

# Policies and Procedures Training

UTD Procurement Management

# What is Procurement Management?

- Formed in 1996 as part of a re-engineering effort designed to streamline and increase effectiveness of the member departments
- Originally comprised of Purchasing, Accounts Payable, Travel, Central Stores, Receiving and Property Administration
- Purchasing Card added in 1998; Mail Services added in 2004, Print Shop and

# What this session will cover

- The different sections of Procurement Management, and their respective duties
- Policies and Procedures that will affect you as you attempt to secure goods and services
- An introduction to the various forms used to make purchases, payments, and reimbursements

# Department Contacts

Department	Head	Phone	Fax	Email
Assistant Vice President	Pete Bond	2301	2348	pbond
Purchasing	Paul Watson	2307	2348	pwatson
Purchasing Card	Christy Baxter	2633	2348	baxterc

# Department Contacts

Department	Head	Phone	Fax	Email
Accounts Payable	Gina Niemann	2609	2348	ginan
Travel	Trudy Muller	2606	2348	trudy
Central Receiving	Jerry Porter	2427	2434	jporter
Mail Services	Jay Carter	2319	2434	carterj

# Department Contacts

Department	Head	Phone	Fax	Email
Property Admin.	David Routzahn	6421	2434	dxr056000
Print Shop	Gary Haag	2264	6510	garyh
Auxiliary Services	Larry Hoke	2282	2348	larry.hoke

# Department Contacts

You can also reach a departmental supervisor by sending email to the following easy-to-remember addresses:

[purchasing@utdallas.edu](mailto:purchasing@utdallas.edu)

[accounts payable@utdallas.edu](mailto:accounts payable@utdallas.edu)

[travel@utdallas.edu](mailto:travel@utdallas.edu)

[receiving@utdallas.edu](mailto:receiving@utdallas.edu)

[mail@utdallas.edu](mailto:mail@utdallas.edu)

[property@utdallas.edu](mailto:property@utdallas.edu)

# Important Things to Know

- UTD is part of the State of Texas, and must exercise fiscal responsibility when dealing with taxpayer and tuition dollars. Adherence to our policies and procedures is vital to this goal.
- Even if your department has delegated purchasing authority, ONLY the Senior Vice President for Business Affairs and the AVP for Procurement Management are authorized to sign contracts or agreements.



# Important Things to Know

- Only the Procurement Management Office is authorized to collect competitive bids from vendors. Feel free to get a single quote for estimation purposes, but only we can initiate the actual bidding process.
- Any requests for purchase or payment against a contract/grant account (6xxxxx) must also be approved by the Contract/Grant Accounting Office, AD37.

# The Purchasing Cycle

- **Department** perceives need for product/service
- **Purchasing** department acquires product/service if delegated purchasing methods cannot be used
- Property tags qualifying products as they arrive
- **Receiving** coordinates shipments and delivers products to department
- **Accounts Payable** processes invoices for payment
- **AVP for Procurement Management** coordinates all departments to ensure smooth operation

# Purchasing

- Is responsible for overseeing the purchase of all goods and services as required by the University
- Is responsible for monitoring the use of delegated purchasing methods to ensure compliance with UTD policy and State law

# Delegated Purchasing Methods

## Petty Cash

When a purchase is for less than \$50, an authorized employee can buy the item with his/her own money and then seek reimbursement.

Take a properly completed and signed *Request for Payment/Reimbursement of Business Expense* form to the Bursar's office, along with the original receipt.



