Guidelines on Financial Procedures: Purchasing and Procurement

Purchasing

- On-Line Purchasing – People soft Financials – Purchasing Order Process
  - Begins with preparation of an online Department Requisition
  - Reviewed and approved within EXL
  - Assigned to a buyer who negotiates prices and solicits competitive bids
  - PO issued, copy to vendor and department
  - Purchasing goal is to issue PO within 48 hours
  - Used for contracts, rentals, leases and vendor payments

- Direct Pay Process
  - Limited to subscriptions, advertisements, memberships, guest lecturers etc.
  - No value added by purchasing

- Pro Card
  - Must attend training before Pro Card issued
  - See on-line manual
  - Prohibited uses-capital outlays, equipment, leases, rentals, services provided individuals and travel

- Other Items
  - Sole source vendor agreements required when contract awarded without competitive bids and exceeds $25,000 (test prep)
  - Petty cash: Must be under $50
  - Use State of California Disbursement Voucher form STD439 and request for Petty Cash Purchase Form CSUM 720

Campus Service Providers-Chargebacks

- Campus Security Services
- ITR Technology Service
  - Phones, Voice
  - Data
  - Media Services
- Parking-Guest Services
- Physical Plant Maintenance (PPM)
Quick copies
  o Copying
  o Business Cards, Envelopes, Letterhead

Requisition Numbers - required for processing
  o Online Purchasing - assigned by system
  o Direct Pay and Chargebacks - issued by EXL finance or through "self-service"
  o Pro Card - assigned during review process in EXL finance
  o Petty Cash - assigned by EXL finance
  o Used by finance for filing/indexing and researching expenditures

Travel
  o Travel Web site is the definitive source for travel information
  o All travel must be pre-approved by Supervisor and Department Head using Request for Approval of Travel Form
  o Travel advances can be secured for airfare, hotel, registration fees and 75% of Per Diem – allow 5 to 10 business days for processing check
  o Per Diem rates
    o Breakfast $10
    o Lunch $20
    o Dinner $25
    o Incidental $7
  o Mileage reimbursed @ $0.50 per mile. Must have Authorization to Use Private Vehicle on State Business on file in EXL finance to receive mileage reimbursement
  o Special rules apply for trips of less than 24 hours - see Meal & Lodging Expenses on web site
  o Travel claims must account for prepaid expense items (including attaching receipts)
  o White out not allowed on travel claim forms, must strike through amount and show corrected amount, leaving original entry visible
  o Travel claims are due within 30 days of end of trip
  o You cannot combine two or more months on a single mileage claim. Must submit a separate claim for each month. Multiple days within a month are ok
  o Pro Card cannot be used for any travel related expenses
  o University will not reimburse individual for insurance coverage associated with car rentals. See special provisions in travel manual
Receipts are required for every expense over $25

**Instructor Pay**

- The campus processes positive pay requests once a month
  - Positive pay requests include our instructor payroll and student assistant payroll
  - Positive pay requests (ASP's) are due in payroll on or about the third working day of the month
  - Prior to reaching payroll our instructor ASP’s are reviewed by EXL finance, Human Resources and, if required, Faculty Affairs
  - Payday is on or about the 15th of the month
- EXL sets a monthly deadline for turning ASP’s in to Academic Support to insure ASPs can be reviewed and reach payroll by payroll's deadline
- If ASPs do not reach payroll by payroll's deadline, they are not processed that month.
  - Payroll will make exceptions on a case-by-case basis
  - They are more flexible with EXL than with any other area on campus
  - Payroll does have the ability to prepare checks on an emergency basis
- EXL maintains records of which ASPs are sent to HR each month and which checks are picked up for distribution
  - It is only then that EXL is aware that specific ASPs have not been processed
  - We are continually reviewing process and procedures with payroll, HR and Faculty Affairs to minimize these problems
- Some of ExL’s methods of paying instructors can cause confusion and delay checks
  - These include:
    - Payment by number of enrolled students
    - More than one payment for a specific course
    - These problems are most prevalent when paying a new instructor