



# **THE DEPARTMENT OF PURCHASING PROCEDURE MANUAL**

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## General Information

The following statement provides general information regarding the functions and responsibilities of the Department of Purchasing.

The Department of Purchasing exists to organize and administer the procurement of services, equipment, and materials for The University of Akron in accordance with the responsibility and authority delegated by the Board of Trustees, the University President and the laws of the State of Ohio. All purchases, regardless of the funding source, must be administered by the Department of Purchasing in accordance with established University procedures. Travel services are offered as part of the purchasing function. The Department of Purchasing's responsibilities include the establishment of procedures to encourage the most efficient and economical means of travel for University faculty, staff, and student organizations. If you should have any suggestions for the improvement of any of our programs or services, please contact us at the following address:

The Department of Purchasing  
100 Lincoln Street Building, Room 209  
Akron, OH 44325-9001  
Phone: (330) 972-7340  
Fax: (330) 972-5564  
<http://www.uakron.edu/busfin/purchasing/>

## Mission Statement

### Our Mission

The Department of Purchasing strives to support the University's mission by offering services and programs to the campus in the most cost efficient and effective manner possible.

### The University of Akron Mission Statement

The University of Akron, a publicly assisted metropolitan institution, strives to develop enlightened members of society. It offers comprehensive programs of instruction from associate through doctoral levels; pursues a vigorous agenda of research in the arts, sciences, and professions; and provides service to the community. The university pursues excellence in undergraduate education and distinction in selected areas of graduate instruction, inquiry, and creative activity.

## CODE OF ETHICS

The Department of Purchasing has adopted the Code of Ethics as developed by the National Association of Educational Procurement.

1. Give first consideration to the objectives and policies of my institution.

2. Strive to obtain the maximum value for each dollar of expenditure.
3. Decline personal gifts or gratuities.
4. Grant all competitive suppliers equal consideration insofar as state or federal statute and institutional policy permit.
5. Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
6. Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
7. Receive consent of originator of proprietary ideas and designs before using them for competitive purchasing purposes.
8. Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier; and/or be willing to submit any major controversies to arbitration or other third party review, insofar as the established policies of my institution permit.
9. Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.
10. Cooperate with trade, industrial and professional associations, and with governmental and private agencies for the purposes of promoting and developing sound business methods.
11. Foster fair, ethical and legal trade practices.
12. Counsel, cooperate and collaborate with other Procurement personnel to promote a spirit of unity and a keen interest in professional growth among them.

## **Contracting Authority**

The purpose of this statement is to review the policies that have been established for the purchase of goods and services for The University of Akron.

(1) Contracts involving the expenditures of money, within the limits fixed by Board appropriation, may be made on behalf of the University by the President, Vice President for Finance and Administration, Director of Purchasing, or Senior Vice President and Provost, within the scope of their authority, as set forth in the Bylaws and Regulations of the Board.

(2) The Dean of the University Libraries and the Law Librarian may enter into contracts for the purchase of library books and periodicals within their budgets for the respective libraries. Managers of campus stores may purchase stock for purposes of resale. The Food Service Manager may make purchases of food and expendable stocks.

(3) The Director of E.J. Thomas Performing Arts Hall may purchase the services of performing artists and enter into contracts with these artists on behalf of the University. The Athletic Director may execute contracts with other colleges and universities for intercollegiate athletic events.

(4) Purchases shall be made on forms containing thereon certificates indicating the tax exempt status of the University.

No other persons are authorized to make purchases or to enter into contracts on behalf of the University unless specifically authorized by the Board or the Director of Purchasing. Any unauthorized purchase may be considered a personal transaction between the vendor and the individual. The University may not assume responsibility for such transactions.

## **Objectives**

The Department of Purchasing exists to organize and administer the procurement of services, equipment, and materials for The University of Akron in accordance with the responsibility and authority delegated by the University President, the Board of Trustees, and the laws of the State of Ohio. All purchases, regardless of the funding source, are administered by the Department of Purchasing in accordance with established University procedures.

