

Updated July 8, 2014

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
 - Copying
 - Business Cards, Envelopes, Letterhead

Requisition Numbers - required for processing

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

Travel

- ❖ Travel Web site is the definitive source for travel information
- ❖ All travel must be pre-approved by Supervisor and Department Head using Request for Approval of Travel Form
- ❖ Travel advances can be secured for airfare, hotel, registration fees and 75% of Per Diem – allow 5 to 10 business days for processing check
- ❖ Per Diem rates
 - Breakfast \$10
 - Lunch \$20
 - Dinner \$25
 - Incidentals \$7
- ❖ 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
- ❖ Special rules apply for trips of less than 24 hours - see Meal & Lodging Expenses on web site
- ❖ Travel claims must account for prepaid expense items (including attaching receipts)
- ❖ White out not allowed on travel claim forms, must strike through amount and show corrected amount, leaving original entry visible
- ❖ Travel claims are due within 30 days of end of trip
- ❖ 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
- ❖ Pro Card cannot be used for any travel related expenses
- ❖ 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