given out.

Wal-Mart

Any purchases being made at Wal-Mart must be made using a tax exempt card along with the Wal-Mart credit card. Wal-Mart credit cards can be checked out in the Business Office.

Hy-Vee

Any purchases being made at Hy-Vee must be made using a tax exempt card along with the Hy-Vee credit card. Hy-Vee credit cards can be checked out in the Business Office.

Fareway

Fareway will allow departments to charge by using their account number. The account number must be given at time of purchase to insure the correct account is properly charged. The signed itemized receipt needs to be turned in at the Business Office.

Alcohol

The University's alcohol policy states that the University will not pay for or reimburse individuals for alcohol purchases unless approved by the Vice Presidents or the President.

W-9's – (Form Attached)

A W-9 form must be completed by new vendors that are not a corporation and returned to Accounts Payable before payment can be issued. Any vendor receiving over \$600.00 for services will receive a 1099 tax form for the calendar year. Any services paid to a current University employee or student are required to be processed by the payroll department.

Tax Exempt

Inform vendors that purchases made by the University are tax-exempt. A laminated card containing the tax-exempt number will be issued upon request through Accounts Payable.

Request for Direct Payment- (Form Attached)

This form is to be used for the payment of professional services such as speakers, musical organizations, doctors, memberships, dues, and for payments to individuals where invoices are not normally used. This form should not be used where purchase orders have been issued. Supporting documentation is required in order for the request to be processed.

University Vehicles/Mileage – (Policy Attached)

University vehicles may be reserved in the Business Office for University-related travel. Use of the vehicles is based on availability and will be charged to the individual's travel account. When checking out a University car you will be charged so much per mile traveled. You will be given gas cards to be used with the vehicle that you have checked out, so there will be no additional charges for gas. To use a University vehicle, a reservation form must be filled out with the account number and dean or supervisor's signature. This must be done prior to the vehicle being given out. Cars must be filled with gas upon return.

Use of Personal Vehicle for University Related Travel

When employees use their personal vehicle for University-related travel, they will be reimbursed at the current mileage rate, which is available through Accounts Payable. To be reimbursed, an individual needs to fill out a travel expense voucher.

Travel Advances / Expense Vouchers – (Form Attached)

Request for travel advances are completed through DPS. All requests must be received by Accounts Payable by 5:00 p.m. each Wednesday to be paid on Friday. If you need a travel advance before Friday, it needs to be submitted the previous week.

Within 60 days from the date of the check, a completed travel expense voucher with attached itemized receipts, appropriate signature and correct account number(s) must be returned to Accounts Payable. Any unused money should be paid back with cash or personal check, not with a credit/debit card. **Any advance not turned in within 60 days, will be submitted to the Payroll Department and reported as income.**

Travel expense vouchers must include receipts of daily-itemized expenditures for meals, lodging, travel, personal car mileage and miscellaneous purchases. A receipt is required for any purchases over \$5.00. Exceptions to the above may only be approved by a Vice President or the President.

Per Diem

Persons who travel for University-related business may choose to be reimbursed for expenses on a per diem basis. The person who chooses to be reimbursed this way will receive a daily or prorated (see rules below) per diem amount for food and /or lodging based on the prescribed Federal Per-diem rates. A copy of the prescribed rates is located in the business office.

In order to be reimbursed on the Per diem method, the employee must complete a travel expense form which requires the following information:

- 1) Name of the person requesting reimbursement.
- 2) Department Name and account number to charge.
- 3) Supervisor's signature
- 4) Time and dates of the meeting or business.
- 5) Location of the meeting or business.
- 6) Purpose of the trip.
- 7) Employee's signature.

If an employee chooses not to receive a per diem allowance, he or she must submit all receipts for expenses above \$5.00 with the standard Travel Expense form.

Rules for Prorating the Federal Daily Per Diem

Travelers may be reimbursed for meal and incidental expenses up to the maximum full daily rate established by the federal government. However, the daily per diems must be adjusted for the following situations.

1. Partial Days

A traveler can only claim up to 75% of the daily per diem for both the day travel begins and the day travel ends.

2. Deductions for Meals Included in Registration Fees

When a meal has been paid for as a part of a registration fee or included in the hotel rate, a deduction must be made from the applicable per diem rate. The percentage to be deducted is as follows:

Breakfast 25%

Lunch 25%

Dinner 50%

For example, you are traveling to Chicago, Illinois and during the second day of your conference, your dinner is paid for as part of your registration fee. The per diem rate for meals and incidentals for one day in Chicago is \$64. On this particular day, you may only claim \$32 as a per diem.

Agency Funds – 70 Accounts – (Form Attached)

Agency accounts are used by University organizations to manage their funds. If an invoice or individual must be paid from an agency account, an Agency Direct Payment Form (attached) must be used. The adviser is responsible for all account management.

Characteristics of Agency Funds:

- May not have a deficit balance
- May not receive gifts
- Balance can carry over from fiscal year to fiscal year
- Agency accounts must do purchase orders manually (See Purchasing Department)

Year End

The University's fiscal year ends June 30th. All purchases made in the current fiscal year must be paid out of the budget for that fiscal year. Any remaining funds at the end of the year cannot be used to make purchases for the next fiscal year. Here are a few examples:

- Memberships and subscriptions will be pro-rated according to actual dues and renewal dates by the Accounts Payable department.
- Any requests for payments turned in to Accounts Payable prior to year-end that should be charged to the new fiscal year's budget will automatically be done as a pre-paid by the Accounts Payable department.
- Deadlines for June 30th will be set for purchase orders, invoices to be turned in and paid, money and checks to be turned into the Business Office and budget changes to be made.