## **Responsibilities**

The Department of Purchasing's responsibilities include: providing purchasing services to all University departments, programs, and offices; administering purchase agreements for material, equipment, supplies, and designated services; executing leases and contracts for equipment, materials, repairs, and services; conducting research to maintain the most effective purchasing practices and procedures; implementing necessary cost-saving programs. Purchasing shares responsibility with every University office and department to assure that all transactions will satisfy internal and external audits and conform to good business practices.

## **Why Centralized Purchasing**

1. To ensure that departments receive the material or service in the requested quantity, at the right time and place, at the lowest possible cost, without compromising the quality level desired by the user.
2. To combine the entire University purchasing power behind a departmental purchase to guarantee the best value for every purchase made.
3. To utilize the expertise of the user, together with the Purchasing Staff, to make purchases as effectively as possible.
4. To assure that interested firms have an equal opportunity to compete for University business and that all firms comply with applicable laws.
6. Other services to make departmental purchases and record keeping as easy and efficient as possible.

The Department of Purchasing seeks to assist departments during all stages of the procurement process in order to ensure that all of these operating and policy requirements are met with the least possible cost in time and expense. Departments are urged to review any large or unusual requirements with Purchasing at the earliest stages of planning.

## Minority Business Enterprise

The University of Akron participates in Affirmative Action programs and fosters the development of small or disadvantaged businesses in accordance with the State of Ohio Law. Such laws and programs will be administered through the Department of Purchasing in cooperation with the University Equal Employment Opportunity Office and the Office of Contract Compliance. All University personnel are asked to assist in affirmative action efforts.

## Procurement Process

There are four methods to be followed by the Department of Purchasing in selecting suppliers of goods and services:

1. Formal Bid Process
2. Informal Bid Process
3. Direct Award Process
4. Source Selection Process

The Director of Purchasing has the responsibility of insuring that any qualified vendor, seeking to do business with the University, will have an equal opportunity to supply the University with goods and services.

In the case of construction services, the Director has the added responsibility of using pre-qualification procedures, and rotating the awarding of contracts as uniformly as is feasible among the qualified providers. It should be noted that the mandatory bidding limit for construction services applies to projects in excess of \$25,000.

**Any purchase of goods or services in excess of \$150,000 must have the prior approval of the Board of Trustees.** This approval process is handled by the Department of Purchasing. Construction projects over \$150,000 are taken to the Board of Trustees for prior approval by Capital Planning & Facilities Management.

## Formal Bid Process

The Department of Purchasing will generally solicit formal bid proposals for purchases of goods and services that will cost in excess of \$25,000. The Director of Purchasing may also elect to have formal bids solicited on requirements which cost less than \$25,000, if it is determined to be in the best interest of the University.

### Steps in the Formal Bid Process:

- 1) A completed requisition is received by the Department of Purchasing, including an accurate description of the desired purchase, recommended vendors, proper account code, authorized signatures, and other pertinent requirements.

- 2) Purchasing will then prepare the bid document and make the proper information available to qualified vendors. These formal bid documents will require sealed bid proposals and will have bid opening times and locations clearly identified.
- 3) These bid proposals will be opened at a public bid opening at the appointed time and location listed. These proposals will be jointly reviewed and evaluated by Purchasing and the requesting department.
- 4) The selected vendor/s will receive award notification from the Department of Purchasing, usually by way of an official University Purchase Order. Notifications are also sent to the unsuccessful vendors by the Department of Purchasing.

**Note:** Any deviation from the formal bid proposal policy must be approved by the Director of Purchasing in advance.

## **Informal Bid Proposal Process**

The Director of Purchasing may use an informal bid proposal procedure to obtain competitive pricing on any request below \$25,000, if the Director believes that the University would benefit from this process. The Director may also utilize this informal bid proposal process to get competitive bids on items that are determined to be of a critical or urgent nature, even if the requested purchase is in excess of \$25,000.

