October 1, 2023

MEMORANDUM TO ALL BUDGET UNIT HEADS:

ULM operates its purchasing function in accordance with Louisiana's Revised Statutes, Executive Orders, guidelines established by the Division of Administration's Office of State Procurement, and ULM policies. Policies, which relate to approval requirements for a variety of transactions in the daily operations of a budget unit, are presented below:

NOTE: It is the department's responsibility to ensure that funding is available for the expenditure of all funds and to monitor their encumbrances. This includes those funds in which purchases cross fiscal years to ensure encumbrance amounts are correct for the current fiscal year. Additionally, departments are responsible for reviewing their completed P.O.'s to ensure any open encumbrances are closed. (To have an encumbrance closed, complete the Purchasing Change/Cancel form and send to Purchasing for processing.) If an invoice is not received within 30 days, it is each department's responsibility to request the invoices from the vendor. Also, the department is responsible for coding the correct expense accounts and for requesting credit memos and credit refunds from the vendor. The department should obtain all required approvals before submitting to Purchasing or Accounts Payable for processing.

1. **Purchase Requisitions** – No competitive bidding is required for purchases up to $10,000, except Telecommunications purchases, which require bidding for purchases of $2,500 or greater. Transportation (shipping & handling) charges are considered part of the purchase price and shall not exceed the $10,000 limit. Artificially dividing a purchase to circumvent a bid requirement is prohibited and could be a violation of the state's bid law.

   All purchases greater than $1,000 are to be made via submission of an approved Purchase Requisition in Banner (see Item No. 4 below for exceptions). An exemption exists for those employees with a Purchasing Card. Those employees may make purchases up to their single transaction limit without submitting a Purchase Requisition.

   BEFORE contracting with individuals for services and submitting the Purchase Requisitions or Accounts Payable check request, departments must submit a Verification for Potential Employment form to Human Resources for approval and determination of the correct payment method. This form can be located at: https://www.ulm.edu/purchasingoffice/contracts.html

   Banner requisitions should be entered for the expected expenditure amount. If there is no cost, please enter $11 to ensure proper electronic approver routing of the requisition. Approval of all necessary Approving Agents (e.g., Budget Head) is required on all Purchase Requisitions. Requisitions should not be submitted after items have already been purchased (See Item No. 2 below).

   All Purchase Requisitions for Fund numbers beginning with "2" (Grant & Restricted Funds) and "8" (Agency Funds) MUST be processed through the Office of Grants and Contracts prior to being submitted to the Purchasing Department, unless an exception has been approved by the Vice President for Business Affairs. The Approving Agent for a grant account is considered the PI or Financial Manager.

2. **Purchase Orders - will be processed only for those purchases where a valid requisition has been submitted and approved via Banner prior to the actual purchase.** If the proper policies and procedures are not followed, a purchase order will not be issued and the invoice may not be paid. If you have any questions, please call the Purchasing Department at 342-5205 or send an email to one of the purchasing

department employees prior to making any purchase.

3. **Purchasing Card (P-Card) – Employees with a Purchasing Card may make purchases within their defined spend control profile limits, without submitting a requisition.** A P-Card cannot be used for travel or travel-related expenses or for payments to individuals or vendors for professional services. All P-Card transactions must be approved by the Cardholder and P-Card Approver in the Bank of America Works system. Additional approvals, if applicable, (e.g., Principal Investigator/Financial Manager or Approving Agent) must be obtained in writing and attached to the statement and should be uploaded with the receipts in the Bank of America Works system. Food and beverages are not to be purchased with a P-Card unless prior approval has been granted by the Office of State Travel via the Purchasing Department. Refer to the P-Card section of the Purchasing page for more information: https://www.ulm.edu/purchasingoffice/pcard.html

4. **Accounts Payable Check Requests** - Check Requests are to be used for purchases totaling $1,000 or less (inclusive of shipping and handling). Purchases exceeding $1,000 are to be made via submission of an approved Purchase Requisition. Check requests may be used to purchase the following items regardless of the amount:

   (1) Dues/memberships for professional organizations; (2) Subscriptions; (3) FedEx/UPS shipments

   If a purchase is made without a Purchase Order, you must submit a Check Request with the original invoice ("tear type" receipt without business name are not acceptable) to Purchasing for approval of payment. For a new vendor, a W-9 should also accompany the check request.