# Delegated Purchasing Methods

## Small Order System (SOS)

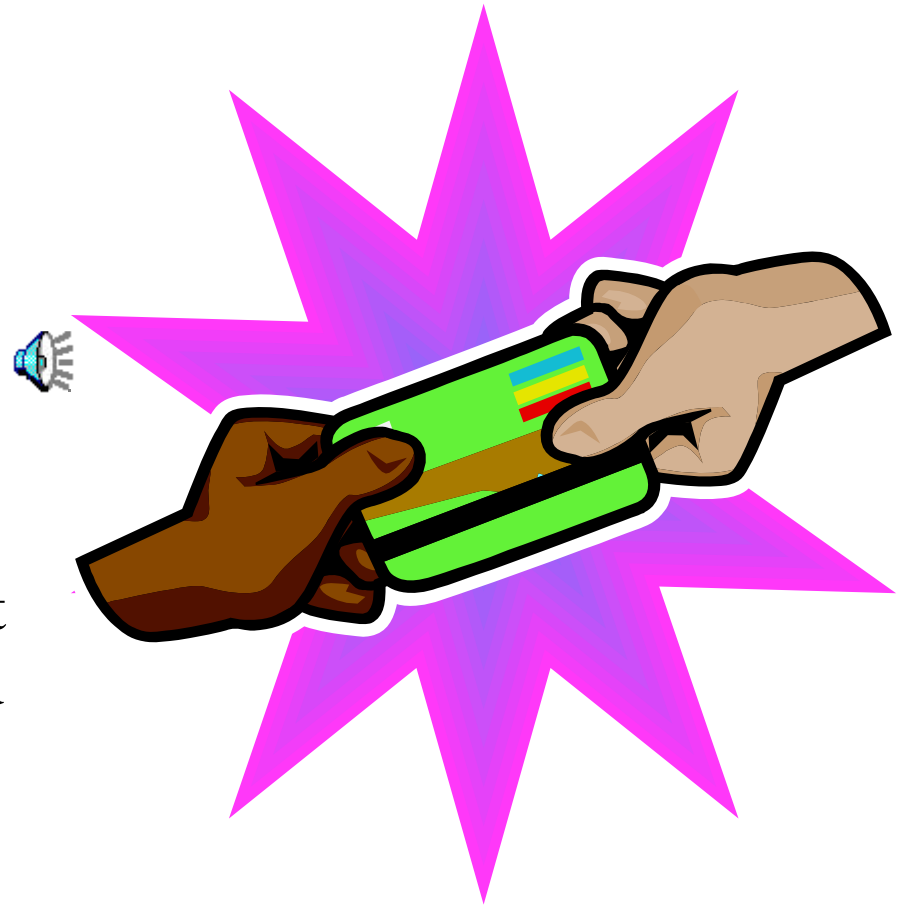
Certain departments have SOS Purchase Orders, which can be used for purchases under \$500 at any vendor that will accept a UTD Purchase Order. The SOS must be properly signed, and the blue and green copies must be sent to Procurement (AD34) within 48 hours of making the purchase.



# Delegated Purchasing Methods

## Purchasing Card

Authorized individuals may be granted a University Purchasing Card (MasterCard) to use when making purchases up to \$1000. Cardholders must complete a training session and submit all activity statements in a timely manner.



# Standard Purchasing Method

If none of the delegated methods are available to you, or if the ones available are insufficient to make the purchase you desire, prepare a *Purchase Requisition* and send it to Procurement Management at AD34. One of our buyers will process the order on your behalf, soliciting competitive bids if necessary.



# Standard Purchasing Method

Be aware that some types of purchases will be handled directly by Accounts Payable, and can be sent on a *Purchase Voucher* instead of a *Purchase Requisition*. Membership dues, conference registrations, and periodical subscriptions are the most commonly encountered examples of this type of transaction. But if in doubt, send a *Purchase Requisition*.





# HUB Program

(Historically Underutilized Business)

As an equal-opportunity University, and in accordance with State and Federal law, UTD is committed to exerting a good-faith effort in promoting and extending business opportunities to women- and minority-owned businesses.

If you would like more information on finding a women- or minority-owned business that sells the product you seek, you can contact Paul Watson at phone x2307 or by email at [pwatson@utdallas.edu](mailto:pwatson@utdallas.edu).

# StaplesLink

- A partnership between Staples, UTD, and Worthington Paper for online office supplies ordering
- Goods can be ordered online at [www.stapleslink.com](http://www.stapleslink.com) (email Katie Simpson for access form)



# StaplesLink

- Order exactly what you want, and have it delivered the next business day
- Easy-to-use website – if you have ever shopped online, you should have no problem using StaplesLink
- Individual or department training upon request



# Central Receiving

- Receives all purchases shipped to the University, and delivers them to the requisitioning department
- Receives and redistributes all outbound shipments made via UPS, Federal Express, Airborne Express, etc.
- Delivers and tracks gas cylinders used by University departments