### **Steps in the Informal Bid Process:**

- 1) A completed requisition is received by the Department of Purchasing.
- 2) Purchasing will contact the selected vendors and request proposals on the selected items or project. Whenever possible, Purchasing will require the vendors to submit their proposals in writing, prior to award.
- 3) Proposals are jointly reviewed and evaluated by the Department of Purchasing and the requesting department and the successful vendor is selected.
- 4) Selected vendors are then notified by the Department of Purchasing, usually by way of an official University Purchase Order.

## **Direct Award Process**

This process may be used for purchases both above and below \$25,000. For purchases below \$25,000, the Director of Purchasing will use discretion in deciding when it would be prudent to make an award without further price inquiries.

The Director of Purchasing will have the authority to make Direct Awards on purchases above \$25,000, without bidding or price inquiries, on the following types of purchases:

## **Waiver of Competitive Bidding**

Exceptional circumstances which warrant the waiver of competitive bidding include, but are not limited to, responding to emergencies resulting from fire, flood, freezing, or other acts of god, situations in which it may reasonably be determined by a prudent person standard that there is substantial financial or other risk or substantial financial or other opportunity to the university such that the risk or opportunity clearly warrants waiver, as well as emergencies necessitated by the immediate need to comply with laws or regulations affecting persons or property owned, leased, or operated by the university.

In order to implement the procedure to waive competitive bidding, the appropriate vice president must provide such request for waiver to the Director of Purchasing in advance with a written certification by the vice president as to the rationale supporting the need to waive competitive bidding. The Director of Purchasing shall review all requests for waiver with the Office of General Counsel, and the director of purchasing shall make the final decision as to whether the waiver shall be authorized based on the guidelines in this rule.

## **Sole Source**

Proprietary items that are only available from a single source as affirmed by the Director of Purchasing may be directly awarded. Departments must complete a "Sole Source Justification Form" for these types of items and submit the form with their requisition to the Department of Purchasing for approval and processing.

## **Professional Services**

Services of a professional nature that involve creativity or require special skills.

## **Previously Bid Contracts**

If a previously bid contract presently exists for a product or service that is required, no additional bidding will be necessary for these items.

Examples include:

- University of Akron Contracts
- State of Ohio Contracts
- Inter-University Council of Ohio Contracts (IUC)
- Community, University and Educational Purchasing Association Contracts (CUE)
- Ohio State University Term Contracts
- Other Consortium Type Contracts

## **Exempt from Bidding**

There are special categories for vendors set up by the Ohio Revised Code, which are available to the University without a competitive bid process.

Examples include:

- OPI Correctional Industries
- Ohio Industries for the Handicapped

The Department of Purchasing will notify the selected vendors on all Direct Award purchases.

## **Source Selection Process**

This process will be utilized for special projects where the final selection is of a complex nature, not simply a matter of accepting the lowest overall price. Some examples are:

- The selection of an outside Insurance Benefits Administrator.
- The purchase of a major computer system.
- The purchase of highly technical scientific equipment.

For these types of special projects, a committee may be organized by the Director of Purchasing. The committee's purpose will be to establish an open and objective selection process. These committees may be comprised of individuals from various disciplines, or areas of expertise, and may include outside consultants, if necessary. A representative from the Department of Purchasing may be included on all committees. The committee's mission will be to develop specifications, so that purchasing may solicit proposals from qualified vendors, conduct site visits, if necessary, and to make a final recommendation as to the selected vendor.

Official notification of any award on this type of project will be made by the Department of Purchasing and, where appropriate, will be made on an official University Purchase Order.

## **Minority Business Enterprise and EDGE**

Under current State of Ohio Law, House Bill 584, fifteen percent (15%) of goods and services purchased are to be set aside for minority businesses (MBE's). Minority vendors must be certified by the State of Ohio, prior to participation.

Construction contractors who do business with The University of Akron are also expected to comply with Affirmative Action programs as required by State of Ohio Law. Any questions regarding these programs should be directed to the Department of Purchasing.

### **The EDGE Program (Encouraging Diversity, Growth & Equity)**

The program is designed to facilitate access to state government contracts and business services for EDGE certified businesses. The EDGE program establishes goals for state agencies in awarding contracts to certified EDGE businesses. EDGE procurement contracts apply to: goods and services, professional services, information technology services, construction, architecture and engineering.

