



**JULY 30, 2025**

# **PROCUREMENT TRAINING**

# MICHAEL R. CASTILLEJA

*Director of Procurement & Other Support Services*

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

# FINANCIAL POLICIES AND PROCEDURES

**Please refer to the Financial Policies and Procedures Manual on the Comptroller's Office website for detailed information.**

<https://www.uiw.edu/policy/financial/comptroller/financial-policies-comptroller-office.pdf>

NO MORE PSA'S!

**WHAT  
NOW?**





# PURCHASING

# Purchasing is in AD 79

## **LISA BOSQUEZ**

Purchasing Clerk

210-805-5836 / [lbosquez@uiwtx.edu](mailto:lbosquez@uiwtx.edu)

## **CARMEN RIVERA**

Lead Purchasing Agent

210-805-5837 / [rivera@uiwtx.edu](mailto:rivera@uiwtx.edu)

## **JESSICA CEVALLOS**

Purchasing Agent

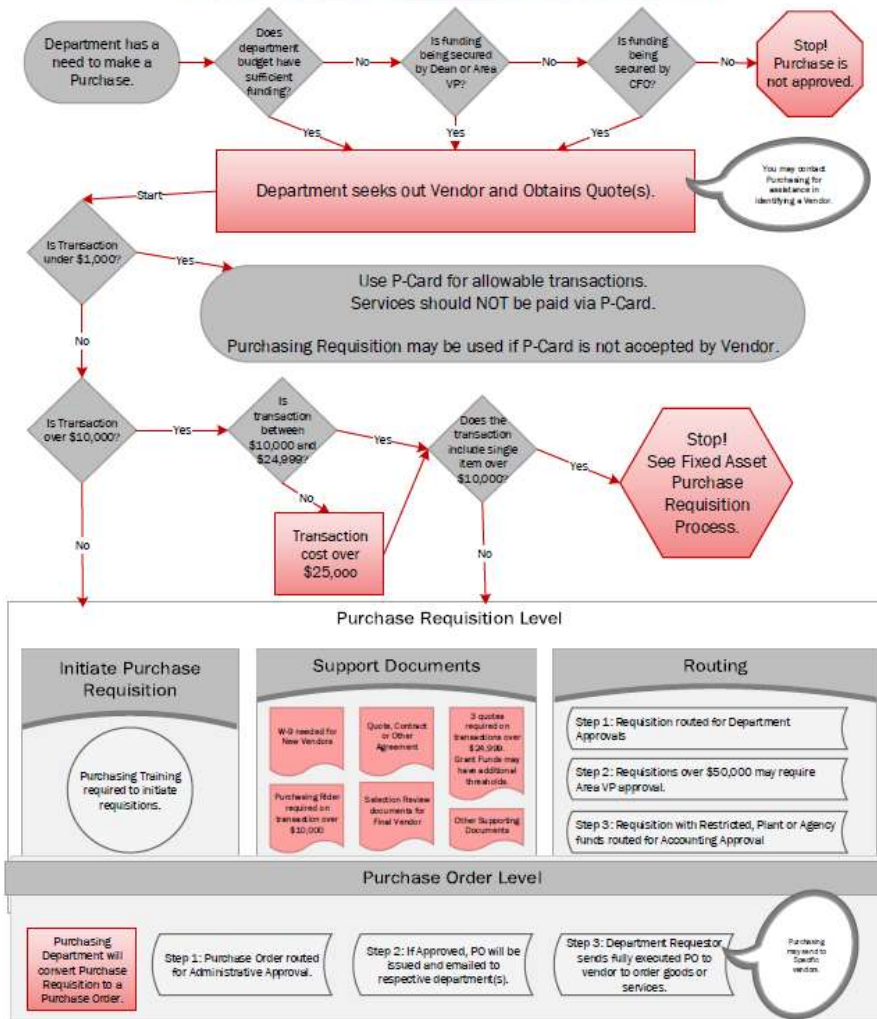
210-805-1236 / [jevargal@uiwtx.edu](mailto:jevargal@uiwtx.edu)

## **MARISA VASQUEZ**

Procurement Manager

210-829-3999 / [mfvasque@uiwtx.edu](mailto:mfvasque@uiwtx.edu)

