Purchasing Supervisory Training
REVIEW

- Travel Regulations
- Travel Management
- University Guests
- Credit Cards
- Requisitions
- Authorized Signature
- Ricoh
- Misc.
TRAVEL REGULATIONS AND NOTES

- APPROVING TRAVEL REQUESTS
  - All information is present (SAP #, Cost Center, GL Code)
  - Enterprise Calculator is used
  - Subsistence is calculated
  - Informed that they need to take the hotel forms for Local Occupancy Tax Exemption

- APPROVING EXPENSE REPORTS
  - Used an Enterprise if appropriate
  - Hotel Tax is exempt
  - Receipts are taped to paper in chronological order
  - All relevant information is present (SAP #, Cost Center, GL Code)
TRAVEL REGULATIONS AND NOTES

- Travel Cards still need reimbursed – Travel Expense Vouchers Submitted
- Travel requests must be present prior to the trip.
  - Vouchers will not be approved without one
- Students need travel requests even if they are not being reimbursed
  - Liability purposes
TRAVEL MANAGEMENT

- Travel Management Training has started
  - Entering Travel in ESS
- Employees continue to pay for their own expenses and be reimbursed
Travel Requests and Expense Reports still completed for guests

Local Hotel Reservations are made by the Department but under MU’s direct bill account (Room and Tax ONLY, charges for food and additional items cannot be direct billed).

- Must still meet per diem, and negotiated rates – If MU rate is not available, must contact another hotel,
- List of hotels with per diem can be found with the Purchasing office. Call with questions.
- Exemptions

Guest are required to provide receipts

- Same policy for employees
- MU does not reimburse Guests for hotel expenses directly
- Applicant Meals are not reimbursed (other than meal with interview to committee member)
Credit Cards

- Standard Limits: $3,000 per month / $1,000 per transaction
- ALL Professional Services MUST be entered as a Requisition – CANNOT USE CARD
- Receipts must be **uploaded** to each individual purchase **prior** to the 7th of each month
- Allocations (and receipts, as stated above) MUST be made by the 7th of each month
- Retired or left the University – responsible for returning purchasing card
- Employees are aware of the purchasing card policy
- Employees are aware of the travel card policy (costs paid by traveler and reimbursed through a travel expense voucher).
  - Delinquent Cards – notification
  - Confirm Travel Card is paid off prior to leaving the University
    - OAG for collections
REQUISITIONS

- Vendor IDs must be submitted for approval to the Purchasing Office
- Vendor ID must be present on the requisition
- All requisitions should be entered prior to the service or item being purchased
- All requisitions above $10,000 – Bid Threshold require informal quotations
  - Minimum of two
  - Must be attached to the requisition in SAP
- Bid Threshold is updated annually
  - Currently $20,100 – On Purchasing’s Website
  - Anything over the Threshold MUST be bid
    - Procureware for 30 Days
    - Unless on State Contract or CoStars
    - http://www.emarketplace.state.pa.us/Home.aspx
REQUISITIONS

- Employees responsible for understanding the purchasing manual
- Requisitions to be entered per the manual to allow for:
  - Numerous Approvals, Signature, Legal, OAG, Check Processing
- Attachments must be present
- FOREIGN VENDORS: ALL Foreign Vendors shall be approved by the accounting office prior to Purchasing creating a Vendor ID.
- Invoices for payment are sent to Accounts Payable (Accounting)
AUTHORIZED SIGNATURES

- Authorized Signers List
  - MUST be signed by an authorized signer
    - To include:
      - TERMS AND CONDITIONS
      - LEASES
      - AGREEMENTS
      - ANYTHING OBLIGATING THE UNIVERSITY
All Department are responsible for paying all printer/copier charges on their department purchasing card.

If an additional machine is needed, please contact the Purchasing Office.
MISCELLANEOUS

- Trolley Barn Requires an Escort
  - Due to surplus availability
    - Theater, Graduation, Art Displays, Etc.

- BJS Card Needs to be Returned
  - Supervisor to be contacted if employee is reminded more than once to return card

- Petty Cash and Direct Payment Requests are no longer in our office
  - Petty Cash – Office of Student Accounts
  - Direct Payment Requests – Accounting / Accounts Payable