   All Check Requests for Fund numbers beginning with "2" (Grant & Restricted Funds) and "8" (Agency Funds) MUST be processed through the Office of Grants and Contracts prior to being submitted to the Purchasing Department, unless an exception has been approved by the Vice President for Business Affairs. The Approving Agent for a grant account is considered the PI or Financial Manager.

   Check Requests received in Accounts Payable by close of business on Friday will be processed and a check will be issued the following week. For checks marked "Mail Check to Vendor," the check file will be sent to Regions Bank on Thursday, and Regions Bank will print and mail checks next business day to the vendor. For checks marked "Mail Check Back to ULM," the check file will be printed in house and Accounts Payable will notify the departments when checks can be picked up. The check overnight fee will be charged to the requesting department's budget. Upon receipt of the checks, Accounts Payable will notify the departments when checks can be picked up. Checks exceeding $50,000 will be printed for the Controller's signature and mailed on Friday. Check Requests must be properly coded and all appropriate documentation must be attached in order to be processed. For Accounts Payable Vouchers go to: https://webservices.ulm.edu/forms/get-form/393

5. **Contracts** – All contracts must be reviewed and processed through the Purchasing Department in accordance with the procedures found at https://www.ulm.edu/purchasingoffice/contracts.html Additionally, contracts may only be signed by individuals with delegated signature authority from the President and approved by the Division of Administration, Office of State Procurement. A current list of these individuals can be found at: https://www.ulm.edu/purchasingoffice/ulm_signature_authority_updated_16mar2023.pdf

6. **Receiving Report Copies of Purchase Orders** - The employee who actually accepts delivery from the vendor or freight company <u>must sign and date</u> the vendor delivery ticket. The Receiving Report (yellow

copy) of the Purchase Order is to be submitted to the **Controller's Office** and processed online in Banner by the close of the next business day. This copy requires the Banner receiving number, date received and signature of the person who received the goods. Instructions to receive a PO in Banner (Full or Partial) can be found at: https://www.ulm.edu/purchasingoffice/basics.html

7. **Partial Delivery Receiving Reports (Available in the Controller's Office)** – Partial receiving should be processed online in Banner. Submit a Partial Delivery Receiving Report (available in Controller's Office) and invoice to the Controller's Office. A partial payment requires the signature of the Approving Agent (or recipient), Banner receiving number, and the date received.

8. **Interdepartmental Requests (Available in Controller's Office)** -Interdepartmental Requests require the signature of the Approving Agent. Goods or services obtained through the Interdepartmental Request include printing, photocopy work, office machine repairs, maintenance supplies from the warehouse, and services obtained through a unit of Auxiliary Enterprises. Interdepartmental Requests are to be submitted directly to the Controller's Office. Services for food items from Aramark will be billed directly from Aramark. Prepare a check request for the invoice amount and forward to the appropriate department for payment.

9. **Bookstore (Barnes & Noble) Requisitions**- Barnes & Noble requires the use of their requisition which can be obtained from the bookstore in Sandel Hall. These requisitions require the signature of the Approving Agent.

10. **Petty Cash Vouchers (Available in Controller's Office)** - Requests for reimbursement for allowable expenses through petty cash require valid receipts and signatures of the recipient and at least one other authorized signature. Each individual handling/receiving petty cash must acknowledge such in writing. Petty cash expenditures are limited to $50 per day, per department. (Sales tax will not be reimbursed - no exceptions). Advance approval must be obtained from the Controller to exceed the limit when a critical or unusual situation exists. For Petty Cash Payment Request forms go to: https://webservices.ulm.edu/forms/officesdepartments/controllers-office

11. **Requests for Advance Payment (Cash Advance)** – All cash advances must have an original receipt to support all expenditures in which a cash advance was given. A complete analysis of all expenditures, with supporting receipts, should be provided to the Controller's Office within seven (7) days upon completion of the detailed function. Failure to comply may result in payroll withholding and the inability to obtain future advances. For Cash Advance forms go to: https://webservices.ulm.edu/forms/get-form/401

12. **Food/Meal Purchases**-Food and meal purchases require prior approval unless an exemption has been granted by the President. The Special Meals Request Form, which includes detailed instructions, can be found on the Controller's Office form page: https://webservices.ulm.edu/forms/officesdepartments/controllers-office

13. **Payroll Vouchers (UPD employees providing services for special events, payments made for endowments, or special circumstances approved by Human Resources)** – Payroll Vouchers processed for payment require signatures of the Approving Agent. If the payee is the Approving Agent, the supervisor's signature is required. Routing instructions are listed on the Payroll Voucher. In addition, the recipient's campus wide ID number, home address, and FOAPAL must be entered on the voucher. For Payroll Vouchers go to: https://webservices.ulm.edu/forms/get-form/396

