Purchasing and Accounts Payable (PURAP) Open Forum

Wednesday, March 1, 2017
9-11am
Agenda

• Welcome
• Purchasing Options
• Payment Process for 3\textsuperscript{rd} Party Services
• Disbursement Vouchers
• Q & A
Purchasing Options

UCIBuy

PALCard/Corporate Card/CTS

KFS

DV

UCIBuy
- Antibodies & Kits

PALCard/Corporate Card/CTS
- Electronic Components
- Liquid, Cell & Sample Handling
- Maintenance & Safety Supply

KFS
- Life Sciences Reagents
- Office Supplies
- Office Supplies
- Life Science Research
- Janitorial Supplies

DV
- Immunostain BioReagents
- Laser Printers
- Chemicals
- Program
- Laboratory Supplies

Airgas
- Gases
- PC's & Printers
- Next Gen Sequencing Reagents
- Antibodies
- Lab Glass, Plastic, Pipettes

BIO-RAD
- Life Sciences Reagents
- Laboratory Supplies
- Antibodies
- Assay Technologies

CDW
- Computers & Peripherals
- Laboratory Supplies
- Lab Glass, Plastic, Pipettes

CED
- Electrical Supplies
- Life Sciences
- Lab Glass, Plastic, Pipettes
Purchasing Options

- UCIBuy
- PALCard/Corporate Card/CTS
- KFS
- DV
Purchasing Options

UCIBuy
PALCard/Corporate Card/CTS
KFS
DV
Purchasing Options

UCIBuy

PALCard/Corporate Card/CTS

KFS

DV
Approval for Services

RISK

DOLLAR

Dept. Buyer

Central Buyer/Contract Analyst

$5K
Paying for Services

• Must have a contract/agreement in place signed by individual(s) with appropriate delegation of authority.

<table>
<thead>
<tr>
<th>PO</th>
<th>PALCard</th>
<th>DV</th>
</tr>
</thead>
<tbody>
<tr>
<td>• All Services</td>
<td>• Low Risk (use Purchasing Methods Guide)</td>
<td>• Extremely Rare</td>
</tr>
<tr>
<td></td>
<td>• Repetitive</td>
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Contract/Agreement Workflow

- **Initiator**
  - Email Draft Agmt
    - Contract Services
  - Include **Vendor Name** and **KFS Doc#** in subject line

1. **KFS REqs**
2. **Content Reviewer**
3. **Fiscal Officer**
4. **Acct Reviewer**
5. **KFS PO (Unapproved)**
6. **Contract Services**
7. **KFS PO (Approved)**
8. **Dept.**
9. **Final Draft Agmt**
10. **Dept.**
11. **Final Draft Agmt (signed)**
12. **Contract Services**
13. **Executed Agmt**
14. **Dept.**
15. **Contract Services**
Disbursement Vouchers (DV)
Disbursement Vouchers

• Payments for services should be processed to the vendor on a PO. Out of pocket expenses are subject to exceptional approval.

• Use with caution (exception not a rule).

• Use **Purchasing Methods Guide** to determine if payment should be processed on a DV or PO.
  
  – If DV is allowed, use the correct **Disbursement Voucher Payment Reason Code**.
May use DVs to pay or reimburse the following expenses:

- Prizes and Cash Awards to non-employees
- Gifts & Non-cash Awards made to UCI employees or non-employees.
- Payments to Research Participants
- Honoraria
- Utilities, Freight*, Postage*, Storage Rental**
- Medical, Health Care or Insurance Payment
- Non-Travel Registrations*
- Agency Agreements and Contracts
- Fees*, Licenses, Employee Tuition
- Program Sponsorships
- External Insurance Claims, Settlements or Tax payments

Do not use DV to pay or reimburse the following:

- Travel related expenses
- Meetings, event, or entertainment expenses
- Moving or relocation expenses
- Most supplies and materials reimbursements except for emergencies (always follow purchasing policy)
- Payments to vendors/non-employee individuals for services

* PALCard Preferred
** Email Jessica Soto, Real Estate Services
Code B: Emergency Purchases (No food/travel)

- PALCard is the preferred method of payment.
- True emergency purchase.
- Provide a reason as to why the purchase did not follow proper procedures in the Explanation field.
- A PAYEE CERTIFICATION must be obtained for all reimbursements.
- Ad Hoc reimbursements >$500 to the Purchasing Office for approval AFTER department approvals (accounting reviewer) have been obtained. Accounting reviewer is responsible for sending the ad hoc request not the initiator.
- Supplies/materials purchased out of pocket for a particular event must be processed on an Entertainment document, not a DV.
  - Preferred method of payment for supplies/materials for events is the PALCard or Corporate Card.
For email certification and inter-dept. forms, ensure verbiage matches the DV certification.