# Central Receiving

- To arrange shipping services, fill out a *Shipping Request/Return to Vendor* form and send it to SB11
- UTD currently has its shipping contracts through Airborne Express and UPS



# Property Administration

- Tags and tracks all controlled assets and capitalized property of the University
- Generates, distributes, and oversees the annual inventory of University property
- Tracks the movement of capitalized equipment, including missing, stolen, surplus and transferred equipment

# eShipGlobal

- Compare prices between carriers and service levels, see prices right away
- Print airbills from your computer
- Central Receiving automatically notified
- Individual or dept. training on request

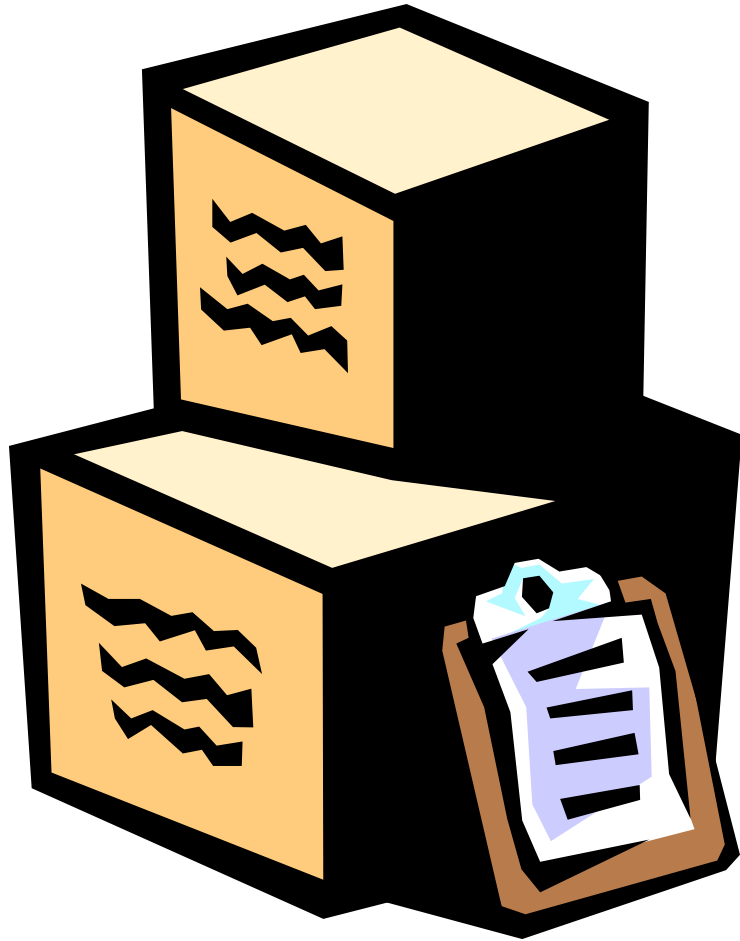


# Property Administration

- Handles the sale and disposal of surplus
- Works with UTD Controller's and Strategic Planning offices to report facility space inventory and depreciation of all real and personal property



# Property Administration



- Capitalized Goods = over \$5,000 with a useful life of more than 1 year
- Controlled Assets = electronics, cameras and lab equipment over \$500; all firearms regardless of value

# Accounts Payable

- Is responsible for generating all Accounts Payable checks issued by the University, upon receipt of appropriate paperwork or electronically submitted information
- Processes payments for Purchase Orders, SOS's, Purchase Vouchers, Business Expense Reimbursements (non-travel), Awards, and Professional Services

# Accounts Payable Transactions

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## Purchase Order Payments

- Purchasing creates a PO from a *Purchase Requisition*
- Central Receiving enters receiving information in FINS
- Accounts Payable enters invoice information in FINS
- Check is released upon the establishment of 3-way match

# Accounts Payable Transactions

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## SOS Payments



- Department uses an *SOS* and submits blue and pink copies to Accounts Payable within 48 hours (mail stop AD34)
- Accounts Payable receives invoices from vendor
- Check is released when an invoice can be matched with a submitted *SOS*

# Accounts Payable Transactions

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## Purchase Voucher Payments

### *Use a Purchase Voucher:*

- When authorizing payment on a blanket *Purchase Order*
- For memberships, conference registrations, subscriptions, or utility expenses. Library also uses Vouchers to record purchases of Library-related materials and services.