### **Equal Employment Opportunity (EEO)**

The University of Akron is an equal opportunity/affirmative action institution and is charged to ensure that all vendors are in compliance with state and federal laws regarding these programs. The Department of Purchasing and the Office of Contract Compliance work together to encourage and ensure that those vendors with whom the University does business are in compliance.

## Purchasing Options

The different procedures for ordering goods or services that a department may utilize are described below.

1. Requisition (PeopleSoft/Oracle)
2. On-Campus Order Form (campus bookstore, Computer Solutions, Chemical Stores, etc.)
3. Blanket Purchase Order
4. Office Supply On-Line Order Entry site
5. University Credit Card

## PeopleSoft/Oracle Based Requisitions

The purchase of goods and services is initiated by a requisition. Requisitions may be completed through the University's ERP system, PeopleSoft/Oracle. The PeopleSoft/Oracle Financial System Requisition is available on the University's network.

To avoid mistakes in the purchasing process, please be sure that the information submitted is clear and accurate. All requested information must be completed before Purchasing can act on your order.

If the total dollar value of a requisition is in excess of \$25,000, our mandatory bidding limit for all goods and services, formal bids may have to be obtained by the Department of Purchasing. Please allow sufficient time for this process.

Any purchase of goods or services in excess of one hundred fifty thousand dollars, except for subcontracts issued through externally funded research grants and contracts for which the university is the grantee, shall be submitted to the board for **prior** approval. Please allow a minimum of sixty days (*depending upon the Board of Trustees meeting schedule, more time may be needed*) in addition to any time needed for the standard bid processes and possibly the appropriation of funds for certain state funded projects.

Should you have any questions concerning the ordering process for a specific item, please contact the Purchasing Agent responsible for that item category.

### How to Use the Departmental Requisition Form:

REMEMBER! All purchases are initiated with a Requisition, approved by the authorized individual (s), as determined by the Dean or Department Head. **No purchase may be made without an authorized Purchase Order number or approval from a responsible individual, as set forth in the bylaws and regulations of the Board of Trustees of The University of Akron!**

Please contact the Department of Purchasing when considering a major project or purchase. It is possible that contracts have already been established to fulfill your requirements.

If contracts are not available and the requested purchase is in excess of our mandatory bid limit, bid specifications will have to be developed and proposals solicited from qualified vendors through the Department of Purchasing.

Although the Department of Purchasing is committed to fulfilling the user's requirements, we also have the responsibility to ensure that all internal policies, legal requirements, and ethical aspects of the transaction are in line with established procedures. Departments are cautioned not to solicit quotations or to proceed on their own, as this may only result in delays while bids are being obtained, or may create potentially unpleasant and impossible purchase situations.

When filling out the requisition:

- 1) Please provide the complete name and address of any suggested or recommended vendor or company for the desired products or services, if known.
- 2) When the price is available to you, please fill in the price and forward the source of the price to the appropriate Purchasing Agent in the Department of Purchasing (order form, catalog page or price list, letter, or etc.). Please make sure to notify the Purchasing Agent on the comments panel (of the PeopleSoft/Oracle system) that additional information is forthcoming or is attached.
- 3) Call the Purchasing Agent responsible for the particular commodity you are ordering if you have any questions.
- 4) For follow up information and tracing of requisitions, please follow the instructions located in your PeopleSoft/Oracle Requisition Entry training materials or call Purchasing at (330)972-7340 with your requisition number.
- 5) Please follow the instructions within the PeopleSoft/Oracle Training materials if more than one Speedtype (charge code) is being used.
- 6) All original copies of the invoice, as well as signed packing slips, must be sent to Accounts Payable to ensure prompt vendor payment. Accounts Payable does require an original invoice, as well as proof of delivery, before payments are issued. This process is designed to eliminate duplicate payments and to ensure that the vendor is paid in a timely fashion.

