



Procurement 1st Quarter Training

August 28, 2024 – SEC 2030

Michael R. Castilleja

Director of Procurement and Other Support Services



- Accounts Payable
- P-Card and Travel Program
- Postal Operations
- Purchasing
- Shipping & Receiving / Fixed Assets

Financial Policies and Procedures

Please refer to the Financial Policies and Procedures, on the Comptroller's Office website for information on what is, and is not, allowed

<https://my.uiw.edu/finance/comptroller/financial-policies-and-procedures.html>



- **Lisa Bosquez**
Purchasing Clerk
- **Jessica Cevallos**
Purchasing Agent
- **Carmen Rivera**
Lead Purchasing Agent
- **Marisa Vasquez**
Procurement Manager



Purchasing Topics

- Operational Justification
- Furniture & Equipment
- Promotional Items
- Breakroom Supplies
- Catering
- Open PO Requests
- Fixed Assets and Three Bids
- Purchase Order Rider

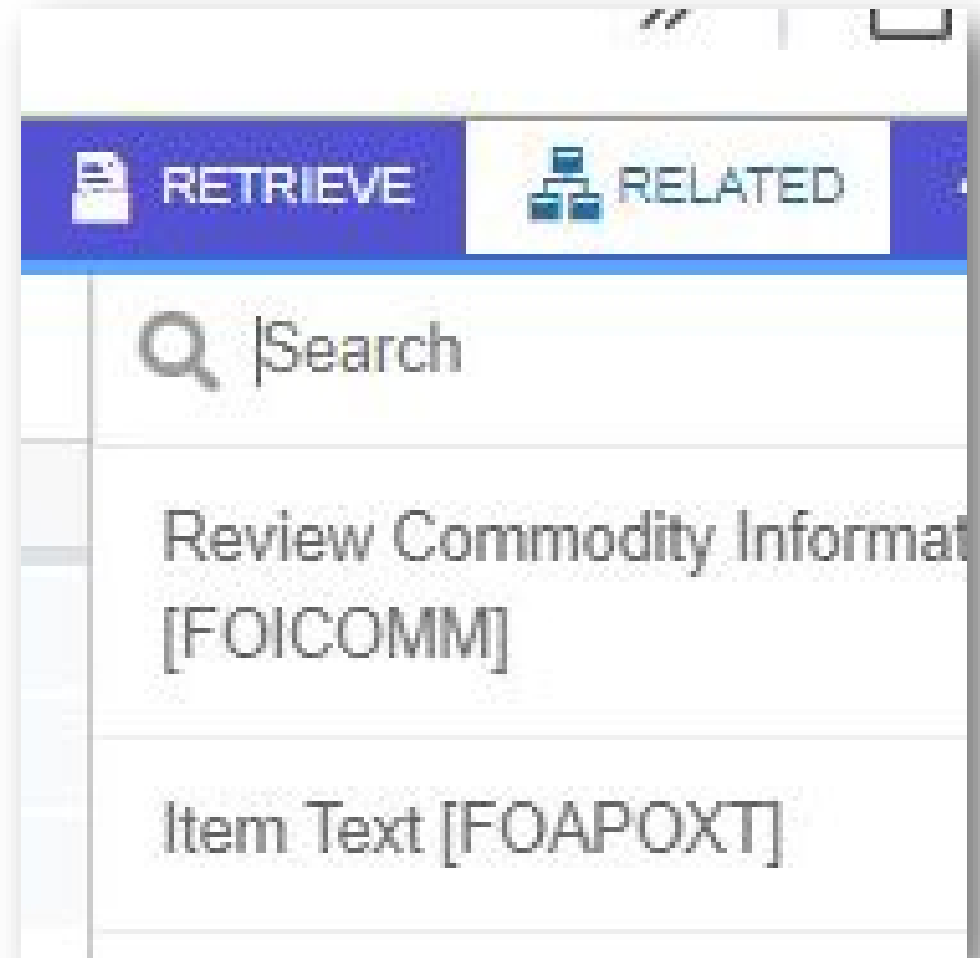
Operational Justification

- Use Item Text.
- Upload Backup Documentation.
- Do not use 6851- Other General Expenses.
- Undoubtedly obvious.