## Purchasing Routing and Thresholds







## P-CARD & TRAVEL





# P-CARD & TRAVEL ADMINISTRATION IS LOCATED IN AD 83

Karissa Smith

P-Card & Travel Administrator

Phone: (210) 832-5488

P-Card Email: [UIWCC@uiwtx.edu](mailto:UIWCC@uiwtx.edu)

Travel Email: [UIWTRAVEL@uiwtx.edu](mailto:UIWTRAVEL@uiwtx.edu)

P-Card Program Website: <https://my.uiw.edu/finance/p-card-program.html>

# GENERAL INFORMATION

- UNIVERSITY PURCHASES OF \$1,000 OR LESS FOR GOODS NOT REQUIRING A PURCHASE ORDER.
- PURCHASE CAN BE MADE IN PERSON, BY PHONE OR ONLINE. TAX EXEMPTION CERTIFICATE MUST BE PRESENTED PRIOR TO PURCHASE.
- 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.

# REMINDER OF UNALLOWED TRANSACTIONS

- Amazon
- Sam's Club
- Furniture
- Technology and equipment
- Personal Expenses
- Cash Advances
- Alcohol
- Online purchases for sites such as Wayfair, Temu, Ebay, Wish

# CARDHOLDER/SUPERVISOR RESPONSIBILITIES

- Present applicable tax exemption certificates. (Hotel & Sales Tax)
- Taxes must be removed prior to payment. Otherwise, they will become the cardholder's 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)
- Supervisors must approve no later than the 20<sup>th</sup> of each month.
- Expense reports not submitted by the deadline will be temporarily suspended.



# ACCOUNTS PAYABLE



**ACCOUNTS PAYABLE  
LOCATED IN ADMINISTRATIVE BLDG.  
ROOM 83**

Melba G. Huerta – AP Manager

Suzette Haskell – Sr. AP Technician

Francine Trevino – AP Technician

Celeste Davey – AP Technician

Bety Carreno – AP Technician

[ap@uiwtx.edu](mailto:ap@uiwtx.edu)

210-829-6031

[https://my.uiw.edu/accountspayable/docs/payment\\_request\\_form\\_2025.pdf](https://my.uiw.edu/accountspayable/docs/payment_request_form_2025.pdf)

## PAYMENT REQUEST FORM

- 1) This form replaces the former Professional Services Agreement form and the Check Request form.
- 2) The Payment Request form will be used for any type of services/reimbursements.
  - Guest Lecturer/Speaker*
  - Consultant*
  - Musicians*
  - Officials*
  - Models for Art department*
  - Membership Renewal Fees*
  - Conference Registration Fees*
- 3) Please complete all applicable boxes on the PRF form and attach support documents.





## AP NEW EMAIL PROCESS

- 1) Only include payment request related to one vendor/payee per email.
- 2) Add the vendor/payee's name to the subject line of the email
- 3) Create a separate PDF for each payment request prior to sending the email.
- 4) Multiple PDFs for the same vendor/payee may be attached to one email.
- 5) Emails must be sent to [ap@uiwtx.edu](mailto:ap@uiwtx.edu).
- 6) Reminders to Accounts Payable.



# HUMAN RESOURCES



# INDEPENDENT CONTRACTORS VS EMPLOYEES

- Economic Reality Test:
  1. Opportunity for profit or loss,
  2. Investments by the worker and the employer,
  3. Permanence of the work relationship,
  4. Nature and degree of control,
  5. Whether the work performed is integral to the employer's business, and
  6. Skill and initiative.

	<b>Employee</b>	<b>Independent Contractor</b>
<b>Profit/Loss</b>	Paid salary/hourly wage.	Can decide to accept/decline work.
<b>Investments</b>	No capital/entrepreneurial investment.	Support the growth of the business.
<b>Permanence</b>	Continuous/only job.	Sporadic/project based with fixed ending date.
<b>Control</b>	Employer covers business expenses, travel, and insures the worker against liability.	Works elsewhere, sets their own schedule, and produces their own work without supervision.
<b>Work Integral to Business</b>	Day-to-day operations.	Separately established business from the employer.
<b>Skill and Initiative</b>	Requires training for the job.	Specialized skill, in connection with the employer's business initiative, used to support or grow business.