## **Blanket Purchase Orders**

The Blanket Purchase Order is used to give departments instant service on frequently purchased items, when small dollar amounts are involved. This program eliminates the need for a department to create a requisition for each individual transaction with the selected vendor. The Department of Purchasing will normally establish only one blanket order per department per product category (i.e. one film processor, one electronic parts supplier). The minimum dollar amount on a blanket order is normally \$1,500. Exceptions may be made for vendors that do not accept credit cards or at the discretion of the Department of Purchasing.

The Blanket Purchase Orders are usually issued for varying amounts, up to \$24,000. The established dollar amount on the blanket orders is encumbered against a department's budget until the funds are actually expended.

Blanket orders are established by means of an approved PeopleSoft/Oracle requisition. The requisition should indicate the items required, estimated usage, and should list the names of the individuals

authorized to make releases against the blanket order. Once the blanket order has been established by Purchasing, the department and selected vendor will be notified of the purchase order number.

To place an order, the department is to work directly with the selected vendor. The vendor should be instructed as to whether the items are to be picked up or delivered to the University. All receipts and invoices, indicating blanket order numbers, must be sent to Accounts Payable/Invoice Processing, with authorized approval, to avoid delays in payment and additional expense.

A Blanket Renewal Request Form is sent to each department in the late spring of each year (approximately May) to review blanket orders for the next fiscal year. If the blanket order will not be needed, the form should not be returned to Purchasing. An order will not be renewed without authorization from the department.

## **Office Supply Orders**

When ordering office supplies, departments are to use the on-line ordering tool as provided on the Office Supply vendor's website. All items offered through the vendor's web site should be available for next day delivery. Any item in the catalog may be ordered by your department with the exceptions of: computer hardware, electrical items that need to be installed by PFOC and furniture exceeding \$500 (use the standard ordering procedure for these products). Specialty goods are not regularly stocked by our supplier, so please allow for a longer time period before delivery.

The items you select will be delivered directly to your department. However, you are responsible for the accuracy of any order received. Should you find a discrepancy, please contact the Department of Purchasing and inform them of the problem. They will work with the vendor to correct the situation.

## **University Visa Purchasing Card**

The University Credit Card Program has been established as a service to campus departments. This program allows departments the opportunity to use a University credit card to purchase certain goods costing less than \$1,500. The University benefits from the use of the credit card by utilizing a procurement process that allows for the placement and payment of small dollar orders in a more efficient and cost effective manner. All cardholders are required to follow the established rules and procedures for the Credit Card Program and will be held accountable for their use of the credit card.

### **Highlights**

- The per-transaction limit may be up to \$1,500.
- Travel and Hospitality items may be purchased on this program.
- Credit cardholders and their supervisor will review and approve all purchases on-line.
- Receipts must be kept for at least 2 years, plus the current year.
- [Excluded items and expenditures](#)

## Travel and Hospitality Items Now Permitted on Credit Card Program

Travel and hospitality items may now be included on the Departmental Credit Card program. Cardholders will be allowed to purchase travel items such as airfare, hotel rooms, vehicle rentals, meals (complying with University travel policies), registrations and memberships. In all cases, the travel and/or hospitality expenses must be pre-approved by the cardholder's supervisor and the amount must be in line with the established University travel policies. Please see the Controller's Web Site at <http://www.uakron.edu/busfin/controller> for the University's Travel Policies.

If meals are charged to the Departmental Credit Card, the cardholder must not exceed the per-meal allowance established by the University Travel Policy. In addition, if the cardholder uses the University Credit Card to pay for meals, he/she will not be allowed to also submit for reimbursement based upon the daily per diem limits. If the University Credit Card is used to pay for meals, the employee will not be reimbursed for any per diem amounts not used.

- The cardholder will be expected to know and follow all University travel policies.
- The per-transaction amount cannot exceed \$1,500.
- The cardholder's supervisor, or authorized designee, will be expected to review and approve all expenditures.
- The amount spent for meals cannot exceed the individual per diem limit set by University travel policy.