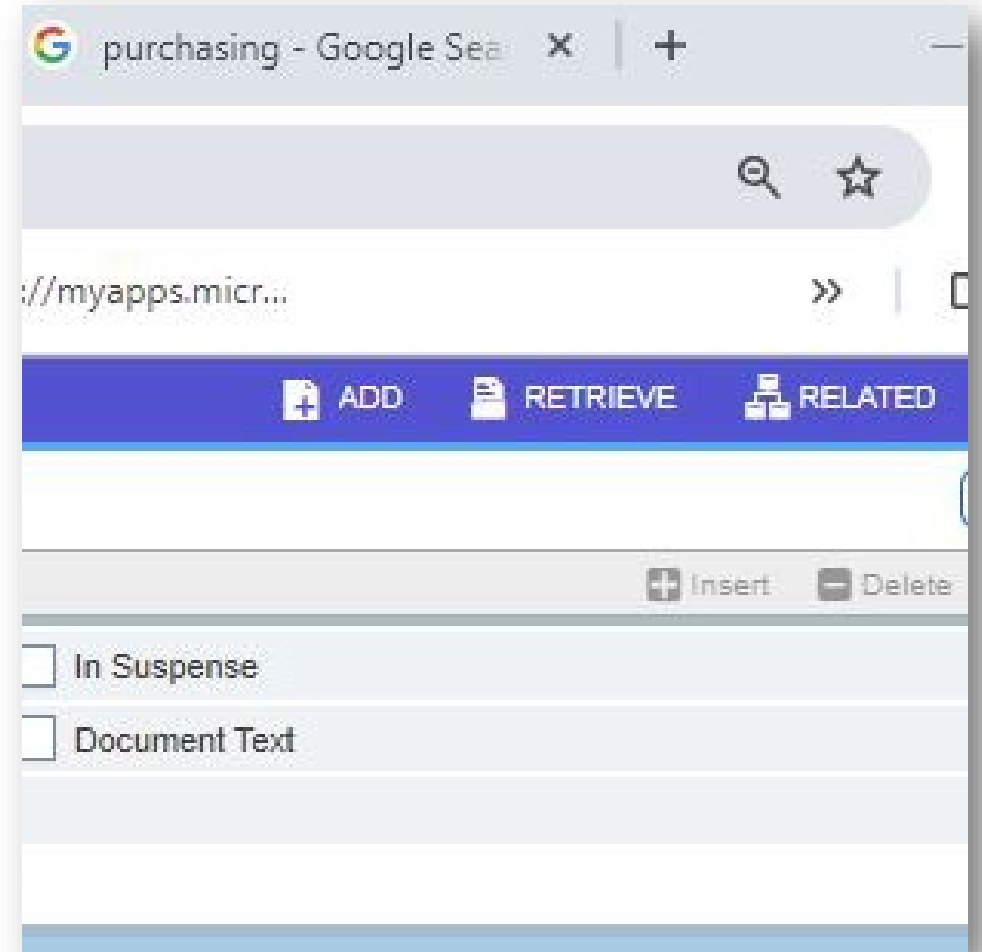
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Furniture & Equipment



- Must be processed on a PO, not with P-card.
- Must have approval by Facilities - *Assoc. VP for Planning & Campus Management.*
- Over \$5,000 – Obtain approval from VP or Provost.



Promotional

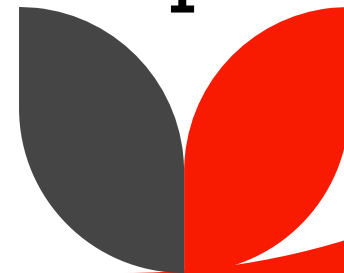
- Backup must contain:
 - Quote
 - Artwork
 - Brand Manager Approval
- Over \$5,000 – Obtain approval from VP or Provost.
- Limit the amount of promotional items.
- Eliminate usage of Event Specific items & Dates





Breakroom Supplies

- These are personal expenses and are not allowed.
- Drinks/Snacks must serve a Business Purpose.



Catering

- Backup must contain:
 - Quote
 - (1) One line Banner description.
 - Clear purpose
 - \$250 and up requires Sodexo approval.