# EXAMPLES

- The department needs to urgently hire an instructor to teach a specialized course and update course materials. The employer will provide all equipment and software needed. The instructor will teach on campus during set course times. It is not expected that the employer will need to hire the instructor in the future as this individual will only be filling in for this one course while a full-time instructor is on leave.
- The department is hosting an event and hires an expert in the field to speak about the research they have done. There is no follow up work or continuing obligation.

# RESOURCES

- Independent Contractor vs Employees Checklist
- Contact Human Resources Office at [uiwhr@uiwtx.edu](mailto:uiwhr@uiwtx.edu)

**Independent Contractors vs. Employees**  
Or  
**Professional Service Agreement vs. Payroll Authorization Form**

Generally, all employees are withheld income taxes, Social Security, Medicare and unemployment taxes from his/her wages. However, employers do not have to withhold or pay any taxes for Independent Contractors. Before we can determine if an individual should be paid on a Professional Service Agreement or a Payroll Authorization Form, you must first look at the relationship between UIW/SACHS and the individual performing the service.

Please complete the Checklist below to help classify an individual correctly. **If you answer any of the questions as yes, please contact the Human Resources office at [uiwhr@uiwtx.edu](mailto:uiwhr@uiwtx.edu) before a final decision is made.**

**Section A**

Questions	Yes	No
1. Has the individual been an employee or student for UIW/SACHS in the past 12 months? If answered 'no' skip to section B.		
2. Does the UIW/SACHS employee own his own business? This would be in addition to his employment with the University.		

**STOP:** If answered 'yes' to question #2 continue to section B; otherwise, this individual is an employee and would be paid on a payroll authorization form.

**Section B**

Questions	Yes/IC	No/EE
1. Is the individual self-employed?		
2. Does the work involve special skill and training not currently possessed by a UIW/SACHS employee?		
3. Does the individual pay for his/her own business expenses?		
4. Will the individual provide his/her own equipment or materials?		
5. Is the individual hired for a particular project?		
6. Is the project for a discrete amount of time?		
7. Does the individual provide UIW/SACHS with an invoice for fees?		
8. Does the individual provide his/her services to other companies or entities?		
9. Is the individual free to accept projects from other companies while performing services for UIW/SACHS?		
10. Does the individual have a specific occupation?		
11. Will the individual's hours be set by the individual?		

12. Is the individual free to make his/her own decisions without the supervision from a UIW/SACHS employee?		
13. Is the individual free to reject additional projects from the company?		
14. Does the individual have full discretion to hire or fire anyone who will assist in the project?		
15. Is there an understood consequence to the individual for quitting prior to the completion of the project?		
16. Is the individual responsible for his or her own federal and state tax obligations?		
17. Does the individual pay for his/her own business expenses?		
18. Does the worker have an opportunity for profit/loss?		
19. The individual can be dismissed only on some type of failure to comply with a signed agreement (as opposed to the individual being subject to "dismissal at any time for any reason")		
20. Is the work performed at a separate location from UIW/SACHS premises?		

Briefly describe the duties or assignment to be performed: \_\_\_\_\_

Dates the duties are to be performed: \_\_\_\_\_ to \_\_\_\_\_

**Form Completed By:**

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

Email \_\_\_\_\_ Phone Number \_\_\_\_\_

For additional information on independent contractors, visit the IRS website at <https://www.irs.gov/businesses/small-businesses-self-employed/independent-contractor-self-employed-or-employee>.

