

**POLICY AND PROCEDURE MANUAL**  
**FOR PURCHASING**  
**AND OPERATING EXPENDITURES**

**LOYOLA UNIVERSITY**  
**4/31/2000**

## INTRODUCTION

This manual is a guide to the policies and procedures of Loyola University with regard to the purchase of goods and services.

The manual explains the policies and procedures of the University. Such general information is published to ensure the University community's understanding of the purchasing process. It will guide the user to the correct procedures and assist in expediting departmental purchasing.

The manual also describes the forms used to purchase goods and services with instructions for completing each form. Examples of completed forms are included for your assistance.

The scope of the manual makes it impossible to explain all possible situations. Some departments may face unique problems or have questions involving interpretation of University policy or procedure. In these instances, the user should contact the Purchasing Department or Financial Affairs Office, whichever is applicable, for assistance.

Policy and procedure may change with the continued growth and needs of Loyola University. All or part of this manual is subject to change and may be superseded. In the event of change all departments will be notified.

## Table of Contents

Authority for Procurement.....	1
University Policy.....	1
Authorized Purchases.....	1
Conflict of Interest.....	2
Fund Sources.....	3
Account Numbers.....	3
Purchase Order Form.....	3
Selection of Vendors.....	3
Vendor Numbers.....	4
Supplier Lists.....	4
Sales Representatives.....	4
Catalogs.....	4
Requests for Bids or Quotation.....	5
Confidentiality of Quotations.....	5
Sole Source Purchase.....	5
Emergency Orders.....	6
Confirmation Orders .....	6
Maintenance Agreements/Repairs.....	6
Purchase Order/Equipment Leases & Maint..Contract.....	6
Purchase Order for Flowers.....	7
Sales Tax .....	7
Furniture Assembly.....	7
Prepaid Orders.....	7
Insufficient Funds.....	8
Overdrawn Accounts.....	8
Shipping & Receiving.....	8
Department Pickup from Local Vendor .....	8
United Parcel Service Charges.....	8
Invoices.....	9
Credits.....	9
Decentralized Copiers.....	9
Copicard Charges Form .....	10
Instructions/Completing the Purchase Order Form/Questions.....	11
Processing Time/Purchase Order Form.....	12
Sample/Purchase Order Form.....	12A
Instructions/Check Request Form.....	13
Supporting Documents.....	14
Professional Fees.....	14

## Table of Contents Continued

Processing Time/Check Request.....	14
Sample/Check Request Form.....	14A
Expense Statement .....	15
Instructions/Completing Expense Statement.....	16
Questions/Expense Statement.....	17
Sample/Expense Statement.....	17A
Transfers.....	18
University Credit Card.....	18
Sample/University Credit Card Expense Statement.....	18A
Travel.....	19
Petty Cash Funds.....	19
Reimbursements.....	19
Periodicals, Subscriptions and Single Book Purchases.....	19
Instructions/Petty Cash Reimbursements Policy and Procedure.....	20
Sample/Petty Cash Reimbursements Policy & Procedure.....	20A
Instructions/Central Reproduction Job Form.....	21
Processing Time/Central Reproduction.....	21
Sample/ Central Reproduction Job Order Form.....	21A
Insurance Requirement.....	22
Facility Improvements.....	23
Budget Account Number.....	24
Budget Account Number - Revenue Object Codes.....	25-26
Budget Account Number – Expenditure Object Codes.....	27-29
Budget Account Number –Expense Codes -Pooled and Non-Pooled.....	30-33
Index.....	34-35

## **AUTHORITY FOR PROCUREMENT**

The Purchasing Department is a division of the Office of the Vice President for Business and Finance. All procurement negotiations have been delegated to the Director of Purchasing by the University administration.

**UNIVERSITY POLICY: The Purchasing Department has the sole authority to order supplies, materials and equipment, and to obligate the University for contractual services. Without definite and particular permission of the Purchasing Department, no University department may order directly by letter, telephone, facsimile, e-mail, Internet, or in any other manner. The University will assume no obligation except on a previously issued and duly authorized purchase order.**

To achieve this goal, the Purchasing Department has been charged by the University administration with responsibility for the following:

1. Securing competitive bids, when possible, to obtain maximum value from the expenditures of University funds.
2. Maintaining liaison with the vendors that service the University.
3. Coordinating the procurement of goods and services for academic, administrative, and research departments of the University.
4. Developing sources of supply to assure that University departments have an adequate number of vendors from which to obtain supplies, equipment, and services.