OPEN / Blanket Purchase Orders

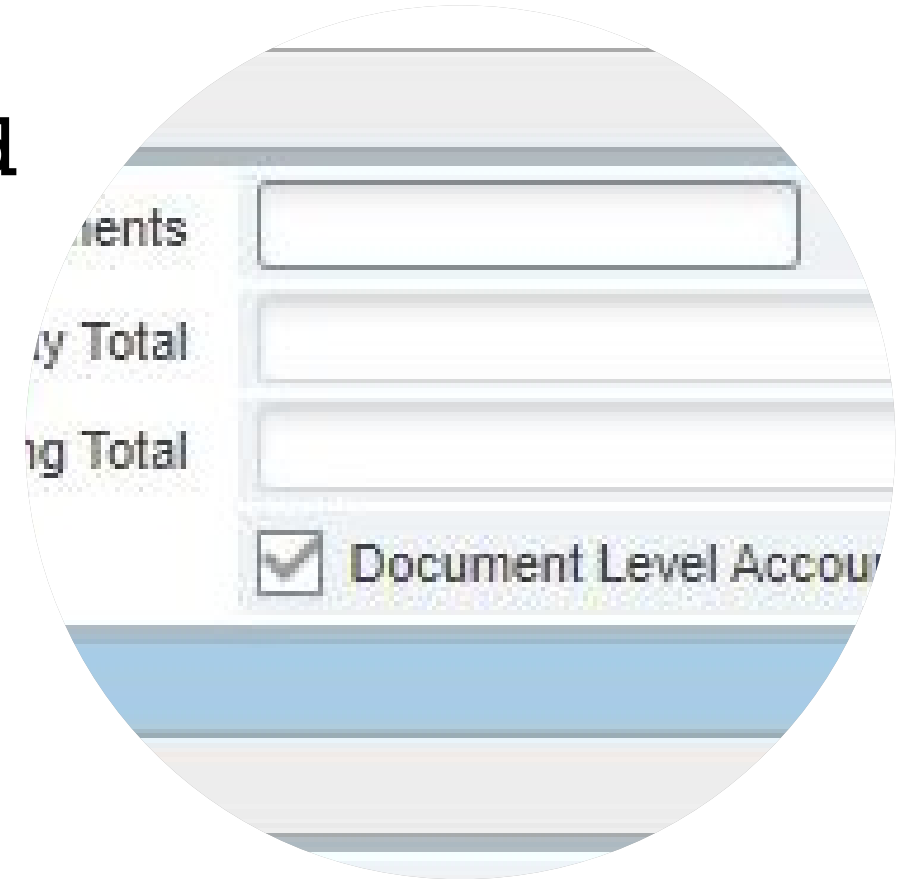


- Operational Justification
- List of items that will be purchased.
- Backup is not required.



Fixed Asset & 3 Bids

- Single item over \$10,000 is a Fixed Asset.
 - ACCT 7640
 - Commodity Level Accounting
- Three (3) bids are required over \$25,000 (*Federal & State funding have lower thresholds.*)



The image shows a circular inset of a software interface. It features several input fields and a checkbox. The labels for the input fields are partially visible: 'ments', 'y Total', and 'ng Total'. The checkbox is checked and is labeled 'Document Level Accou'.





PURCHASE ORDER RIDER

The following Purchase Order Rider ("Rider") governs the purchase of goods, including software, merchandise and materials ("Products") and services ("Services") by the ("University") under purchase orders issued by the University (each a "Purchase Order" the PO ("Vendor"), and together with the PO, form a binding agreement ("Agreement"),

Any additional or different terms in any Vendor document, including a quotation, order terms are hereby rejected and shall not constitute additional or modified terms. Any alterations of the Agreement and are void. Any online terms or agreement that Vendor has

Purchase Order Rider

- For purchases at or more than \$10,000 where there is not already an existing agreement.





ACCOUNTS PAYABLE 1ST QUARTER
TRAINING 8/28/24



Accounts Payable Responsibilities

The Accounts Payable Office is responsible for the timely and accurate processing of all expenditures for St Anthony Catholic High School and the University of the Incarnate Word.

Melba G. Huerta

Manager Accounts Payable
mghuerta@uiwtx.edu

Jackie Rios

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Suzette Haskell

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Accounts Payable Technician
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Francine Trevino

Accounts Payable Technician
fltrevin@uiwtx.edu

Main Number: 829-6031

Main Email: ap@uiwtx.edu



Location

Administration Building, Room 83

(Lower level next to Purchasing Dept, at the end of the hall from Hortencia's Café).

Hours: Monday - Friday, 8:00 a.m. to 5:00 p.m.

Email: ap@uiwtx.edu

Phone Number: (210) 829-6031



Accounts Payable Forms

Special forms for Accounts Payable are required to be used when requesting reimbursements.

These forms are accessed through the UIW website at:

<https://my.uiw.edu/accountspayable/forms.html>

*Forms submitted that are not from the AP website will be returned and may cause a delay in reimbursement





Employee Travel

General Travel Expense

- **Type:** General Travel Expense Report (GTER) & Expense Summary
- **When to use:** To be used for in-town conferences and out-of-town business travel
- **Required Information:**
 - *Make sure all applicable signatures are obtained before the reconciled trip is submitted to Accounts Payable.
 - *Only 1 advance is allowed at a time.
 - Itemized receipts are required.
 - *Reconciliation must be submitted within 10 business days from the return date of the trip.
 - If using a restricted/grant related budget, please submit settlement to the Grants Department for approval prior to submitting to AP.
 - If using Faculty Development Funds, please submit settlement to the Provost Office for approval prior to submitting to AP.
 - *Instructions are included on page 2 of the form.
 - P-Card holders are not allowed to request an advance.





