

MEMORANDUM FOR THE UNIVERSITY OF ALABAMA SYSTEMS

At the University of Alabama System, the Purchasing Department is responsible for the procurement of goods and services. The Department is committed to providing the highest quality products and services at the most competitive price.

The Department is currently reviewing its policies and procedures to ensure they are up-to-date and effective. This memorandum is intended to provide information regarding the new policies and procedures that will be implemented on October 1, 2013. It is important that all employees understand these changes to ensure compliance and efficient procurement.

- 1. Purchase Requisition** - A purchase requisition is a document that is used to request the purchase of goods and services. It is the first step in the procurement process. All purchases over \$500 require a purchase requisition. The requisition must be approved by the appropriate department head and the Vice President of Business Affairs.

For purchases greater than \$500, the requisition must be approved by the department head and the Vice President of Business Affairs. For purchases of \$500 or less, the requisition must be approved by the department head.

For all purchase requisitions, the requisitioner must provide a detailed description of the goods and services being requested. This includes the quantity, unit of measure, and any special requirements. The requisitioner must also provide a justification for the purchase.

Requisition forms should be entered into the Banner system to ensure proper electronic approval. The requisitioner must enter the requisition into the Banner system and obtain the necessary approvals. The requisition must be submitted to the Purchasing Department for processing.

All purchase requisitions for Fund numbers beginning with "2" (Grant & Restricted Funds) must be submitted to the Office of Grants and Contracts prior to being submitted to the Purchasing Department, unless an exception has been approved by the Vice President of 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. The Purchasing Department is committed to providing the highest quality products and services at the most competitive price. We will continue to review our policies and procedures to ensure they are up-to-date and effective. This memorandum is intended to provide information regarding the new policies and procedures that will be implemented on October 1, 2013. It is important that all employees understand these changes to ensure compliance and efficient procurement.

The purchase requisition process is a critical part of the procurement process. It ensures that all purchases are properly justified and approved. The requisitioner must provide a detailed description of the goods and services being requested. This includes the quantity, unit of measure, and any special requirements. The requisitioner must also provide a justification for the purchase.

For purchases greater than \$500, the requisition must be approved by the department head and the Vice President of Business Affairs. For purchases of \$500 or less, the requisition must be approved by the department head. The requisitioner must enter the requisition into the Banner system and obtain the necessary approvals. The requisition must be submitted to the Purchasing Department for processing.

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3. **Paid or Travel** - Employees with a travel agenda must be approved by the Controller's Office. Additionally, employees must be approved by the Controller's Office for travel expenses. The Controller's Office will review all travel requests for compliance with the University's travel policy. Employees must submit a travel request form to the Controller's Office at least 15 business days before the travel date. The Controller's Office will review the request and provide approval or denial. Employees must submit receipts for all travel expenses to the Controller's Office within 30 days of the travel date. The Controller's Office will review the receipts and provide reimbursement. Employees must submit receipts for all travel expenses to the Controller's Office within 30 days of the travel date. The Controller's Office will review the receipts and provide reimbursement.

4. **Check Request** - Check requests are processed by the Accounts Payable Department. Check requests must be submitted to the Accounts Payable Department at least 10 business days before the check is due. The Accounts Payable Department will review the check request and provide approval or denial. Employees must submit a check request form to the Accounts Payable Department. The Accounts Payable Department will review the check request and provide approval or denial. Employees must submit a check request form to the Accounts Payable Department. The Accounts Payable Department will review the check request and provide approval or denial. Employees must submit a check request form to the Accounts Payable Department. The Accounts Payable Department will review the check request and provide approval or denial.

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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.htm>. 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_16mar2022.pdf

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

- h... to... submitted to... This copy... the good... In... significant...
7. **Receipts for (Available in Controlling Office)** - Partially... A partial... and the date...
8. **Departmental Requisitions** - Available in Controlling Office... Good... by... of... Office... for... the... request... the... of... payment.
- Books** - Requisitions for... are... Said... A proving...
10. **Party Cash Bounces** - Available in Controlling Office... requests... for a... value... of... at least... of... such... in... or... the... or...
11. **Requests for Advance Payment (Cash Advance)** - All... have an original receipt to... of... which... with... 7) days upon completion of... the... to obtain future... <https://webservices.ulm.edu/form/et-form/1401>
12. **Food/Material Releases** - Food and material purchases require pre-approval unless an exception has been granted by the President. The Special Meal Request Form, which includes detailed instructions, can be found on the Controller's Office form page: <https://webservices.ulm.edu/forms/officesdepartment/controllersoffice>
13. **Payroll Voucher (UPL employees providing services for special events, in-personly made for employment for 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 FORMAL must be entered on the voucher. For Payroll Vouchers go to: <https://webservices.ulm.edu/forms/et-form/396>

14. **Faculty Payroll** – Faculty payroll is processed by the Human Resources Department. Faculty members should submit their time sheets to the Human Resources Department by the 15th day of the month. Payroll is processed by the 25th day of the month. Faculty members should submit their time sheets to the Human Resources Department by the 15th day of the month. Payroll is processed by the 25th day of the month.

15. **Accounts Payable** – Accounts payable is processed by the Accounts Payable Department. Vendors should submit their invoices to the Accounts Payable Department by the 15th day of the month. Invoices are processed by the 25th day of the month.

16. **Travel Advances** – Travel advances are processed by the Travel Management Department. Employees should submit their travel advance requests to the Travel Management Department by the 15th day of the month. Advances are processed by the 25th day of the month.

17. **Travel Authorization** – Travel authorization is processed by the Travel Management Department. Employees should submit their travel authorization requests to the Travel Management Department by the 15th day of the month. Authorization is processed by the 25th day of the month.

18. **Travel Expense Reimbursement** – Travel expense reimbursement is processed by the Travel Management Department. Employees should submit their travel expense reimbursement requests to the Travel Management Department by the 15th day of the month. Reimbursement is processed by the 25th day of the month.

Persons traveling on official business will provide themselves with sufficient funds for all travel expense. 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 repaid on expense provided timely may result in payroll withholding and the inability to obtain future advance.

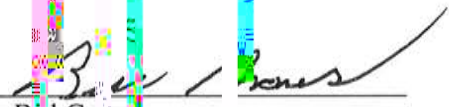
19. **Travel Expense Reimbursements** – All requests for travel reimbursement must be received by the Travel Accountant at least a week before the check is issued. Requests received in Accounts Payable on Thursday

...the following...
...for a reimbursement...
...http://www...

20. **Travel Card (Travel Card):** Employees with a Travel Card may pay for specific travel expenses with the card. All transactions must be approved by the Cardholder or Card Approver in writing and attached to the statement and uploaded with receipts in the Bank of America system. Food and beverages are not to be purchased with a Travel Card unless prior approval has been granted by the Office of State Travel. For more information, visit <http://www.ulm.edu/controller/travel.html>

For Travel Policies and Procedures, Related Forms go to:
<http://www.ulm.edu/controller/travel.html>

The above travel information is consistent with State of Louisiana Travel Regulations in PPM49. For more details go to <https://www.louisiana.gov/ost>


Dr. Bill Graves
Vice President for Business Affairs