## **AUTHORIZED PURCHASES**

In accordance with the authority delegated to the Director of Purchasing by the university administration, all purchases, irrespective of the sources of funding, will be governed by the policies outlined in this manual.

Our basic policy is to obtain all supplies, equipment and services at the lowest cost to the University, consistent with quantity, quality and availability of the items at the time of purchase. In conforming to this policy, the cost of the purchase and the delivery time required by the using department will be considered. Competitive bids will be solicited whenever practicable.

No person is authorized to obligate the University without encumbering, in advance, sufficient funds to meet the purchase obligation. This practice applies to all requisitions regardless of the source of funding.

## **CONFLICT OF INTEREST**

The University, as a general rule, does not enter into purchasing contracts with students, faculty and staff, or members of their immediate families. An acquisition from a business in which an employee has an interest is prohibited unless full disclosure of the background facts are presented in writing to the Purchasing Department. Interest is deemed present if the employee and/or his or her spouse or unemancipated minor children own ten percent or more of the assets of a business.

## **FUND SOURCES**

All funds deposited with the University, regardless of source, are University funds and must be handled in accordance with University policy. University policy applies to **all** grant, agency, and budget accounts.

## **ACCOUNT NUMBERS**

Each department is assigned an account number or numbers by the General Accounting Office. Purchase Orders must carry the complete number of the account to be charged.

## **PURCHASE ORDER FORM**

Only persons officially designated with General Accounting and the Purchasing Department shall have authority to issue purchase orders. In the absence of officially designated departmental authority, that authority in advance of their absence designating temporary authority must issue a letter. A copy of this authorization must be issued to both the General Accounting and Purchasing Departments.

In case of unexpected absences of departmental authority, purchase orders may only be issued by that authority's immediate supervision, such as Deans or Vice Presidents.

## **SELECTION OF VENDORS**

Vendors are selected for their capability to serve the needs of the University in the most economical and efficient manner possible. Past performance and cooperation are important factors. Vendors must comply with the Equal Opportunity Act (Executive Order 11246 as amended) since it is the policy of the University to promote the full realization of equal employment opportunity through an Affirmative Action program. They must also comply with other laws and directives as they are issued. The University strives to use small businesses, minority-owned businesses, and women's business enterprises whenever possible.

Departments may suggest the vendor from which to purchase goods and services. The Purchasing Department, however, will make the final choice of vendor. Requests to waive this policy in unusual situations must be submitted in writing to the Director of Purchasing.

## **VENDOR NUMBERS**

All permanent Loyola University vendors are assigned an eleven-digit vendor number. The assigned vendor numbers are permanent for each particular vendor.

Vendor numbers must appear on **all** purchase orders and check requests.

The purpose of a vendor number is to generate a check for payment to a particular vendor through the University's computer system.

The Purchasing Department creates all vendor numbers. All existing vendor numbers may be accessed on screen P03 (Vendor Name Search) in the FRS on-line system.

Departments should only have to contact the Purchasing Department for a vendor number not previously created and contained on screen P03 (Vendor Name Search).

Request for more than one vendor numbers must be submitted in writing. All requests for two or more vendor numbers should be submitted in writing or facsimile to the Purchasing Department – extension 2149.

## **SUPPLIER LISTS**

The Purchasing Department will maintain a list of all persons and firms who wish to bid on University purchases. Invitations to bid will be solicited from those vendors whom the Purchasing Department determines will stimulate viable competitive bidding.

## **SALES REPRESENTATIVES**

All interviews with vendor sales representatives will be arranged through the Purchasing Department. All interviews will be at the convenience of the requesting department.

## **CATALOGS**

Vendor catalogs are available at the Purchasing Department. If a vendor catalog is not available, the Director of Purchasing will order that catalog.

## **REQUEST FOR BIDS OR QUOTATIONS**

One of the primary responsibilities of the Purchasing Department is soliciting competitive bids, when possible, to obtain maximum value from the expenditures of University funds.

The bidding process involves mailing quotation forms to at least three approved vendors. The quotes are received and recapped in the Purchasing Department, and a purchase order is awarded to the favorable vendor. The bidding process takes at least a week.