# Accounts Payable Transactions

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## Business Expense Reimbursements



- A *Request for Payment/ Reimbursement of Business Expense* form is typically used by a department to request reimbursement for entertainment expenses, or other “out-of-pocket” expenses with a valid business purpose.

# Accounts Payable Transactions

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## **Business Expense Reimbursements**

- If reimbursement is for a meal or social gathering, names must be listed on the form if fewer than 10 people attended.
- If reimbursement is for a meal and only UTD employees attend, the requester cannot seek reimbursement for his/her own meal.

# Accounts Payable Transactions

## Awards/Fellowships/ Scholarships



If you are duly authorized, you may use the *Appointment Form for School Scholarships, Fellowships and other Awards* to request that Accounts Payable release a check to the recipient of such an award (usually a student).



# Accounts Payable Transactions

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## Authorization for Professional Services

- Used to pay non-employee individuals who provide a service to the University
- Must be accompanied by a *Purchase Voucher*
- May also require a *Payee Identification Form* and *Employee vs. Independent Contractor Questionnaire*

# Travel

- Receives Travel Authorizations
- Reconciles submitted Travel Vouchers and processes them for reimbursement if they can be matched with a Travel Authorization
- Coordinates payment of airfare billed directly to the University



# Travel

- Complete and submit a *Travel Authorization* form for each trip. It summarizes the extent and purpose of travel, and must be sent to the Travel Coordinator prior to departure.



# Travel

- **All airfare reservations** should be made through the University travel agent (currently Navigant). The state contracts low, *refundable* fares to and from several popular city pairs.



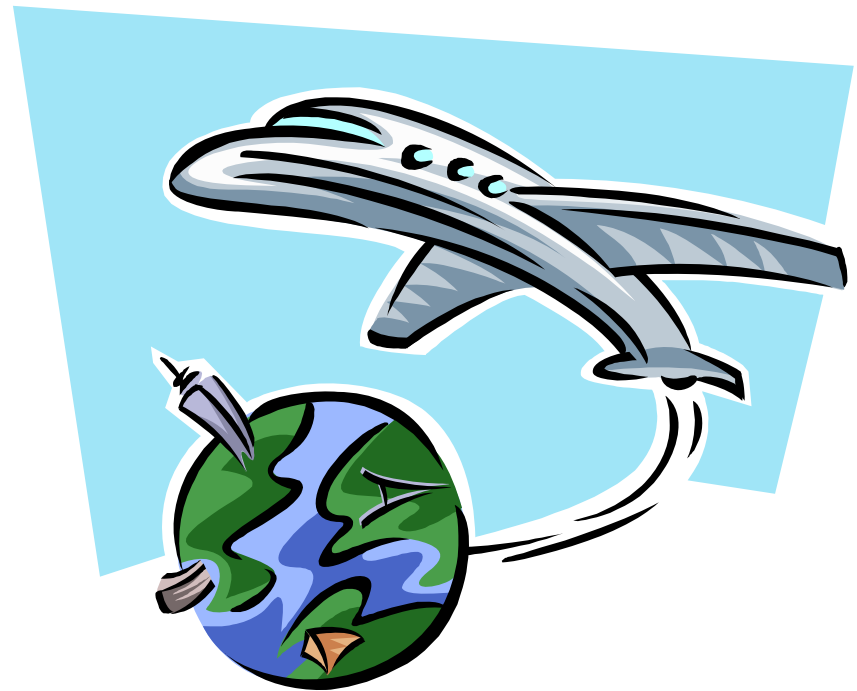
# Travel

- The State of Texas (and UT System) contract with hotels and rental car companies to receive discounted rates. These companies are listed in the Texas State Travel Directory.



# Travel

- Airfare is directly billed to UTD, but all other expenses are assumed by traveler and presented for reimbursement via a *Travel Voucher*.
- Travelers must adhere to per-diem rates set forth by the State.



# Travel

- Travel Card: an *individual-liability* credit card issued to the traveler for purposes of charging travel-related expenses until reimbursement is received from the University.



# Travel

- Travel Advance:  
People ineligible for a *Travel Card* may be able to receive a small advance prior to traveling. You forfeit *all* reimbursements due you by UTD until advance is repaid.





