

Buena Vista University

Accounts Payable & Purchasing Manual

Updated 7-17-17

Purchasing Department

Phone number 749-2216

Purchasing

- Purchases of tangible items totaling \$250 or more (total order including shipping) must go through the Purchasing Department electronic requisition system before placing the order (Can be found on Beavernet). Examples of tangible items include: equipment, supplies, parts, apparel, etc. If items are ordered without a purchase order, the individual who placed the order could be responsible for paying for that item.
- Some vendors will let you know if a purchase order is required regardless of amount before you can place your order. When ordering from Graffix or The Graphic Edge a PO must be completed.
- Purchases over \$1500 (total order) must have the Departmental Vice President's approval before the order can be placed. Your electronic requisition will automatically route to the proper approvers based on the account number being used and the overall total of your purchase requisition.

- 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	Services Performed

- The purchase order is a contract, which legally obligates the University when accepted by the vendor.
- BVU is a member of educational purchasing consortiums and has special pricing contracts in place with many types of vendors. Please reach out to the Purchasing Department to ensure you are getting the best possible price on your items.
- When processed, the purchase order will be sent to the vendor and the originator of the purchase requisition. Keep the copy for your files. Once your merchandise has been received, sign the invoice and send it to the Business Office with the purchase order number written on it. Please notify the Purchasing Department if you wish to cancel a purchase order, need to process a change order, or need assistance with returning any ordered items.

Vendors

- Local, area and state vendors should be used when possible. 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 unless there is a substantial cost savings.** A satisfactory source of supply will not be changed unless there is a significant advantage to making the change.

- The Purchasing Department can assist with obtaining 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 <i>All technology which includes printers, faxes, hardware & software must be approved by the computer center before any purchases can be made.</i>	Computer Center	x2349 or 2FIX
Toners, Letterhead, Paper, Etc.	Mail & Printing Services	x2360
Maintenance issues	Facilities Management	x2230

Damaged Goods

- When you receive your order from the mailroom, compare the invoice or packing slip to the purchase order for accuracy and check for damages. If there are damages to the product, contact the purchasing department as soon as possible.

Inventory Control

- The Purchasing Department will facilitate the on campus and Graduate & 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.

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

Please route all contracts through the Business Office for review. You can drop them off or send them to Deana Hoeg-Ryan at hoegd@bvu.edu. They will determine if a further review of the terms and conditions are required by our University attorney.

Email can be considered a binding 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 or using the University's tax-exempt number.

BeaverNet

BeaverNet is the online portal used by faculty/staff to:

- Look up general ledger account balances and activity
- Enter a purchase requisition
- Approve/Deny or check the status of Purchase Requisitions

If you need access to BeaverNet to review account balances or create requisitions, please have your supervisor contact the Business Office to establish the proper access and permissions.

Budget Responsibilities

- It is the responsibility of the general ledger owner to make sure the available budget is sufficient to make purchases or payments. 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 by contacting the Assistant Controller.

Budget changes may not be done on revenue, insurance, payroll, or overhead/institutional support accounts

Accounts Payable

Phone number 749-2148

Karen Halder

Payables

- Accounts Payable (located in the Business Office) pays all bills associated with the University. All requests for payment must be coded, signed and have supporting receipts (if applicable). Requests turned in by 5:00 p.m. on Tuesday will be paid that same Friday. All invoices should be turned into 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.** Payment will not be made until coded properly. Accounts Payable must receive an email from the authorized approver to inform of a proxy in the event of an absence.

W-9's

- A W-9 form must be completed by all new vendors 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 prior to ordering or beginning to checkout that purchases made by the University are tax-exempt. A laminated card containing the tax-exempt number can be obtained from the Business Office. If a vendor needs a tax exempt certificate please contact the Business Office and include the vendor's full name, address and fax or email address where it is to be sent.
- Each state handles tax exemptions a little differently. If you have anticipated travel, please contact Accounts Payable prior to your departure for instructions or certificates for your specific destination.

Request for Direct Payment

- This form (Can be found on Beavernet) is to be used for the payment of professional services such as speakers, renewing memberships, registering for events, reimbursement of expenses 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.

Credit Cards

JP Morgan

- University credit cards are issued to key staff and faculty for travel related expenses, faculty development, and office related purchases. If your position requires a BVU credit

card, please have your supervisor contact the Business Office to initiate the request. Additional training will be conducted for new cardholders before the card will be issued to them.

Wal-Mart & Hy-Vee

- Any purchases being made at Wal-Mart or Hy-Vee must be made using a tax exempt card. Contact the Business Office if you need a copy of the special Wal-Mart tax exempt instructions. If you pick up your card at the business office then return your receipts to the business office. If you pick up your card from one of the departments, please return your receipts to that department.

Direct Billing at Local Vendors/Use of Store Specific Cards

- Direct billing is available with some of the local vendors (ie. Fareway, florists, pizza places, Ace, Bomgaars, etc.) When using BVU's direct billing, please ensure you sign the receipt legibly and include your department name and/or GL account number on the receipt. Return those receipts to the Accounts Payable office within a few days of purchase so we may keep our accounts current with our vendors.

Auto Policy & Travel

University Vehicles/Mileage

- University vehicles may be reserved through the Business Office for University-related travel through Beavernet. Vehicles are based on availability and will be charged to the department's travel account based on the miles 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.. Please reference the Buena Vista University Auto Policy for more information on driver approvals and responsibilities.

Use of Personal Vehicle for University Related Travel

- If a University car is not available, employees may use their personal vehicle for University-related travel and will be reimbursed at the current BVU mileage rate, which is available through Accounts Payable. To be reimbursed, an individual needs to fill out the proper auto policy documents (Can be found on Beavernet) and include a copy of your driver's license and a copy of your declarations page of your auto insurance. Then you can fill out a travel expense voucher.

Travel Advances / Expense Vouchers

- Request for travel advances may be completed through BeaverNet or via a Request for Direct Payment form. All requests must be received by Accounts Payable by 5:00 p.m. each Tuesday to be paid on Friday. If you need a travel advance before Friday, it needs to be submitted the previous week.
- Within 60 days of 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, may 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.

Alcohol

- The University's alcohol policy states that the University will not pay for or reimburse individuals for alcohol purchases unless pre-approved by the Vice President or the President. Any receipts submitted to Accounts Payable with alcohol must be accompanied either by a check for reimbursement of the charges or must have the proper signatures on the slip with verbiage indicating that the alcohol purchase is approved/allowed.

Agency Funds – 70 Accounts

- 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 advisor 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-pay by the Accounts Payable department.
- Deadlines for fiscal year end 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. Offices will be notified of these deadlines via BVU News and/or departmental email.