Competitive quotations will be secured in accordance with the following guidelines:

\$1 to \$9,999 per item	Quotations may or may not be solicited.
\$10,000 per item and above	The Purchasing Department will solicit at least three competitive written quotations.
Contractual Services	Contractual services, in excess of \$5,000, the Purchasing Office will formally solicit at least three written bids.

## **THE CONFIDENTIALITY OF QUOTATIONS**

Price quotations are given to the University in confidence and shall not be revealed to any other vendor or unauthorized person.

## **SOLE SOURCE PURCHASES**

A sole source purchase is one wherein an item that is needed can only be purchased from a single source. This situation makes it impossible to obtain competitive bids.

We may require documentation from the requisitioning department to justify why the technical characteristics inherent in the item make it essential to the project that it should be purchased in preference to another brand of lower cost but similar capabilities.

Final responsibility in determining whether an item is a proprietary item and may be purchased from a sole source rests with the Purchasing Department.

## **EMERGENCY ORDERS**

Emergency orders must be kept to a minimum.

Failure to anticipate a need is not, of itself, considered a bona fide emergency. To initiate an emergency purchase, the authorized person in the department must contact the Purchasing Department and explain the nature of the emergency. The Purchasing Department will determine whether the situation is a legitimate emergency. When an emergency is determined, a purchase order must be hand-carried to the Purchasing Department for processing.

Upon receipt of emergency purchase orders, the Purchasing Department will phone or fax the order to the vendor. No department other than Purchasing may telephone or fax orders directly to vendors, without the permission of the Purchasing Department, because of the possibility of duplicating the orders.

## **CONFIRMATION ORDERS**

CONFIRMATION ORDERS are rarely permitted. They are only permitted in the event of an emergency purchase, which must be made after University office hours. The department involved must make the Purchasing Department aware of this situation as soon as possible the following working day. The Purchasing Department will then instruct the University department how to handle the confirmation order.

## **MAINTENANCE AGREEMENTS/REPAIRS**

The Purchasing Department is only responsible for the repairs of manual, standard and electric typewriters and desk calculators. For these repairs, contact the Purchasing Department at extension 2290. For information regarding all other repairs and maintenance agreements, contact the Purchasing Department.

## **PURCHASE ORDERS FOR EQUIPMENT LEASES & MAINTENANCE CONTRACTS**

University departments are responsible for issuing purchase orders for equipment leases and maintenance contracts at the beginning of each fiscal year. Whether the payments are made in one payment, quarterly or monthly, the purchase order must cover the entire fiscal year. For example, a purchase order for monthly payments to a vendor must be issued to cover twelve months. The purchase order must contain all pertinent information such as a description of the types of equipment, the model number and/or type of model, the serial number, the vendor account number covering the equipment, the time period covered by the purchase order, and the location of the equipment.

## **PURCHASE ORDERS FOR FLOWERS**

Before a department places an order for flowers, they must telephone the Purchasing Department to obtain a purchase order number, which must be given to the florist when the order is placed. When the order is placed with the florist, the person placing the order must instruct the florist to place the purchase order number on the invoice. The ordering department must then submit a purchase order with the purchase order number typed in the appropriate box on the order.

## **SALES TAX**

The University is exempt from paying sales tax to the State of Louisiana, and is only responsible to pay 5% sales tax to the city. The 5% sales tax must be paid on **ALL** orders, even on orders placed with out of state vendors. When vendors do not bill the University for sales tax, the University pays the amount directly to the City of New Orleans. In these cases, departments are charged for the tax amount directly by the Purchasing Department. State sales tax exemption letters are available in the Purchasing Department.

## **FURNITURE ASSEMBLY**

When ordering furniture such as desks, bookcases, file cabinets, credenzas, tables, cabinets, etc. that require assembly, arrangements must be made with the vendor to provide such service. University personnel do not provide this service.

Please check with vendor when ordering furniture for any assembly charges, which may apply, and indicate such charges on the purchase order.

## **SURPLUS FURNITURE AND EQUIPMENT**

University departments can arrange for pick-up of surplus furniture and equipment through Central Receiving. Departments should fill out a surplus form describing the furniture and equipment with an assessment of its condition. The campus janitorial service will pick up the surplus items and deliver them to Central Receiving for storage and distribution.