14. **Payroll Action Forms (Casual Wage, Classified Staff, Overload, PT Faculty, PT Staff, Unclassified Staff, 12 month Faculty, 9 month Faculty, and Summer Faculty)** - Require two different signatures: a Requesting Agent and an Approving Agent (i.e. Department Head, Dean). Payroll action forms route through the Budget Office for approval prior to the Human Resources Payroll Action Form deadline date. The Payroll Action Form deadline to Human Resources is the Wednesday of the week preceding the specified pay date for each pay period. For the payroll schedule deadlines, go to https://ulm.edu/hr/payroll.html. For Payroll Action Forms go to: https://webservices.ulm.edu/forms/get-form/911

15. **Non-Federal and Federal Grants, Contracts, and Agency Accounts** – Financial Managers or PI's are considered Approving Agents with respect to all transactions, policies and stipulations. In addition, equipment purchases and Payroll Action Form requests require the signature of the appropriate Dean or Division Head. All restricted funds (funds beginning with "2") and Agency fund (funds beginning with "8") transactions must be approved by the Assistant Controller for Restricted Accounts in the Controller's Office (Grants and Contracts Office).

16. **Budget Transfers (Operating and Auxiliary Funds)** - Budget Unit Heads may initiate transfers between non-personnel object codes (702000-707000) in their authorized Fund/Organizations/Account(s). Transfers require approval of the Approving Agent. If any account has a negative non-personnel services balance or will be negative after the purchase, submit a budget transfer (with Purchase Requisition information) to the Budget Office for processing **prior** to submission to the Purchasing office in order to facilitate processing. Budget Transfers are available at https://webservices.ulm.edu/forms/officesdepartments/budget-office

17. **Travel Authorizations** - Travel Authorizations **are required** for all out-of-state, international and in-state conference travel. Travel Authorizations need to be approved and sent to the Controller's Office 10 days **PRIOR** to the travel dates. See Travel Policy for details.

18. **Travel Advances** - Signatures of the advance recipient and Approving Agent are required. However, if the person requesting the travel advance is also the Budget Unit Head, then the appropriate Supervisor's signature is required. When required, cash advances will be issued within two weeks prior to the actual date of travel. Travel advances will be issued only for the following situations:

    1. To employees for student or group travel.
    2. To employees traveling for extended periods (31 or more consecutive days).
    3. To employees for registration fees for seminars, conferences, and conventions, and also for motel expenses.
    4. Airline tickets must be purchased in accordance with travel regulations utilizing the state CBA account (contact your V.P. or President's office).

    Persons traveling on official business will provide themselves with sufficient funds for all routine travel expenses. Travel Advances must be punctually repaid when submitting the Travel Expense Form for the related travel, not later than the 15th day following the completion of travel. Travel Advances not being repaid or expense provided timely may result in payroll withholding and the inability to obtain future advances.

19. **Travel Expense Reimbursements** – All requests for travel reimbursement must be received by the Travel Accountant at least a week before the check is issued. Requests received in Accounts Payable on Thursday

will have a check issued the following week. The check file is sent to Regions on Thursday and checks are printed and mailed to employees on the next business day. All the appropriate signatures and documents (original receipts) must also be received in order for a reimbursement to be processed. In order to be reimbursed for travel mileage, employees are required to take the Driver Safety Course. The Driver Safety Course is currently offered online and is available at http://www.ulm.edu/safety/drvrsfty/drvsftyindex.html.

20. **Travel Card (T-Card): Employees with a Travel Card may pay for specific travel expenses within their defined spend control profile limits.** A T-Card can only be used for travel or travel-related expenses. All T-Card transactions must be approved by the Cardholder and T-Card Approver in the Bank of America Works system. Additional approvals, if applicable, (e.g., Principal Investigator/Financial Manager or Approving Agent) must be obtained in writing and attached to the statement and uploaded with the receipts in the Bank of America Works system. Food and beverages are not to be purchased with a T-Card unless prior approval has been granted by the Office of State Travel via the Travel Program Administrators. Refer to the Travel Information web page for more information: https://www.ulm.edu/controller/travel.html

For Travel Policy, Procedures & Related Forms go to:
https://www.ulm.edu/controller/travel.html

The above travel information is issued in accordance with State of Louisiana Travel Regulations in PPM49: for more details go to https://www.doa.la.gov/doa/ost

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