## How Departmental Credit Cards Work

Making a University related purchase with your Departmental Credit Card is as simple as using any credit card. The following information describes the process:

- Departmental Credit Cards have a per transaction limit of up to \$1,500. No single purchase may exceed \$1,500. **Combining purchase transactions to circumvent the \$1,500 per transaction limit is prohibited.**
- Monthly transaction limits are recommended by the using department and are subject to approval by the Director of Purchasing.
- Cardholders should first determine that the selected item is not on the excluded list and therefore not available for purchase under this program. If you should have any questions as to what is excluded under this program, please contact the Department of Purchasing.
- Cardholders should then determine if the selected vendor accepts VISA credit card transactions. If they do, the cardholder should then notify the supplier that an order is being placed on behalf of The University of Akron to assure that all applicable discounts are extended **and that State of Ohio sales tax is not charged**. The Ohio sales tax exemption number is shown on the credit card.
- Orders may be placed with the selected supplier either by mail, phone, fax, Internet or in person. If orders are being placed via the Internet or fax, the department is cautioned to only use known and/or reputable vendors. Cardholders are cautioned to print out receipts for all Internet orders and to keep all receipts with their monthly log.
- The supplier processes the transaction, requesting purchase authorization from the bank.
- The bank verifies that the purchase is within the cardholder's spending limits. Within seconds, the supplier receives an approval, rejection, or referral to the bank.
- If you are at the supplier location, sign the sales receipt and take the Cardholder's copy. You can either take your purchase with you or arrange to have it delivered, depending on the supplier and stock availability. Cardholders are reminded to give the supplier their complete

address (name, room number, building, street address, city, state, and ZIP code -including your Zip plus four number). This will help to ensure proper delivery.

- If you make the purchase by phone, fax, Internet or mail, the supplier can deliver your purchase and send the sales receipt to you or you can pick up the goods and sales receipt in person.
- Cardholders are required to keep accurate receipts for all of their credit card transactions and to log them on to their monthly log sheet. The log sheet is provided by Purchasing.
- On a monthly basis, the cardholders are expected to send their credit card logs, which includes all receipts, to their supervisor and/or Department Head. The receipts are to be kept by the department/cardholder for a period of at least two (2) years. These receipts are subject to audit by the University Auditor, Purchasing, or external auditors and must be centrally available for this inspection process.
- Cardholders will be sent weekly e-mail notices reminding them to review their list of weekly transactions on line at <http://www.paymentnet.com>. The cardholder will be asked to check the Reviewed box so that their supervisor can see that they have reviewed and agree with the charges. The cardholder's supervisor is also sent an e-mail notice asking them to review and approve the cardholder's purchases.
- Cardholders may dispute any charge on-line while they are reviewing their weekly charges or may dispute a charge directly by contacting JP Morgan Chase (also referred to as Paymentnet). Phone number: 1-800-270-7760.
- Departments should remember these types of transactions are not encumbered against their departmental accounts until the monthly invoice is paid.
- The credit card is the property of The University of Akron and must be returned upon termination of employment.

### **Excluded Items and Expenditures**

Any purchase over \$1,500, all items for personal use (including in-room hotel movies), cash advances (except as approved by the Director of Purchasing), computer systems, printers, copiers, vehicle purchases, hazardous chemicals, radioactive materials, controlled drugs, alcoholic beverages, construction services, air conditioners, portable heaters, telephone equipment (including cell phones, fax machines, pagers, etc.), printing, advertising, professional services, any service that requires work that will take place on any University (owned, leased or operated by) property, property rentals, leases (including copiers, vehicles, etc.), gasoline except as approved in advance by the Department of Purchasing, and insurance.

- Hazardous Chemicals are defined as any chemical with the following information on the label: explosive, flammable, oxidizer, corrosive or poison and with either a flammability, health or reactivity designation factor above one (1).
- To save dollars, departments should strive to use the credit card with vendors that the University may have under contract. An example of this would be office supplies. Departments may contact Purchasing for more information about contracts that may apply to them or visit our web site at:

<http://www.uakron.edu/busfin/purchasing/contracts.php>

- Departments should continue to purchase items stocked in various University store rooms (Central Stores, Chemical Stores, etc). These items are normally very competitively priced and offer the convenience of on-campus stock.

