

October 24
MEMORANDUM
FOR THE DIRECTOR
SUBJECT: PURCHASING POLICIES

The following policies are being proposed for review and approval. These policies are intended to ensure that all purchases are processed in a timely and efficient manner, and to ensure that all purchases are made in accordance with the University's policies and procedures. The proposed policies are as follows:

1. All purchase requisitions for goods and services must be submitted to the Purchasing Department for review and approval. The requisition must include a detailed description of the items to be purchased, the estimated quantity, and the estimated cost. The requisition must also be approved by the appropriate department head or manager.

2. All purchase orders must be issued by the Purchasing Department. The purchase order must be issued within 30 days of the date that the requisition was approved. The purchase order must be issued in accordance with the University's policies and procedures.

3. All purchase orders must be processed through 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

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3. **Purchasing** - All purchase orders must be reviewed and approved by the Purchasing Office. The Purchasing Office will review all purchase orders for compliance with the Purchasing Policy and Procedures. The Purchasing Office will also review all purchase orders for compliance with the State Procurement Act. The Purchasing Office will also review all purchase orders for compliance with the State Procurement Act. The Purchasing Office will also review all purchase orders for compliance with the State Procurement Act.

4. **Check Request** - All check requests must be submitted to the Controller's Office. The Controller's Office will review all check requests for compliance with the State Procurement Act. The Controller's Office will also review all check requests for compliance with the State Procurement Act. The Controller's Office will also review all check requests for compliance with the State Procurement Act.

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6. **Receiving Report Copies of Purchase Orders** - The employee who actually accepts or delivers from the vendor or freight company must sign and date the Receiving Report (yellow copy) of the Purchase Order. The Receiving Report must be submitted to the Controller's Office and processed online in Banner.

- by the recipient of the funds. The recipient must sign the voucher and provide a valid ID number. The voucher must be submitted to the Controller's Office for approval. The voucher must be submitted to the Controller's Office for approval. The voucher must be submitted to the Controller's Office for approval.
7. **Travel Expenses** – Travel expenses are reimbursed on a per diem basis. The per diem rate is \$100 per day for lodging and \$75 per day for meals and incidentals. The voucher must be submitted to the Controller's Office for approval. The voucher must be submitted to the Controller's Office for approval. The voucher must be submitted to the Controller's Office for approval.
 8. **Printing Expenses** – Printing expenses are reimbursed on a per page basis. The per page rate is \$0.10. The voucher must be submitted to the Controller's Office for approval. The voucher must be submitted to the Controller's Office for approval. The voucher must be submitted to the Controller's Office for approval.
 9. **Books and Supplies** – Books and supplies are reimbursed on a per item basis. The per item rate is \$50. The voucher must be submitted to the Controller's Office for approval. The voucher must be submitted to the Controller's Office for approval. The voucher must be submitted to the Controller's Office for approval.
 10. **petty Cash Vouchers (Available in the Controller's Office)** – petty cash vouchers are used for small, routine expenses. The voucher must be submitted to the Controller's Office for approval. The voucher must be submitted to the Controller's Office for approval. The voucher must be submitted to the Controller's Office for approval.
 11. **Requests for Advance Payment (Cash Advance)** – All cash advances must be supported by a receipt. The voucher must be submitted to the Controller's Office for approval. The voucher must be submitted to the Controller's Office for approval. The voucher must be submitted to the Controller's Office for approval.
 12. **Food/Meal Purchases** – Food and meal purchases require pre-approval. The Special Meals Request Form, which includes detailed instructions, can be found on the Controller's Office Form page: <https://webservices.ulm.edu/forms/officesdepartments/controllers-office>
 13. **Payroll Vouchers** – PD employees providing services for special events, endowments, or 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 FOIPA must be entered on the voucher. For Payroll Vouchers go to: <https://webservices.ulm.edu/forms/get-form/396>

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16. Budget ...

17. Travel ...

18. Travel ...

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Persons traveling on official business will provide themselves with sufficient funds for all routine travel expenses. Travel advances must be repaid when submitted to the Travel Expense Form for the related travel not later than the 15th day following the completion of the Travel Advance, and the inability to obtain future advances.

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 will have a check issued the following week. The check file is sent to Regions on Thursday and checks are

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Travel Card. The Card can only be used for official travel expenses. All Travel Card transactions must be supported by receipts in the amount of the purchase. Receipts must be submitted to the Office of State Travel by the Office of State Travel. For more information, please refer to the Travel Card Policy Procedures at <http://www.ulm.edu/control>.

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The above travel information is in accordance with State of Louisiana Travel Regulations in PPM49: for more details go to <https://www.louisiana.gov/cap/st>


 Dr. Bill Craven
 Vice President for Business Affairs