



# GEORGE FOX UNIVERSITY

## **Purchasing Policy**

### **COVID-19 Update**

**Effective Date:**

**May 12, 2020**

**Updates to Policy due to COVID-19.** Please note, this update supersedes the normal policy until further notice from the University President's office. We are constantly re-evaluating the current economic climate and how our operations may be affected, which will result in changes to this policy.

Effective 5/12/20:

1. Only items critical to the current operation of the University should be purchased at this time.
2. All purchases require Pre-Approval.
3. Purchase Orders are required for all purchases made after the effective date of this policy.
4. Credit cards may be used if the purchase is pre-approved and falls within your credit card limit. Credit card limits have been reduced. Individual credit limits can be obtained by calling the phone number on the back of your card. Circumventing the per transaction limits on the card by making several purchases for smaller dollars for the same purchase has always been against the VISA One card policy. If you need a copy of your signed VISA One GFU policy agreement, please contact Kathi Becker.
5. For credit card purchases over the card holder's limit, the purchase can be made by either Matt Hammar or Kathi Becker. Pre-Approval must be given prior to using any credit card through the purchase order system. When using a Purchase Order for credit card purchases the vendor is US BANK.
6. Personal credit cards are not to be used for George Fox business.
7. There is currently no authorized business travel for the University.
8. Purchases for meals and entertainment, mileage and gift cards should be limited to only necessary expenses relating to the current operation of the University.
9. Petty cash may be used for expenditures of \$100 or less. These purchases should still be approved in advance by your dean, provost or VP. Furthermore, on the petty cash voucher you must justify why the purchase was critical to the operation of the University.

Please contact Matt Hammar at [mhammar@georgefox.edu](mailto:mhammar@georgefox.edu), ext. 2006 or Kathi Becker at [kbecker@georgefox.edu](mailto:kbecker@georgefox.edu), ext. 2166 for assistance. Note that non-compliance with this policy may result in expenses incurred by employees not being reimbursed by GFU.

## **Overview**

### **Purchasing Department Responsibility and Authority**

University Purchasing is responsible for the oversight of the acquisition by purchase, lease or rental of ALL materials, services and equipment required by various departments of the University, **regardless of funding source.**

The goal of University Purchasing is to help protect the University in all commercial transactions while helping acquire quality goods and services in a timely and efficient manner. University Purchasing is responsible for administering the purchase order system (PeopleSoft) and associated expenditures processed via Purchase Order. Contracts, agreements, leases and ongoing services are also reviewed, negotiated and approved by University Purchasing and the Finance department. The GFU One Card Visa program is administered by the Finance department for acquiring pre-approved low dollar goods. University Purchasing will assist departments in meeting their needs. When you have a question regarding a purchase order, agreement or service, contact University Purchasing, purchasing@georgefox.edu.

George Fox University is a member of the Oregon Cooperative Procurement Program. This membership gives us access to contracts and pricing negotiated through the State of Oregon and our preferred providers. Whenever possible, please utilize these agreements (See ORCPP Contracts Index) to select a vendor. If you need help utilizing one of the agreements, contact University Purchasing. Note that a properly authorized Purchase Order must still be completed.

### **General Policies**

The basic purchasing policies are determined by University administrative guidelines. University Purchasing has primary responsibility for interpreting these policies and establishing appropriate guidelines.

### **GFU One Card Visa**

George Fox University has established a US Bank Visa One Card program to provide for the acquisition of our pre-approved low dollar items. Note that due to the COVID-19 outbreak, VISA card limits have been reduced.

### **Purchase Orders**

A Purchase Order (PO) should be used when ordering products or services for which an invoice requiring payment will be sent to the University. It is the preferred method for ordering that the University has adopted. Orders placed without a PO do not have the approval or authorization of the University. Without an authorized PO, the University maintains the right to refuse payment for the order. A purchase order is required for all purchases. Capitalization rules may apply to the purchase.

### **When not to use a Purchase Order**

- For interdepartmental charges such as Bon Appetit, the Bruin Store, Mail Services, University van fleet etc. These charges are billed monthly.
- For reimbursement of travel expenses – see University Travel Policy. **Note – travel is currently suspended under the COVID-19 policy.**
- When ordering office supplies from Office Depot or OPNW - use their online ordering platform. **Under the COVID-19 policy these purchases will be reviewed by purchasing prior to the completion of the order.** The review will occur automatically once you have completed your order.

