

BGSU Firelands Purchasing Procedures

The following policies and procedures are to be adhered to for all purchases or expenditures made with University funds:

1. All BGSU Firelands purchases or expenditures made with University funds require the submission of a *Requisition* form (available in Budget & Operations and on-line at <http://www.firelands.bgsu.edu/offices/dean/policies.html>). A requester is not authorized to make a purchase on behalf of BGSU Firelands until the *Requisition* form has been approved and in some cases, a purchase order has been issued by the Bowling Green campus. Budget & Operations personnel will determine and utilize the most appropriate, University-approved method of making a purchase (i.e., purchase order, University VISA, etc.).
2. Staff is not to purchase goods or services and expect to be reimbursed or have the items paid for from College funds unless the proper purchasing procedures have been followed (as outlined below). No one is authorized to expend College funds until a *Requisition* form has been approved by all appropriate parties, and in some cases, an official purchase order has been issued by the Bowling Green campus.
3. These procedures are effective for all vendors, including those with which the University already holds open charge accounts.
4. Any person submitting a request for reimbursement for a purchase made prior to a purchase order being issued may be personally responsible for the amount of the purchase.

Procedures for Purchasing Goods or Services with College Funds

1. Requester must submit a completed BGSU Firelands *Requisition* form in advance (i.e., prior to the purchase) to their department chair or department supervisor for approval.
2. If approved, the chair or supervisor will forward the form to the Office of Budget & Operations for review, approval, and processing.
3. Once approved, Budget & Operations personnel will process the request using the most appropriate, University-approved method. If processed through the FMS system, a purchase order will be generated at the Bowling Green campus. The requester may make the purchase once the purchase order has been issued. If desired, the purchase order can be sent directly to the vendor by the Purchasing Department in Bowling Green. If not processed through the FMS system, Budget & Operations personnel will use an alternate, approved purchasing method to complete the purchase request (University VISA, check request, etc.).
4. When the requested goods or services are received and delivery confirmed by the requester, all associated documentation, i.e., packing slips, bills of lading, etc., are to be signed, dated, and forwarded to Budget & Operations immediately. Documentation for receipt of partial orders should also be sent to Budget & Operations when the goods/services are received. Do not hold documentation on orders partially received until the order is complete.

5. When receipt of the ordered goods/services has been verified, Budget & Operations will submit order status information via the FMS system to main campus, and payment (partial or full) will be made directly to the vendor by main campus personnel. Budget & Operations may also use an alternate, approved payment method (University VISA, check request, etc.), as appropriate.

Other Policies/Procedures

- When purchases will be made on a recurring basis, that information should be noted on the *Requisition* form. In some limited cases, a “blanket” purchase order may be issued allowing the purchaser to submit a single request for an extended period, up to one full fiscal year. Once approved by all required parties, the requestor may make purchases from that vendor as needed. Invoices/receipts are to be submitted immediately to Budget & Operations for payment processing following any purchases.

These blanket orders are only valid up to the amount for which they were originally issued – once that amount of expenditures has been reached, any further purchases will require another *Requisition* form to be submitted and approved.

In all cases, Budget & Operations personnel will determine the most expeditious and appropriate method of purchasing and payment.

- The use and payment of service providers (speakers, performers, etc.) is completed by submitting a *Requisition* form in advance as outlined above. When the service has been completed, the requester should submit a *Check Request Form* (and/or an invoice from the provider) to Budget & Operations. The *Check Request Form* is available on-line at <http://www.bgsu.edu/offices/controller/>.

Generally, a BGSU contract is also required to be completed for this type of expenditure. Please contact Budget & Operations for more information and for an approved contract template.

- Persons who travel on University business are encouraged to incur the lowest practical and reasonable expense while still traveling in an efficient and timely manner. Those traveling on University business are expected to avoid impropriety, or the appearance of impropriety, in any travel expense. They must conduct University business with integrity, in compliance with applicable laws, and in a manner that excludes consideration of personal advantage. This policy applies to anyone who travels on University business, regardless of the source of funds.

Requests for travel reimbursement and business entertainment expenses require the use and submission of the appropriate University forms. The forms can be found on-line at <http://www.bgsu.edu/offices/controller/page52361.html>. As for all other expenditures of College funds, a *Requisition* form should be submitted in advance, as noted above, for all travel and business entertainment expenses. This allows pre-approval of all requested expenses and reduces the possibility of prohibited or excessive expenditures not being reimbursed when submitted for payment.

Travel reimbursement requests are to be submitted within 30 days of the date of travel. The University Travel Policy, Travel Expense Report form, and other related information can be found at <http://www.bgsu.edu/offices/business/page22084.html> (some topics are outdated).

Conference registrations should be pre-paid when possible using the purchasing procedures outlined above. Other costs generally associated with attending conferences (hotel, food, etc.) will be reimbursed via the Travel Expense Report as noted above. Budget & Operations personnel can provide assistance in pre-paying registration fees. Receipts for expenses are required for reimbursement.

Air travel arrangements and reservations should be made through Millstream Travel in Bowling Green. Using Millstream greatly simplifies the purchase and payment process, and eliminates the need for out of pocket expenses on the part of the traveler. Those choosing not to use Millstream (i.e., locating more favorable pricing elsewhere) should submit appropriate documentation confirming the pricing through the alternate vendor. The documentation must support what the airfare would have been at the time the travel was authorized. Contact Budget & Operations for additional assistance if needed.

Mileage reimbursements for a traveler who chooses to drive rather than fly should not exceed the lowest round trip coach airfare available at the time travel was authorized. Traveler must supply documentation to support what the airfare would have been at that time.

- Request for Quotations (RFQ's) are also completed via the FMS system, and are to be used when required (generally for high dollar purchases under the bid threshold) to ensure competitive pricing. If you are uncertain if your request may fall in this category, please contact Budget & Operations for assistance and procedures.
- When utilizing a new vendor (or in certain circumstances reimbursing an employee or student), the required New Vendor Data forms must be submitted with the *Requisition* form. Contact Budget and Operations if you need assistance. The Vendor Data Sheet and other required forms can be found on-line at <http://www.bgsu.edu/offices/controller/index.html>.
- All forms/requests submitted should bear the dated signatures of the requestor and their department chair or supervisor.
- BGSU's Internal Auditing and Controller's Office staff closely monitor all University expenditures and respond accordingly to those not adhering to University policies and procedures.
- **Please plan ahead and submit requests well in advance of the date the goods or services will be needed to ensure adequate processing time.**