

WARTBURG COLLEGE PURCHASING POLICIES AND PROCEDURES

This document provides overall purchasing policies and procedures. Other documents are referred to which provide additional detail information.

Every employee at Wartburg is included in a department, and each department has a budget as well as a department budget manager (DBM). Everyone may need to make a purchase for Wartburg College or may need to be reimbursed for expenses incurred on behalf of the College.

Each DBM is responsible for his/her budget and the College needs to be consistent from department to department in how we record expenses. Policies, procedures and forms help us to record items on a consistent basis and provides a way for department budget managers to inform us where an expense should be charged. Please refer to the “Department Budget Manger’s Responsibilities” documents for additional information.

Approval (either verbal or written) should be received from the DBM before incurring any expense. Certain expenses need additional approval, pre-approval, or must be run through a different process. The following is a current list of such items:

1. **Purchases over \$2,000** – must be pre-approved in writing by the appropriate Vice President or President.
2. **Purchase of alcohol** – must be approved by the appropriate Vice-President or President.
3. **Travel expenses** – must be approved by someone other than the person traveling. DBMs travel expenses must be approved by the President, appropriate Vice-President, or direct supervisor. Vice-Presidents must have the President approve their travel expenses.
4. **Purchase of computer equipment and software** – must only be made through ITS. There is a separate process for requesting these items each year and approved items are included in a separate budget. See also separate memo that provides some guidance when defining what is included in this category.
5. **Equipment** – should not be purchased with department budget dollars. There is a separate process for making equipment request each year and approved items are included in a separate budget. See separate memo that provides some guidance when defining what is included in this category.
6. **Contracts and agreements** – contracts that legally bind the College, including agreed upon payments, should be signed by the President or appropriate Vice-President.
7. **Cell phones** – must be pre-approved by the President or appropriate Vice-President. See separate procedure for cell phones.
8. **Office Supplies** – must be purchased through the Bookstore or the Staples on-line system. See separate procedures for this program.
9. **Copier & printer paper** – must be purchased through the Copy Center. Any questions should be directed to the Copy Center.
10. **Printer & toner cartridges** – must be purchased through the Bookstore, unless such items are provided under a service or lease agreement.

To process expenses, there are different forms that are used, 3 for **regular operating expenses**, 2 for **travel expenses**, and 1 for **credit card purchases**. Corporate credit cards have been issued to a variety of individuals and may be used for operating or travel expenses. There are separate procedures for the credit card purchases. A “flowchart” has been created to help determine which process and form to use. There are also written **procedures** to be followed (see separate documents) along with the related forms.

All invoices, expenses, and travel vouchers must be submitted with the exact 12-digit budget account number indicating where an item should be charged. DBM created the budget and therefore, should have the best idea of where an item should be charged. Anyone charging items at a local vendor, must

print his/her name, department name, and number to be charged and sign his/her name on the charge slip. For department budgets, the 12 digit account number consists of the following:

First two digits - 00 - is the same for ALL department budgets
Next three digits-xxx- is the department number
Next three digits-7xx or 8xx- is the object code (see separate listing)
Last four digits-xxxx- (normally 0000) is the sub-object code

Object codes help to classify the expense. For example, 710 represents supplies, while 792 represents dues and memberships. See complete list of object codes with a general description. Several object codes listed will not be used by every department.

Also, some of you may use an **agency** account and/or a **restricted** account. The agency and restricted 12 digit account numbers differ from the department account number structure. The expenses charged to these types of accounts must still be submitted with a 12-digit account number. The same forms for processing expenses are used regardless of the type of account used. If you are responsible for an agency or restricted account, please refer to separate documents, which explain these types of accounts.

A check request must be turned into the Business/Controller's Office by Wednesday noon to receive a check on Friday. Checks will be available on Friday after 10 a.m. DBMs should review his/her files before approving an expense for payment, to make sure an invoice has not already been paid and to make sure there are budget dollars available. There is often a one-month lag or more between the time an item is ordered until the item is paid and reflected in the appropriate account.

If you are paying for an item where the "invoice" needs to be sent with the check (e.g. registration form, subscription, etc.), a copy of the form, along with the original should be provided to Accounts Payable. Any purchase of computers or related equipment must be done by Information Technology Services.

The College is normally exempt from paying Iowa sales tax. We are trying to provide as many vendors as possible with Wartburg's tax exempt paper work, so we do not have to pay sales tax. Most local vendors already have this information.

We ask that you review this information and share it with whoever makes purchases related to your budget. We would appreciate any feedback that you may have regarding the process. If you need any additional forms, or have any questions, please contact Kristi Ladage (e-mail Kristina.ladage@wartburg.edu or phone 8433) or Deb Barker (e-mail deb.barker@wartburg.edu or phone 8238). In addition, attached is a listing of everyone in the Business/Controller's Office and the general area they handle.