- For all off-campus printed materials, departments are required to work with Institutional Marketing to insure proper content and use of University logos and trademarks.

### **To Obtain a Card**

If an individual is interested in having a credit card assigned to them, the requestor must complete an [application](#), complete with Department Head or supervisors' approval, and return it to the Department of Purchasing for processing. The application packet will explain the program, the procedures that must be followed and the responsibility that comes with using this credit card program. Credit card usage may be audited and/or rescinded at any time.

### **The cardholder is the only person who can authorize a purchase to be made with their credit card!**

Finally, remember you are committing University funds each time you use the Departmental Credit Card.

Purchasing will provide training for every individual signing up for the Departmental Credit Card Program.

### **Tracking Your Purchases**

The cardholder will be required to keep a log of all credit card transactions. Anyone using the University credit card will be required to return all logs, with receipts, to the responsible individual in their department. The department will be required to keep all credit card receipts with the monthly cardholder log in a central location and should use the log and receipts when reviewing and approving the weekly Internet statement. **The department/cardholder will be required to keep the log and receipts for at least the required two (2) year period, plus the current year, for auditing and record retention purposes.**

### **Payment of the Credit Card Statement**

Cardholders will be sent weekly e-mail notices reminding them to review their list of weekly transactions on line at <http://www.paymentnet.com>. The cardholder will be asked to check the Reviewed box so that their supervisor can see that they have reviewed and agree with the charges. The cardholder's supervisor is also sent an e-mail notice asking them to electronically review and approve each cardholder's purchases.

If there are no discrepancies, the cardholder will check the Reviewed box. Next the supervisor will review the transactions and if OK check the Approved box on the JP Morgan Chase (also referred to as Paymentnet) web site. Purchasing will initiate the monthly direct payment process based upon the system approvals.

After the purchases have been electronically reviewed and approved by the cardholder and the supervisor, neither the cardholder nor the department will need to do anything further to complete the payment process.

If the cardholder and/or supervisor do not complete the system approval process, Purchasing will use a negative approval process and have the monthly invoice automatically paid.

Departments will be contacted for an explanation if the electronic approval process was not completed. Cardholders and/or supervisors who refuse to use the electronic review and approval process may have their credit card privileges revoked or be subject to other actions.

Purchases will be charged against the account number that is originally established for the University Credit Card. If the department wishes to charge any portion of their monthly purchases to a different account code, they only need to change the account code when they review and approve the purchase on-line. This change needs to be completed by the 10<sup>th</sup> of the month.

If there are any questions regarding any expenditure, the department and the cardholder must be willing and able to answer questions pertaining to the purchase. These questions could come from Purchasing, Accounts Payable or our internal/external auditors. The receipts and monthly logs will help departments answer these questions.

### **Sales Tax**

The University of Akron is a tax-exempt organization. Therefore, we are not subject to many federal taxes and are always exempt from State of Ohio Sales Tax. Cardholders should remind all vendors of our tax-exempt status and be sure that Ohio Sales Tax is not added to the invoice. If needed, copies of the University's Tax Exemption Certificate may be obtained from the Department of Purchasing. Should you have any questions regarding whether or not tax should be paid, please contact the Department of Purchasing at ext. 7340.

Some suppliers may require a "Tax Exemption" form before deducting the sales tax from a University purchase. For your reference, the University's Tax Exemption number is 34-6002924 and is also shown on the Departmental Credit Card. Blank exemption forms may be seen at the following web address:

<http://www.uakron.edu/busfin/purchasing/ElectronicForms.php>

### **Lost or Stolen Cards**

The Departmental Credit Card is University property and should be secured just as you would secure your personal credit cards. If a card is lost or stolen, the cardholder should immediately notify JP Morgan Chase (phone number: 1-800-VISA-911) and also the Department of Purchasing at ext. 7340. Written confirmation of card loss should also be sent to Purchasing as soon as possible to limit University liability.