Required Support for Travel Settlements

- General Travel Expense Report
- Expense Summary Report
- Airfare itinerary
 - If traveler decides to use a personal vehicle for travel, an airfare quote from CTP must be obtained prior to their travels.
- Registration and proof of payment (itemized receipt) if paid by employee
 - If paid by UIW, please notate method paid on registration form and GTER
- Hotel receipt showing details
 - If paid by UIW please notate method paid
- Mileage form and maps, if applicable
- Detailed, legible receipts for meals, if not using per diem
 - Per diem is a flat rate of \$50 per day, there is no break down
- Other itemized receipts for parking, taxis, etc
- Conference schedule or schedule at-a-glance



Employee Travel Mileage

- **Type:** Mileage (Local & Out-of-Town Auto Travel)
- **When to use:** To be used for use of personal vehicle mileage
- **Required Information:** MapQuest or Google Maps and printed driving directions must be included with all mileage logs. Mileage rates are based on IRS guidelines, which may change on a yearly basis.

*Mileage to and from the airport is not reimbursable per policy





Other Forms

- **Type:** Hotel Occupancy Tax Exemption Certificate
- **When to Use:** When staying at a hotel within the state of Texas.
- **Required Information:** Provide the copy of the tax exemption certificate when you check in to the hotel.





Check Requisition Form

➤ **Type:** Check Requisition

➤ **When to Use:**

- To pay Conference Registration Fees
- To pay Membership Renewal Fees

➤ **Required Information:**

*A check requisition is to be used when a purchase order is not required. Examples of these request for payments include:

- Conference registration
- Membership fees



P-Card 1st Quarter Training

Karissa Smith

P-Card & Travel Administrator

General Information

- University purchases of \$1,000 or less for goods and services not requiring a purchase order or contract.
- Purchase can be made in person, by phone or online
- Items shipped should be sent to main campus at 4301 Broadway, San Antonio, TX 78209.
- Program is not intended to avoid or bypass compliance with the University's Procurement and Bid policy and Travel and Entertainment Policy.

Allowable P-card Purchases

- Purchases of goods/services of \$1,000 or less
 - *Exceptions may include hotels, conference registrations, online subscriptions*
- Office supplies less than \$1,000
 - *Heights is our preferred vendor. Please contact Purchasing for online access*
- Auto expenses, such as gas for rental or fleet vehicles used for travel
- Professional dues/memberships
- Travel expenses-hotels, meals, car rentals, ground transportation and other incidentals.
- Entertainment expenses are allowed if substantially related to the business of the University.
- Catering-on campus \$250+ must have first right of refusal from Sodexo and should be less than \$1,000 to purchase with p-card.

Disallowed Transactions

- Membership club purchases.
 - Amazon and Sam's are not allowed on the p-card.
- Furniture
- Online purchases from Wayfair, Temu, Ebay, Wish
- Technology and Equipment.
- Cash Advances.
- Personal Expenses
- Alcohol



Responsibilities

- Cardholder, or authorized employees for departmental card, are the only persons authorized to use the p-card.
- Present applicable tax exemption certificates. (*Hotel & Sales Tax*)
 - *Taxes* must be removed prior to payment. Otherwise, they will become the cardholders responsibility.
- **Itemized** receipts are required.
- Expense reports are due **10 business** days after the end of the reporting cycle. (Reporting cycles end on the last day of the month)
- Personal expenses are not allowed on the p-card.

Administrative Items

- Cardholders must be the ones to submit the expense report. A proxy may be designated to **prepare** expense report.
- Audits are performed throughout the year and all cardholders are required to fully cooperate with all audit requests.
- Cardholder must provide the proper account (FOAP) for each transaction.
 - Get with department Admin for budget numbers.

Administrative Items

Violations

- Intentionally splitting a purchase to circumvent policy limits
- Failing to maintain adequate receipts and other documentation to provide as support
- Using the University P-card for personal transactions
- Other breaches of policies and procedures as specified within the policy

Misuse, abuse or negligence of the p-card will result in suspension/cancellation of the p-card and the employee may be subject to disciplinary actions.



- Contact information:

Karissa Smith

(210)829-5488

uiwcc@uiwtx.edu

(Available on Teams as well)

ANY
QUESTIONS?