## **Purchasing Guidelines and Policy**

### **Consumable Goods**

Includes items that will ordinarily be consumed within one year and cost less than \$250.00. The University expects that suppliers and the subsequent purchases will be selected based on the ability of the supplier to meet quality standards and to be the lowest cost provider of the item. **Note – Due to the COVID-19 outbreak Pre-Approval is required prior to ALL VISA One Card purchases, regardless of the amount.**

### **Equipment**

Equipment is tangible property that is purchased and owned by the University for operational use and has multiple years of useful life. Equipment must be purchased through the use of a Purchase Order. Equipment in excess of \$5,000.01 may fall under capitalization guidelines.

### **Computer Equipment**

All computer hardware purchases must go through the IT Department. Please call or email the Service Desk for more information or visit the IT website Hardware and Software Policy. Do not purchase computer equipment using the US Bank VISA One Card or your personal credit card. It will not be reimbursed.

### **Furniture**

All furniture purchases must be directed through University Purchasing where standard guidelines are used for consistency, value and useful life. Furniture purchases campus-wide, are standardized in an effort to make relocating or expanding offices or reusing furniture more convenient and consistent. . Purchasing works closely with Custodial Services to coordinate installation and movement of all University furniture. **Furniture purchases are not allowed to be placed on an individual's GFU One Card Visa or personally expensed and reimbursed.** The following types of items must be requested through University Purchasing:

- Desks and credenzas (including Sit/Stand Desk platforms)
- Chairs – student, desk, conference, side, occasional and task
- Bookcases and shelves
- Sofas and loveseats
- Tables – student, office, side, occasional, conference and group
- File cabinets
- White boards

### **Memberships and Subscriptions**

**Memberships and subscriptions entered into after the effective date of this policy must be pre-authorized through the Purchase Order system. Payments for existing memberships and subscriptions may be paid via credit card (under \$250) or properly supported and approved check request.** Enter a Requisition in PeopleSoft. Once the requisition is approved, send the PO along with the membership or subscription form to the supplier/vendor/membership organization.

### **Office Supplies**

Office Depot and Office Products Nationwide (OPNW) are our preferred suppliers for Office Supplies. Order all Office Supplies directly through Office Depot's Business Solutions website <https://business.officedepot.com> or OPNW's website [opnw.com](https://opnw.com). Contact University Purchasing for a username and password. All orders will be reviewed by purchasing prior to completion. This process will occur automatically once your order is submitted.

### **Independent Contractor, Personal/Professional Services**

All independent contractor agreements and requests for personal and professional services must be reviewed by University Purchasing and Finance prior to execution of the services. University Purchasing will help determine the appropriate contract type and method of payment.

### **Stipends, Honorariums and Gift Cards**

A purchase order is required for all stipends and honorariums (including employees) after the effective date of the COVID-19 purchasing policy, above. A purchase order is also required for the purchase of gift cards.

All stipend, honorarium and payment for services to an individual must be reviewed by the Office of Human Resources to determine proper payment classification. Approved Purchase Orders will be routed to Human Resources from the Purchasing or Finance Department.

Stipend, Honorariums or payment for services provided to the university payable to students, current employees or prior employees employed during the current calendar year must be paid through payroll. If you have questions, please call 503-554-2180.

Stipends, honorariums and payment for services to an individual approved via Purchase Order and reviewed and approved for payment as a non-employee will be paid through Accounts Payable. A current W-9 for that person must be on file. Under the COVID-19 policy, final pre-approval for all honorariums, stipends and gift cards must be obtained from the CFO's office.

Please allow extra processing time for these types of transactions. An automated system is currently under development to process these types of requests.

### **Contractors and Vendors Operating On-Site:**

All contractors and vendors that operate on-site will be required to provide a Certificate of Liability Insurance (COI) and Indemnification agreement.

### **Construction, Major Renovation, Trade Services**

All construction, renovation and most trade services should be directed through Plant Services. University Purchasing will help determine the appropriate contract type and method of payment.