## **PREPAID ORDERS**

In the event that a vendor will not accept a purchase order, the ordering department must still submit a purchase order for processing. This order must state that prepayment is required in the description section of the order. The note should be set apart from the description so that it can be readily seen (see purchase order sample on page 12A). For prepayments, the exact cost amount is required, including tax and shipping charges when applicable. A check will be issued to accompany the order.

A vendor's price list or order form should be attached to the purchase order. If no price list is available, a receipt from the vendor acknowledging payment is required. Forward this receipt to Financial Affairs within 30 days of the order date. The receipt should reference the purchase order number.

## **INSUFFICIENT FUNDS**

In instances where there are insufficient budget funds to process a request for disbursement, the ordering department will be notified. No disbursement will be made until additional funds are transferred into the account to be charged (see Transfers, page 18).

## **OVERDRAWN ACCOUNTS**

University policy prohibits overdrawn accounts. A transfer of funds to cover an overdraft should be submitted immediately upon notification of the overdraft (see Transfers, page 18).

## **SHIPPING AND RECEIVING**

All goods shipped to the University are received and processed by Central Receiving, which is a part of the Purchasing Department. Originating departments must sign a receiving report as goods are accepted.

A representative of the ordering department must pick up all small items at Central Receiving. All goods must be inspected before being accepted. Large or very heavy items will be delivered by the University janitorial services. The merchandise is inspected for damage before leaving Central Receiving. Any damaged goods should be reported immediately to the janitorial service directly.

Any materials covered by a purchase order being returned to a vendor must be shipped through the Central Receiving Office. This procedure insures that the University is able to verify shipments to vendors for proper credit or replacement.

## **DEPARTMENTAL PICK-UP FROM LOCAL VENDOR**

In the event that supplies or materials must be obtained locally by a department representative, all supporting papers must be submitted to the Purchasing Department by the close of the next working day.

## **UNITED PARCEL SERVICE CHARGES**

University departments may ship packages through Central Receiving by United Parcel Service. The Purchasing Department charges these shipping charges directly to the University departments.

## **INVOICES**

Vendors cannot be paid until the Purchasing Department has received and processed an invoice. Invoices received in the amount of \$1,000.00 or under applying to a University purchase order will be processed for payment after they are received, regardless of supporting receiving documents.

On all invoices totaling more than \$1,000.00, vendors will be paid only after goods and services have been received. In all cases, the vendor must mail its invoice to the Purchasing Department. If a department does receive an invoice from a vendor in error, all copies must be mailed to the Purchasing Department immediately for processing. The originating department will receive a copy of each invoice, which is processed for payment. Any discrepancies should be reported to the Purchasing Department immediately at extension 2290.

**Invoices received by the Purchasing Department for which there is no purchase order will be returned to the vendor.** The vendor will be advised to contact the individual who placed the order for payment of the invoice. Without a purchase order the University is not obligated to the vendor.

## **CREDITS**

Credits are processed as they are received. The originating department will receive copy of the credit from the Purchasing Department. The credit is applied to the account of the original encumbrance.

## **DECENTRALIZED COPIERS**

The Purchasing Department throughout both University campuses maintains a network of decentralized middle-volume copy machines. These machines are able to provide the highest possible quality service for the value. The copy machines are activated by copy cards, which can be purchased in the Bursar's Office, in the Main Library, and in the Law Library. Each copy machine is available to anyone who needs to use them.

Key operators are assigned for each decentralized copy machine in the department in which the machine is located. The key operators are responsible for overseeing the maintenance of the copy machines to which they are assigned. Key operators order supplies for copy machines by telephone from the Purchasing Department. The supplies are charged to the Purchasing Department. The key operator also calls in for repairs of copiers, either directly to the service department or through the Purchasing Department. Chronic problems with copy machines should be reported to the Purchasing Department.

The Purchase Department re-evaluates the copying needs of each University building periodically in order to determine the best location for the copy machines. The Purchasing Department is responsible for the costs of maintenance, contracts, repair costs, and all supplies associated with the copy machines.

The purchase of copy machines by individual departments is not allowed. Small, lower-volume copy machines have proven to be inefficient, and there are many problems associated with the supplies and service of such machines. If individual departments purchased copy machines, the University would not be able to maintain the system of copiers located in most University buildings for the benefit of the University Community as a whole.