Upon receipt of your call, further use of the Credit Card will be blocked. Prompt action in these circumstances can reduce the University's and your Department's liability for fraudulent charges.

## **Campus Bookstore**

Departments are also permitted to purchase items from the Campus Bookstore. Although this may be a very convenient method, please keep in mind that a better price may be obtained through the assistance of the Department of Purchasing.

## **Service and Performance Agreements**

The purpose of this statement is to outline additional steps to be followed when hiring outside professionals such as consultants, performers, lecturers, artists, and other personnel services.

### **A. Guidelines**

Contractors, as noted above, are hired for specific short-term tasks and are employed in the capacity of independent contractors. Failure to meet specific guidelines, as determined by the Internal Revenue Service (IRS), could result in these types of individuals being considered full-time employees, with possible tax/benefit cost ramifications to the University.

The IRS requires that employees be paid through our payroll process, with appropriate tax withholding made from the individuals pay, while independent contractors are paid with no tax withholding and these individuals file their own declaration of tax estimates and payments.

As a general rule, an employer exercises little control over the actions of an independent contractor.

The presence of an agreement or contract, stating that an independent contractor relationship exists, will not by itself guarantee a favorable ruling by the IRS if the relationship is questioned. All the above factors plus others would be considered and reviewed in making a determination.

### **B. Procedures**

The Department of Purchasing must be contacted before any commitments are made to outside professionals for services. At that time, the scope of work can be reviewed and the proper action taken. The Office of General Counsel has developed a number of standard agreements which may be routinely used to establish the service agreement. If the standard form is not acceptable, the Department of Purchasing may be able to develop a special agreement for your project. Any contractor agreement, or contract form, must be reviewed and approved by the Director of Purchasing in advance.

In addition to the agreement, which is to be signed by the Director of Purchasing, it is also necessary to complete a PeopleSoft/Oracle requisition. The agreements are available on the Department of Purchasing website.

## **Travel**

The purpose of this statement is to provide guidelines for use when traveling on University business and the different reimbursement options available to employees.

## A. Guidelines

Travel is governed by established travel policies shown in the faculty and staff manuals. Consistent with those policies, individuals may make their own travel arrangements using the University Credit Card program or through individual funding, with reimbursement from Accounts Payable.

Individuals who do not wish to use private funding or the credit card program may submit a properly completed PeopleSoft/Oracle requisition for processing. Purchasing will make the arrangements for the department, if they wish, and will create a Purchase Order for the transaction. If you should have any questions or need assistance in making travel arrangements you may contact the Department of Purchasing.

Group Travel must be processed through the Department of Purchasing. This process is initiated by completing a PeopleSoft/Oracle requisition well in advance of the trip. If the total transportation cost of a trip is in excess of \$25,000, the Department of Purchasing will need this additional time to allow for competitive bidding.

### Direct Billing

For those individuals who choose not to use the charge card method, the Direct Billing Method is available. Under this program, the individual is required to submit his/her approved PeopleSoft/Oracle requisition prior to making any travel arrangements. The Department of Purchasing will then contact a pre-selected travel agent and make the travel arrangements.

## Vehicle Rental

Rental vehicles for in-state or out-of-state travel should be arranged by contacting the Department of Purchasing.

Due to the limited availability of mini-vans, 15 passenger vans, and trucks, it is recommended that requesting departments allow the Department of Purchasing sufficient time to select a vendor and to schedule these vehicle rentals.

For those University travelers interested in using a University gasoline credit card for their trips, the Department of Purchasing does have a program available for employees use. The cards may be picked up in the Department of Purchasing by providing a completed [web based On Campus Requisition](#). These gasoline credit cards are only available to employees while using a rented or leased vehicle.

**IMPORTANT!** Any person requisitioning a rental vehicle, or using a privately owned vehicle for University business, must carry personal automobile liability insurance (Ohio Revised Code section 4509.51). No employee may be reimbursed for expenses unless they have personal insurance coverage as prescribed. When turning in a travel expense report, a certification must be made that the employee is currently covered by a personal automotive policy.