# Forms you will use



Some of the forms you'll need (Promissory Notes and SOS's, for example) must be ordered through the Print Shop. Others, like the travel-related documents, are available through UTD's e-forms website:

<http://www.utdallas.edu/ir/tcs/eforms/>



# Forms you will use

## Purchasing Forms

Purchase Requisition: Used to get reimbursement under the petty cash program, or to have Purchasing procure goods or services on your behalf. The Requisition can be completed online at UTD's E-Forms website.

SOS: A department-issued purchase order valid up to \$500 (in most cases); used at any merchant who will accept a UTD Purchase Order.

# Forms you will use

## Accounts Payable forms

Purchase Voucher: Used to make non-PO-related payments, such as registration fees, or to make payments against a “blanket” or other unencumbered PO.

Request for Payment/Reimbursement of Business Expense form: Most often used to seek reimbursement for non-travel-related entertainment expenses.

Authorization for Professional Services: Used when bringing guest speakers, researchers, coaches, or other non-personnel to UTD to assist in UTD business.

# Forms you will use

## Accounts Payable forms

Direct Deposit Form: This authorizes Accounts Payable to directly deposit reimbursements into your account rather than cut you a check.

Statement of Benefit: Not a form per se, but **MUST** be included with any requests to pay memberships to a professional society or club.

Invoices: Also not a form per se, but all invoices which arrive at your office should be forwarded to Accounts Payable at AD34 immediately. Make copies if you like.

# Forms you will use

## Travel forms

Travel Authorization: Must be filled out, signed, and sent to Travel at AD34 \*prior\* to travel. This form demonstrates that UTD is aware and approves of your trip.

Request for President's Approval of State Employees Traveling to Foreign Countries: Must be filled out for each trip outside the USA/Canada/Mexico, regardless of the source of funds. Send it straight to the President's Office; his staff will forward it to us when it's signed.

# Forms you will use

## Travel forms

Report of State Agency Travel to Washington, DC: Must be filled out when traveler is meeting with U.S. Government officials, regardless of source of funds.

Promissory Note/Voucher: Must be approved by your supervisor and the Assistant VP for Procurement Management (mail AD34). Email it to [pbond@utdallas.edu](mailto:pbond@utdallas.edu), and he will forward his response both to you and to the Travel department.

# Forms you will use

## Travel forms

Travel Voucher: Filled out upon return. Details all business-related expenditures incurred on the trip. Must include original receipts.

# Forms you will use

## Receiving/Central Stores forms

StaplesLink Access Request Form: Use this to request a StaplesLink account. Available on Procurement Management's website, or by emailing Katie Simpson.

eShipGlobal Access Request Form: As above, but for eShipGlobal. Email Katie Simpson for a copy.

Return to Vendor: Use this to document the return of a defective or unwanted item to the vendor for repair, replacement, or credit. Remember also that *you* are responsible for coordinating returns with the vendor.



# Forms you will use

## Property Administration forms

**Release of Equipment:** Fill out this form when either sending items to Property as surplus, or giving them to another department.

**Return to Vendor:** In addition to making the return process go more smoothly, this form helps ensure that Property removes the item from their inventory records, so you're not held responsible for it anymore.

**Inventory Forms:** Completed annually to ascertain the location of assets allocated to your department.

# Helpful Web resources

Procurement Management website:

<http://www.utdallas.edu/utdgeneral/business/procure>

TCS E-forms website:

<http://www.utdallas.edu/ir/tcs/eforms>

TBPC Travel Contracts Page (hotel/rental car info):

<http://www.tbpc.state.tx.us/travel/index.html>

Comptroller's out-of-state per diem rates (all one line):

[http://www.window.state.tx.us/comptrol/san/travel/  
out\\_of\\_state/mealrates.htm](http://www.window.state.tx.us/comptrol/san/travel/out_of_state/mealrates.htm)

# Key points to remember

*If you learn nothing else from this presentation...*

- Don't sign contracts/agreements
- If it's more than \$1,000, use a *Purchase Requisition*
- Make sure your account has money in it
- Make sure you can explain how your purchase will benefit the University
- **Contact us** if you have any questions

# That's all, folks!

Thanks so much for your patience.

If you have questions over anything we've covered today, please ask!