**INSTRUCTIONS**  
**COMPLETING THE PURCHASE ORDER FORM (SEE SAMPLE ENCLOSED)**  
**ALL PURCHASE ORDERS MUST BE TYPED**

1. **Suggested Source:** Complete the space (3 lines) with name and address only when unsure of vendor; otherwise, leave blank.
2. **C/O:** Indicate the name of the individual initiating the purchase order.
3. **Dept.:** Indicate the name of the department.
4. **Bldg.:** Indicate the name of the building and the room number of the requisitioning department.
5. **Account Number:** Indicate the ten-digit account number, which is to be charged for the purchase.
6. **Date:** The date on which the purchase order is **submitted** to the Purchasing Department.
7. **Name and Address of Vendor:** The submitting department must fill in the complete name and address of the vendor, including zipcode. Any individual's names whose attention an order is sent must be typed next to the address.
8. **Vendor Number:** The eleven-digit vendor number, beginning with the letter A, **must** be typed by the department on **all** orders.
9. **Item:** Consecutively number each item to be purchased.
10. **Quantity:** Indicate the number of items to be purchased.
11. **Catalog No./Description:** Type the catalog number and a description of the item to be purchased. Include all details, which will assist the Purchasing Office in buying exactly what is needed.
12. **Unit Price:** Indicate the unit prices of each item if more than one is ordered.
13. **Amount:** Indicate the total cost of each item.
14. **Sales Tax:** Compute the sales tax (currently 5%).
15. **Total Estimated Cost:** Indicate the total cost of the goods including sales tax.
16. **Requested by:** The individual requesting the purchase should sign the purchase order.

Comment:

17. **Approved:** To be signed by the person responsible for the account to be charged.

18. **Approvals:** All requests for disbursement require the approval of the individual appointed as responsible for the account to be charged. i.e., Department Chairperson, Dean, Director or Grantee.

In cases of computer equipment purchases, additional approvals are required in accordance with University policy. During anticipated absences, department heads must notify the Purchasing Department and General Accounting in writing with the name of the responsible party in their absence. In cases of unanticipated absences, the supervisor of the responsible party must sign.

University academic grants require the additional approval of the director of Grants and Research.

The approved purchase order is then forwarded to the Purchasing Department for processing.

## **PROCESSING TIME**

Purchase Orders that are correctly filled out, drawn on budget accounts in the amount of \$1,000 or less, are released within a day of receipt in the Purchasing Department. Orders in amounts above \$1,000, or orders drawn against grant or capital accounts, are released as soon as they can be cleared into the financial accounting system.

Please allow at least one to two (1 to 2) working days for the purchase order to be processed and issued. When planning your purchases, please keep in mind the processing time.

## **QUESTIONS**

Any questions regarding the purchase order form should be referred to the Purchasing Department at extension 2290.

## INSTRUCTIONS/CHECK REQUEST FORM

### When to use the Check Request Form

The check should be used **ONLY** for the following:

1. Membership & Dues
2. Travel and Entertainment /Conference Registration
3. Postage
4. Periodicals and Subscriptions
5. Single Book Purchases

When a check is made payable to an individual in cases of professional fees, awards, moving expenses, and honoraria, the individual's social security number and address must appear on the form.

6. Payments to Marriott
7. Honoraria
8. Professional Fees (example: Artist's Models, Bands)
9. Moving Expenses
10. Awards
11. Reimbursements, between \$50.00 and \$200.00, on nonrecurring purchases for reproduction, office supplies, computer supplies/software and repairs. You can also be reimbursed by the Bursar's office for up to \$200.00 with a petty cash reimbursement form. Original receipts must be submitted.

### ALL OTHER PURCHASES MUST BE PLACED ON THE PURCHASE ORDER FORM

Any questions regarding the use of this form should be directed to the Purchasing Department.

**Completing the Check Request Form** (See Sample attached) -- All check requests must be typed.

1. **Date:** Enter the date the form is submitted.
2. **Department:** Indicate the name of submitting department.
3. **Account Number:** Enter the ten-digit number to be charged.
4. **Vendor Number:** Enter the eleven-digit vendor number or a "T" if the vendor is a temporary one (see Vendor Numbers).

