

BAE Purchasing Procedures

This document is not fully inclusive of all university purchasing regulations and does not replace any university purchasing regulations. This is to serve as a guide for internal procedures and to address some of the most common purchases. If you have questions, please see Julie or Beverly.

PROCARD PURCHASES

- The single transaction Procard limit is \$4,999. Any purchase of \$5,000 or more (multiple items or a single item) must be ordered by purchase order. Do not split orders to avoid the \$5,000 rule.
- Price Contract Vendors
 - **Price contract vendors should be your first choices for goods and services.** This ensures compliance with the state procurement laws and university requirements. Use of contract suppliers automatically meets uniform guidance requirements for purchases made on grants. A cheaper price is not always a valid reason to use a non-price contract vendor. If you find a cheaper price than a contract vendor, permission from Purchasing must be obtained prior to purchase. **Please refer to the list of contract vendors on Purchasing's site: <http://www.uky.edu/Purchasing/pcts.htm>**
 - **The Procard is not allowed at e-procurement Supplier Relationship Management (SRM) vendors including: Office Depot, Dell, CDW, More Direct, Grainger, VWR, and Fisher. Purchases from these vendors must be via SRM catalog. See Purchase Order section for more details.**
- Sales tax exemption
 - Please request state sales tax exemption on all purchases, including lodging.
 - The UK tax exempt number for Kentucky Sales Tax is A-276.
 - Some vendors will require a certificate. The most recent tax exempt certificate can be found here: <http://www.uky.edu/Purchasing/docs/taxexempt.pdf> Fill in the date and vendor name.
 - Tax exempt certificates and information for other states can be found here: <http://www.uky.edu/Purchasing/docs/statestaxexempt.pdf>
- Procard charges over \$500 require written pre-authorization by the purchaser's supervisor. The pre-authorization line on the voucher can be signed and dated prior to purchase or you can attach an approval email to the voucher.
- Submitting Procard vouchers and receipts:
Voucher form: <https://www.uky.edu/bae/sites/www.uky.edu/bae/files/BAE-procard-voucher.pdf>
 - Electronic signatures are allowed
 - Purchaser, Supervisor and Cardholder must sign the form.
 - Purchases requiring the chair signature as supervisor may be submitted without the signature and the business office will obtain signature.
 - **Do not submit transactions from different vendors on the same voucher.**
 - Staple itemized receipt to back of Procard Voucher.
 - Receipt must show items and prices.
 - Airfare must be the final purchase receipt showing the ticket number, price and payment method. Itineraries are not valid airfare receipts.
 - Under no circumstances may a charge post to a grant without an itemized receipt.
 - Items Purchased and Business Purpose sections:
 - Completion of these fields is required by UK.
 - Provide a brief description of the items purchased.
 - **The business purpose must be completed. A short sentence or two describing how the item is used on the project is enough. For audit purposes, we need to be able to support how the purchase benefits the project.**
 - Good examples:
 - Items -glucose calibration solution and standard
Purpose-to quantify glucose in fermentation samples
 - Items -mesh screen blanks
Purpose-screen is used in the water retention value test