Payee Certification

Out of pocket Expenses require a signed Payee Certification or Ad-Hoc Routed Approval, showing the payee acknowledges and states that:

"I certify that expenses claimed were incurred by me for official University Business and pursuant to University Purchasing Policy. I understand that I did not follow the correct purchasing protocol (e.g., UCIBuy, PALCard or Purchase Order) and purchasing for official University Business must be made by individuals issued with the correct delegation of authority."

Payee Certification Option:
- Payee Certification
- Ad-Hoc Routed for Approval
- Signed/Emailled certification sent to Scanning
- Payee Certification not applicable per policy

Preferred method is signed certification

KFS does not automatically route the document to the payee for this selection. Initiator needs to add payee in the adhoc recipients tab as an approval before submitting the document.
Correct Adhoc Routing Via Accounting Reviewer

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<th>Annotation</th>
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Pending Action Requests

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Future Action Requests

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### Actions Taken

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Code E: Honoraria

• To show appreciation in recognition of giving a special lecture that forbids any fixed business price to be set.
• Backup documentation must include:
  – Flyer of the event
  – Letter of invitation including the date of the event and amount being offered
• Must route to Dean for additional approval before reaching accounting approval.
• Examples of what is not an honoraria:
  – Instructor payments
  – Performance payments
  – Consultant fees
• Please refer to [honoraria policy](#) for a list of required documents for foreign individuals receiving an honoraria.
Code I: Memberships, Subscriptions, and Dues

- PALCard is the preferred method of payment.
- Memberships, subscriptions and dues may be used for any payment covering a renewal or subscription to a newspaper, book, or magazine.
- Category includes membership fee(s) to a professional association, such as Staff Medical Dues.
Code L: Non-Travel Registration

- **PALCard is the preferred method of payment.**
- Registration **cannot** include any travel-related expenses (airfare, lodging, etc.).
- All transactions that include travel must go on a Travel Reimbursement document (TEM - Travel and Event Management).
- Registration on a DV is to be paid to individuals for reimbursement of out-of-pocket expenses or directly to the agency itself.
Code P: Fees, Licenses and Employee Tuition

- **PALCard is the preferred method of payment for:**
  - Abstract fees, fingerprinting fees, submission fees, and processing (article) fees.
  - Medical/Business Licenses
  - Course or class fees toward certification or training related to job are allowable on PALCard.
- Course fees toward degree are not allowed on PALCard; should be processed on a DV.
- Use DV code P to pay filing fees for visa applications, work permits, and other U.S. Citizenship and Immigration Services forms.
- Submit an Employee Education Assistance Form for all employee tuition payments.
Code Q: Program Sponsorships

- Payments must be paid directly to the vendor and should never be paid out of pocket.
- ALL payments under this category require exceptional approval from the dean or the designated department exceptional approver.
- Support, sponsor, or contribute to a specific function:
  - Conferences
  - Students (ASUCI)
  - Educational/research related studies
- Clearly state benefit to the University in the Description or Notes and Attachments field.
Code Q: Program Sponsorships

• Include the following:
  – Letter, email or invoice from the organization requesting UC's support
  – Description of what UC will be supporting
  – Transmittal letter on University letterhead stating the contribution/donation is made "on behalf of UC"; name and title or occupation of the recipient must be included on the letter in order to establish the business relationship to the University.
Code Z: Other - Explanation Required

- Detailed explanation required.
- No supplies or materials reimbursement on this reason code, please use B instead.
- Please make sure no other payment reason fits this description before choosing this category.
- Exceptional approval (via ad-hoc routing) is also required for services ≥ $500.

<table>
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<tr>
<th>Allowable Reason Example</th>
<th>Unallowable Reason Example</th>
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<td>Bulk food purchases that cannot be tied to a specific event</td>
<td>Payments to vendor/non-employee individuals for services</td>
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Student ID’s to process a DV

• Payment processed using preferred method (ACH or paper check), unless special handling or enclosure is selected.

• New feature is only available for active students and does not apply to certain **payment reason codes**.
  – Allowable reason codes: **B, I, L, P** and **Z**.
Student ID’s to process a DV

• **Process:**
  – Create a DV and select the **Payee Lookup** screen.
  – Select a payment reason code from the drop-down menu.
  – Enter the student’s ID number into the new **Student ID field** and click search.
  – Select student from search results and enter their address. This is required even if they are being paid by ACH/direct deposit.
  – Continue to fill out the DV as normal.
  – Workflow is the same as any other Disbursement Voucher.