All contractors and vendors that operate on-site will be required to provide a Certificate of Liability Insurance (COI) and Indemnification agreement.

### **New Suppliers**

All new suppliers must complete and sign a FORM W-9. We are currently working on policies and procedures regarding the set-up and qualification of GFU suppliers. This update coming soon. *5/6/20 GFU Purchasing & Finance team.*

### **Purchase Order Policy**

A Purchase Order (PO) should be used when ordering all products or services for which an invoice requiring payment will be sent to the University. Orders placed without a PO do not have the approval or authorization of the University. Without an authorized PO, the University maintains the right to refuse payment for the order.

Blanket Purchase Orders (BPO) should be prepared for recurring orders of materials or services that are planned over the course of a year and are low dollar, repeat purchases/services. BPOs should be prepared at the beginning of each fiscal year or service cycle. BPOs expire at the end of the fiscal year or when expenditures reach the approved BPO limit, whichever occurs first. Contact University Purchasing for guidelines in creating BPOs. All blanket purchase orders must be approved by the CFO. **Note – due to the COVID-19 outbreak blanket PO totals are limited to \$2,500.00.**

#### When not to use a Purchase Order:

- For interdepartmental charges such as the Bruin Store, Print Room, Mailroom, van use etc. These charges are billed monthly.

#### Purchase Request Procedure:

1. Enter a requisition in PeopleSoft.
2. When a Purchase Requisition is approved a PO number is assigned.
  - University Purchasing will print and send your PO to you via email. It will then be your responsibility to see that the supplier receives it.
  - Once the PO is printed, it is reflected in your department and program as an encumbered expense.
3. Once you have verified that the goods were properly received and/or the services appropriately provided you must "Receive goods and/or services against the PO" in PeopleSoft. This will allow the invoice to be paid through Accounts Payable once the invoice is received.
4. Invoices should be sent directly to Accounts Payable (AP) from the supplier. If you have received the order into the system, it will be ready for AP to pay when the invoice arrives.

**CRITICAL - Without receiving your PO into PeopleSoft, a check cannot be generated to pay the supplier.**

#### Check Request Policy

**Under the COVID-19 policy all new business should be pre-approved using a Purchase Order.** Please see instructions under "Purchase Order Request Procedure". A separate check request is not required for transactions using the Purchase Order System.

Properly documented and approved check requests can be used for payments for purchasing made prior to the COVID-19 policy effective date.

#### **Check requests should be used for the following:**

For cash advances – **due to the COVID-19 outbreak all travel is suspended therefore no cash advances should be required.**

1. For honorariums or stipends - note that current or former (within the same calendar year) employees of GFU must be paid through payroll. **Final pre-approval for all honorariums and stipends must be obtained from the CFO's office.**

To make the check request processing more efficient, follow the procedures below and include all the information requested. The Check Request Form can be found on the Finance Website.

**Procedure:**

When submitting check requests, the following must be included:

1. Complete all yellow highlighted fields on the Check Request form. This form can be obtained from the Finance webpage on the GFU website.
2. Use correct account information for coding.
3. Indicate the George Fox Business purpose, then itemize the charges and provide a description of the charges. Please include any subsequent paperwork or backup (attach these to the BACK).
  1. Business purpose must clearly explain the expense.
    1. Adequate business purpose: attended the Dog lover's conference for research opportunities to develop dog training course for the fall. Conference agenda attached.
    2. Inadequate business purpose: went to a conference.
4. Route check requests to all Departmental authorization approvers for their signature.
5. Incomplete check requests will be returned to the requester.

Please note the following:

1. You may submit one check request for the same person using multiple accounting strings.
2. A separate check request must be made for each individual to receive payment.
3. If you are requesting a payment for a service or an honorarium, GFU must have a current W-9 (or W-8BEN from foreign recipients) on file or the individual receiving payment must supply one prior to a check being issued. This form includes the complete address and the social security number of the individual (required by IRS or backup withholding must be withheld). If this is for an employee of the university it will be paid through payroll for tax purposes. A separate check will not be written.

**University Purchasing Contact**

Matt Hammar | Director of Purchasing, x2006, mhammar@georgefox.edu

**University Finance Contact**

Kathi Becker | Concur and VISA ONE cards, x2166, kbecker@georgefox.edu