Item- Bugs of the Underworld DVD

Purpose-Lecture in BAE 532/CE 542Intro to Stream Restoration

- Enter the project account number or course number in the Cost Center/Grant Account field.
- Leave the General Ledger field blank.
- If you are charged sales tax, please enter the tax amount on a separate line and leave the account field blank for that line only. Sales tax must not post to grant, hatch, multistate or extension accounts even if a refund is later received.
- Tariffs-should be included as a cost of the item, not listed separately and not listed as shipping.
- Enter shipping/freight charges on the last line that has 530401 freight general ledger code.
- If you have an internal order number (8090000XXXXX), please enter it in the Internal Order field.
- Place completed vouchers in Beverly's mailbox.
- Returns
 - **Please check your orders upon receipt and process any needed returns immediately.**
 - A charge and a return are two transactions and each requires documentation.
 - Charge and return receipts may be attached to one voucher, but please list the charge and return on separate lines. Do not net the transactions to one line.
 - Returns for items charged to external, Hatch or Multistate accounts are extremely important to process within 30 days.
 - Returns that have not been refunded by fiscal year end will require an accrual. This applies to any type of account. Please see Julie if you have this situation.
- Anything purchased on a grant must be received prior to the end date of the grant.
- Fuel may be charged to a Procard only if you are driving a rental car (Hertz, Avis, Budget, etc) on university travel. Department and University Motor Pool cars will have a Voyager fuel card in the vehicle.
- Do not use the Procard at restaurants.
- Equipment rental
 - Only allowed on a Procard if the rental is short term and no written agreement required. Most grants require a specific budget line for equipment rentals. Please ensure that you have budget in advance.
- Duplicating and Printing
 - **Must use price contract vendors-these are exclusive contracts:**
<http://www.uky.edu/Purchasing/docs/PCTByCommodity.pdf>
 - Procards may be used at Ricoh on campus copy services for large copy jobs. This is chargeable to a grant. Ag Comm will be much cheaper, but cannot charge a grant.

PURCHASE ORDERS

- Purchase orders are required in the following cases:
 - Multiple item orders \$5,000 or more from any vendor
 - Capital equipment \$5,000 or more per item
 - **Most purchases requiring a written and signed agreement even if under \$5,000**
 - Only a Purchasing representative has the authority to review and sign a written vendor agreement.
 - Failure to obtain proper review can leave the signatory at personal liability.
 - Purchases from vendors that don't accept procurement cards
 - Employee reimbursements for supply items that should have been purchased by Procard or PO
 - Equipment rental
 - Written agreements must be reviewed and signed by Purchasing.
 - Long term rentals must go on purchase order.
 - Short term rentals may go on Procard if no written agreement is required.
 - Requires a special budget line on most grants
 - **Purchases from e-procurement SRM contract vendors-Procard not allowed at SRM vendors.**
 - **OFFICE SUPPLIES**

- **Office Depot has an exclusive contract-do not buy office supply items from any other vendor. Office Depot should be the first vendor for pens, pencils, paper, construction paper, poster board, file boxes, markers, notebooks, etc.**
- Here is the link to browse the catalog with UK pricing
<https://www.uky.edu/Purchasing/docs/cataloginstr.pdf>
Please note that the cost containment program limits choices on many items.
- Please see Julie, or Beverly for ordering

▪ **COMPUTERS, PRINTERS, SOFTWARE, PERIPHERALS, ACCESSORIES, PRINT SUPPLIES:**

- **Dell, CDWg and More Direct are price contract vendors and are the first choices for anything computer related**
- Dell-see Doug for ordering
- CDWg-See Julie or Beverly for ordering
- MoreDirect –see Julie or Beverly for ordering
- Ricoh- Printers-see Doug for ordering
- Ricoh-print supplies can be ordered from Ricoh using a procard and this form:
 - <http://www.uky.edu/printsupplies/order>

▪ **LAB SUPPLIES AND EQUIPMENT**

- **VWR and Fisher are the primary lab supply contracts-first choice vendors**
 - Procard is not allowed at VWR or Fisher-see Julie for ordering
- Check purchasing site for other lab contracts <http://www.uky.edu/Purchasing/pcts.htm>

▪ **GRAINGER**-procard not allowed-see Julie or Beverly for ordering

- All SRM orders and regular purchase orders require an account number (and internal order, if applicable) at order creation.
- Anything purchased on a grant must be received prior to the grant end date.
- New vendors or vendors inactive for more than one year must register through Payment Works upon invitation from a UK employee only. Please see Julie about this process. Purchase orders cannot proceed without a valid vendor record on file.