5. **Pay to the Order of:** Indicate the name of the recipient of the check as it should appear on the check.
6. **Amount:** Enter the dollar amount to be paid.
7. **Address:** Indicate the address to which the check is to be mailed. If you do **not** want the check mailed by the General Accounting Office, leave this space blank.
8. **Explanation of Expense:** Write a short explanation of the expense. In the case of advances for travel, include the event to be attended, the city where the event will take place, and the inclusive dates of travel.
9. **Department Approval:** This space is for the signature of the person responsible for the account (usually the Department Head).
10. Attach supporting documents.
11. Forward the completed form to the General Accounting Office for processing.

### **SUPPORTING DOCUMENTS**

When the check request is submitted, supporting documentation must be attached. Invoices, order forms, receipts and statements are examples of supporting documents. Advances for travel do not require supporting documents when the check request is submitted. However, an expense statement must be submitted within ten working days after the event for which funds were advanced. Check requests made payable to the U.S. Postmaster **does not** require supporting documentation.

### **PROFESSIONAL FEES**

Professional Fees \$100.00 or greater, for services rendered by a non-Loyola employee, require an invoice attached to a check request. The invoice should briefly state the time period and nature of the services. If an hourly rate is applicable, the rate and number of hours worked should be included on the invoice. Professional fees of less than \$100.00 by non-Loyola employees do not require an invoice. A personal notification form is required for professional fees to anyone who has received a Loyola paycheck during the calendar year.

### **PROCESSING TIME**

Check requests are processed by the General Accounting Office and the Computer Center. When planning expenditures, please allow at **least** two (2) full working days for your check to be generated.

## **THE EXPENSE STATEMENT**

The United States Federal Tax Law stipulates that payments or reimbursements to employees for bona fide business-related travel expenses are not considered taxable income to the employee. It is therefore necessary that the nature of the expenditure be so fully explained that the business relationship to the university is clearly evident. Failure to fully substantiate and explain business expenses has resulted in advances and reimbursements being considered **additional taxable income** for the individual.

The Expense Statement is a supporting document and is required to report all expenses for travel and entertainment. In all cases, **original receipts** must be attached to the Expense Statement. Photocopies, canceled checks, check stubs and non-itemized credit card billings are not acceptable as receipts.

## INSTRUCTIONS/EXPENSE STATEMENT

### Completing the Expense Statement

1. The Expense Statement is to be typed or printed in ink.
2. **Name, Department, Telephone, Account Number**: Provide this information as requested.
3. Use one line of the statement for each day of expense.
  - a. **Hotel Room**: Daily cost of room plus taxes and allowable tips and long distance telephone calls.
  - b. **Breakfast, Lunch, Dinner**: Cost of meal, plus tip.
  - c. **Local Transportation**: Daily total cost of taxis, buses, subway, limousine, etc.
  - d. **Other Expenses**: Entertainment expenses and all other expenses that do not fit the above categories.
4. **Total**: Record total daily expenses in this space.
5. **A- Total Daily Expenses**: Fill in with the total of all daily expenses.
6. **B - Total Transportation Expense**: Record transportation expenses (air, rail, and bus) and place total in this area.
7. **C - Total Employee Expense**: Add the amounts in spaces "A" and "B" and record the total in this area.
8. **D - Deduct Total Advances, etc.**: On the reverse side of the statement complete the schedule of advances and record the total on the front of the statement in this space.
9. **E - Under/Over Expenditure**: Subtract the amount in space "D" from the amount in Space "C". This amount represents the under or over expenditure of the employee and is to be recorded in space "E".
10. **Purpose of Business Expense**: **Explain** the purpose of the business expense.
11. Sign and date the statement.
12. Attach all **ORIGINAL** receipts.

13. **Approved:** the submitting individual's superior must approve the statement.
14. Forward the expense statement to the General Accounting Office. Remember, if the individual is to receive a reimbursement, a check request form **must** accompany the statement. If there are unused funds, they **must** be returned to the University and **must** accompany the expense statement.

## QUESTIONS

Should you have any problems or questions regarding University policy in regards to Travel and Entertainment expenses or the completion of the Expense Statement, contact the Senior Accountant in the General Accounting Office at extension 3144.

## **TRANSFERS**

Requests for the transfer of funds are to be typed on an interdepartmental memo. The transfer request should be submitted to Financial Affairs along with the proper organizational approvals.

## **UNIVERSITY CREDIT CARD**

**University credit cards are to be used for University-related travel and entertainment expenses only.** After reviewing the monthly credit card statement for correctness, the University Credit Card Expense Statement should be prepared. Each posting on the invoice should be recorded on the credit card expense statement along with a brief explanation of how the expense is related to University business. The credit card expense statement, invoice, original credit card receipts, and check request should be forwarded to the Financial Affairs Office for processing.

## **TRAVEL**

There are special requirements related to Travel expenses. University policy dictates that requests for travel advances are submitted **NO EARLIER THAN TEN WORKING DAYS AND NO LATER THAN FIVE WORKING DAYS BEFORE** the event for which the advance is made.

In all cases, the Expense Statement must be used to report all expenses. The Expense Statement will be submitted no later than ten working days after the expenses are incurred.

Failure to submit an approved expense statement and required receipts within the allotted time will result in cash advances being recouped by the University through payroll deduction.

When an individual is to be reimbursed for expenses exceeding the amount advanced, a check request for the amount of the reimbursement must accompany the expense statement.

When an individual receives no advance, but is to be reimbursed for travel or entertainment, an expense statement must accompany the check request for the reimbursement.

## **PETTY CASH FUNDS**

Petty cash funds held in one's office are not permitted.

## **REIMBURSEMENTS**

A department or individual can now be reimbursed, for up to \$200.00 on nonrecurring purchases. An original receipt is required and must be attached to the check request. This reimbursement is for such items as reproduction, office supplies, books/periodicals, and computer supplies. Please note that when an individual makes a purchase and requests reimbursement, a 9% sales tax is paid, while Loyola's rate is only 5% when a purchase order is issued prior to the purchase. Departments and individuals should use discretion as repeated instances of reimbursement cost the university 4% more for such expenses. This new reimbursement policy is not applicable to travel and entertainment expenses.

## PERIODICAL SUBSCRIPTIONS AND SINGLE BOOK PURCHASES

Periodical subscriptions and single book purchases can now be processed on a check request. Make sure to include a completed order form or a letter to the vendor.

## INSTRUCTIONS/PETTY CASH REIMBURSEMENT POLICIES AND PROCEDURES

1. The petty cash reimbursement form must be approved by a Dean, Department Head, or Vice-President.
2. Purchases are the responsibilities of the person buying the goods. The University is **NOT** responsible to the vendor.
3. CASH AND CARRY PURCHASES ONLY. No shipped merchandise.
4. Copies of receipts and petty cash reimbursement forms must be retained by the submitting department.
5. Original receipts (invoices, register receipts, and/or credit card sales slips) must be submitted. Copies of these invoices and receipts will not be accepted.
6. Reimbursement is limited to \$200.00 per transaction and is available in the Bursar's Office between the hours of 9:00 AM and 3:30 PM.
7. Petty Cash Reimbursement is not available for restricted or grant accounts. Travel and Entertainment is also not available through this method of reimbursement.
8. The Petty Cash Reimbursement form must be typed.

DESCRIPTION	SUBCODE*
Instructional supplies	3020
Software/computer supplies	3022
Office Supplies	3030
Repairs	3033
Postage	3042
Books	3043
Educational programs	3064
Awards	3071
Auto maintenance	3072
Reproduction	3077
Membership dues	3079
Recruitment	3031

\*Please note that the 4000 object code is an available option.

## INSTRUCTIONS/CENTRAL REPRODUCTION JOB ORDER FORM

### When to use the Central Reproduction job order form

The job order form must be completed for **all** work requested.

### Completing the Central Reproduction order form (See enclosed sample)

1. Because all copies must be legible, please type or use ballpoint pen.
2. **Account Number: Complete** with the ten-digit account number to be charged.  
**NOTE:** do not use dashes to separate the account number elements.
3. **Date:** Only the month and day are required. In all cases, all four spaces must be filled in, i.e., September 4, 1998 would appear as 09 04.
4. **Total Amount:** Leave this space blank.
5. **Specifications:** Enter the number of originals to be copied, the number of copies to be made, and indicate with a check mark ( ) or "X" if the job is to be printed on paper or card, front only or front and back, whether the work is to be collated or not, and the size of the paper required.
6. **Color:** If colored paper is to be used, please write in the color desired.
7. For any special work, i.e., reductions, cutting, pads, laminating, etc., notify the printer of these specifications.
8. **Requested by** and **Department:** The job order must be signed and the department name filled in. Also, please indicate the departments telephone extension and the date the job is requested to be completed.
9. Attach the completed job order form to the original(s) and deliver to Central Reproduction.