• **Uniform Guidance-These are federal guidelines that apply to ALL externally funded grants and Hatch and Multistate projects including state matching cost centers.**

- **Anything purchased on price contracts and SRM catalogs will automatically meet UG requirements.**
- Formal bid or RFP process or single source required for goods and services => \$40,000 unless purchased from a contract vendor.
 - Single source vendor form (this is most recent form-not updated for \$40K):
https://www.uky.edu/hr/sites/www.uky.edu.hr/files/webform/eforms/Single-Sole%20Source_1.pdf

PAYMENT REQUEST DOCUMENT (PRD)

- Used for certain goods/services not allowed on a Procard
- Student travel (traveling as students not in employee role)
- Grad student recruitment reimbursements (email required for PaymentWorks process)
- Grad student publication awards
- Research subject payments
- Reimbursements to students

- New vendors or vendors inactive for more two years must register through PaymentWorks upon invitation from a UK employee only. Please see Julie about this process. PRDs cannot proceed without a valid vendor record on file.
- **FOOD ITEMS AND CATERING**
 - **Please request PRD prior to event (only Beverly has access to create PRDs)**
 - For fully catered events, only approved caterers may be used. Agreements requiring signature must go through Purchasing.
 - PRDs are allowed for food that is picked up by an employee or delivered by the vendor, but not served by the vendor (pizza, sandwiches).
 - Refreshments can be bought with a Procard at Kroger or other grocery store (not Sam's).
 - Procard can be used for catering by certain campus food vendors through UK Catering/Aramark.
 - Procard may be used at UK Faculty Club for candidate interview meals or approved workshop/conference meals.
 - **Events costing \$1,000 or more require advance approval from the college.**
 - Includes any workshop, seminar or conference (gift, income or grant funded)
 - Includes all costs for the event-rental, food, everything
 - See Julie for approval form routing

PERSONAL REIMBURSEMENTS

- Avoid buying supplies out of pocket. If you do require personal reimbursement, complete a Personal Reimbursement form and attach receipts:
<https://www.uky.edu/bae/sites/www.uky.edu.bae/files/BAE%20personal%20reimbursement.pdf>
 - Include a reason that the appropriate payment method wasn't used.
 - Avoiding using approved vendors or correct purchasing procedures are not valid reasons.

FED-EX ACCOUNTS

- Procard holders may set up a business purpose Fed-Ex account. Please follow these instructions from Purchasing. <https://www.uky.edu/Purchasing/docs/fedexinfo.pdf> to receive special UK pricing.
- Julie has a FedEx account.

PROMOTIONAL AND LOGO ITEMS

- This applies to anything printed with a UK logo-pencils, cups, T-shirts, table covers, etc. whether the items are used in house or given away.
- Promotional items are not allowed on grants.
- Must use approved promotional item contract vendors
 - May go on a Procard if the total is under \$5,000 and purchased from a price contract vendor. If over \$5,000, must get a one time exception to exceed \$5,000 on the procard or must go on a purchase order.
 - Vendor list: <http://www.uky.edu/Purchasing/promoitems.htm>
- Items ordered from licensee vendors must go on a purchase order regardless of dollar amount-Purchasing has removed the licensee list, so it is possible that vendors used in the past may not be approved now.

PRINTING, DUPLICATING, AND SIGNAGE

- Ricoh Document Service Centers on Campus-for jobs that can't be done in the department
 - <http://www.uky.edu/dsc/>
 - Can be used for:
 - Large copy/duplicating jobs
 - Laminating
 - Foam board mounting

- Document binding
 - Color posters and banners (if our plotter is down)
 - Sign printing
- Pay with procard
- Chargeable to grants
- Off campus printing and graphic design-must follow state law
 - Exclusive contracts: <http://www.uky.edu/Purchasing/printingsvcs.htm>
- Signage/Graphics-list of approved vendors: <http://www.uky.edu/Purchasing/docs/PCTByCommodity.pdf>