### PROCESSING TIME

Ordinarily, simple work will be completed and ready for pick-up the next working day. However, work requiring special specifications may take longer. Additionally, xerographic copy work is in great demand during registrations and examinations. In all cases, please allow ample time for the completion of the job request when planning your printing needs.

## QUESTIONS

If you should have a question regarding the job order form or a special problem regarding your printing needs, please call Central Reproduction at extension 2113.

## INSURANCE REQUIREMENTS

The following are the University's minimum insurance standards for contractors/vendors performing services on campus:

All contractors/vendors shall procure, pay for, and maintain the minimum insurance coverage set forth below for the entire term of the purchase agreement or contract. All coverage is subject to the approval of the University, and shall be issued by an insurance company with an **A.M. Best rating of A-:VIII or better**.

All insurance required herein shall contain a **waiver of subrogation** in favor of the University.

All insurance required herein, except Workers' Compensation, shall name Loyola University New Orleans as an **additional insured**.

### Required Insurance Coverage:

**Comprehensive General Liability Insurance (Broad Form)** including Personal Injury Liability, Independent Contractor's Liability, Contractual Liability, Product Liability, Completed Operations Liability and Property Damage Liability with a minimum limit of liability of **\$1,000,000** per occurrence for bodily injury and property damage.

**Worker's Compensation Insurance and Employer's Liability Insurance** in accordance with the statutes of Louisiana covering the requirements for all of the contractor/vendor's employees performing duties under the purchase agreement or contract. If any work is sublet, the contractor/vendor shall require all subcontractors to provide Worker's Compensation Insurance for all of the latter's employees, unless such employees are covered by the protection afforded by the contractor/vendor. Employers' Liability coverage shall have a minimum limit of liability of be in amount not less than **\$500,000** per occurrence.

**Automobile Liability and Property Damage Insurance** covering, but not limited to, hired and non-owned vehicles with a minimum combined single limit of liability of **\$1,000,000** per occurrence for bodily injury, death, and/or property management.

### Evidence of Coverage:

The contractor/vendor must furnish the University with certificates of insurance evidencing the above insurance requirements prior to commencement of operations under

the purchase agreement or contract. Such certificates shall verify waiver of subrogation in favor of the University, all indicate the University as an additional insured, and shall specify that in the event of cancellation or material change in coverage, at least thirty (30) days prior written notice will be given to the University concerning such event.

**A copy of the Certificate of Insurance verifying the above coverage must be forwarded to the Department of Risk Management, Campus Box 11, for approval**

#### **FACILITY IMPROVEMENTS**

Purchase orders for improvements, alterations, repairs, etc., to a department must be sent to the Director of Physical Plant for approval. All contractors are subject to the insurance requirements on page 22.

Evidence of the insurance requirements must be attached to the purchase order.

Upon approval, the Director of the Physical Plant will forward the purchase order to the Director of Purchasing.

**\*For projects in excess of \$50,000, please contact Risk Management for further instructions.**

## BUDGET ACCOUNT NUMBERS

LEDGERS 2-XXXXXX - XXXX  
LEDGERS 3-XXXXXX - XXXX

### POOLED VS. NON-POOLED ACCOUNTS

On August 1, 1995, a portion of the Financial Records System was implemented. To accommodate this new system, Expense Subcodes were expanded from three digits to four digits.

Example 2-16710-XXXX.

One of the features that we now have available is the ability for **all** operating expenses to participate in a POOLED ACCOUNT (OPERATING POOL). A pooled account allows departments the flexibility of having several expense subcodes participate in the disbursement of their budget funds, without the need to transfer funds to each expense subcode as funds are expended. A **3000** pool account may contain all the budget funds for the **operating** expenses of a department. As purchase orders, check requests, central supply orders, etc., are processed against a **3XXX** subcode, an amount equal to that contained on the purchase order, check request, central supply order, etc., is transferred from the **3000** pool account to the respective **3XXX** subcode.

Attached as Exhibit I is a listing of all Operating Pooled accounts and all Operating Non-Pooled accounts. Attached as Exhibit II is an alphabetical listing of all Pooled and Non-Pooled accounts.