**Office Use Only:**

Determination: Check One: \_\_\_\_\_ Contractor \_\_\_\_\_ Employee \_\_\_\_\_

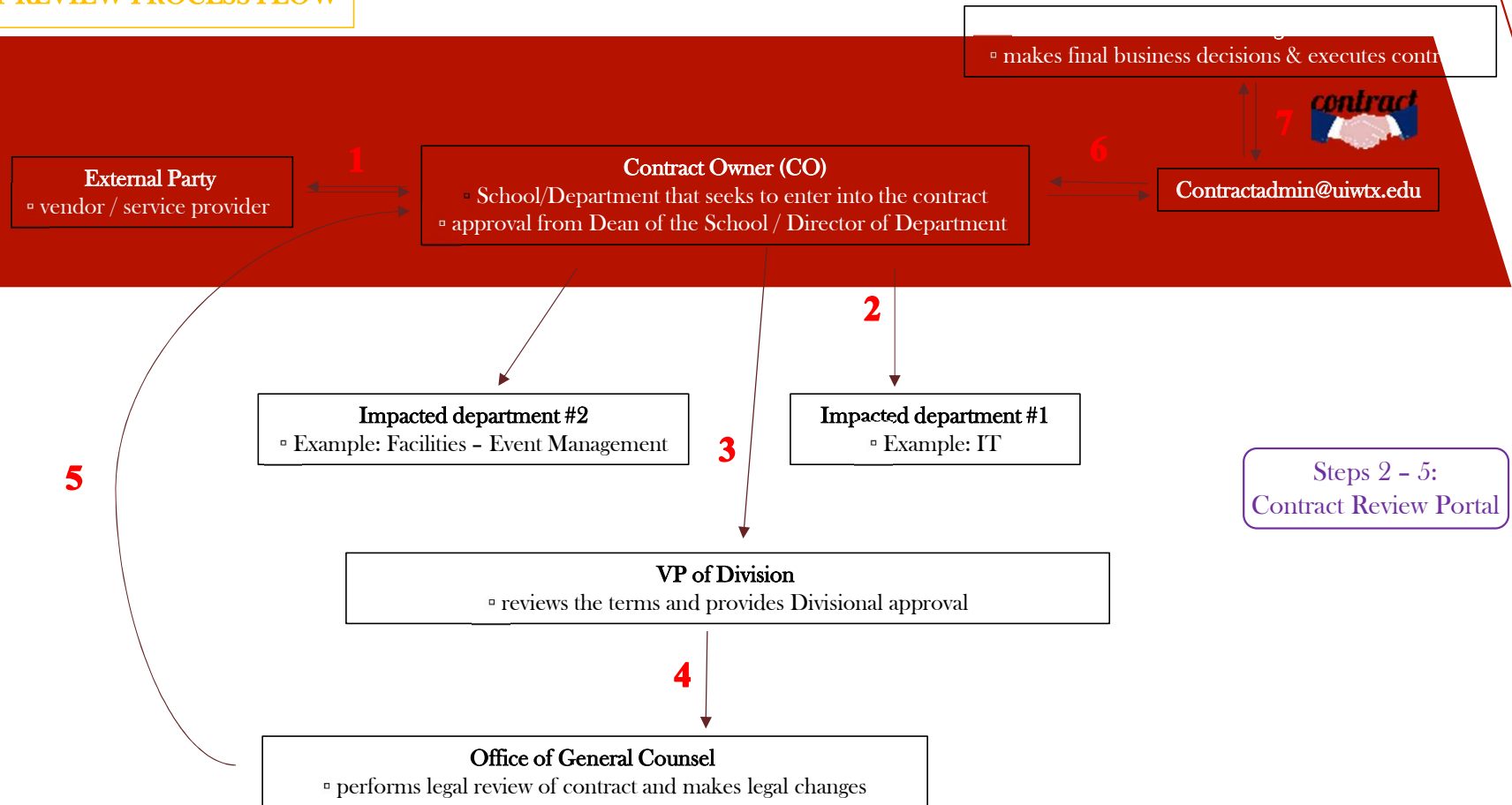
Reviewed By: \_\_\_\_\_  
Print Name \_\_\_\_\_ Signature \_\_\_\_\_



# CONTRACT REVIEW PROCESS



## CONTRACT REVIEW PROCESS FLOW



## CONTRACT REVIEW PORTAL

[uiw.edu/ogc/contract-review.html](http://uiw.edu/ogc/contract-review.html)

Office of the General Counsel

About Us

Contract Review

Policies and Resources

### Submit a Contract for Review

The [contract review portal](#) provides a streamlined way of circulating proposed contracts for review and approval.

**1** Submitter Information

First Name

Last Name

**2** Contract Information

Contract Title:\*

External Party's Name\*

**3** Impacted Department Review

Circulate Contract to Impacted Departments. An impacted department is any department that is expected to be directly affected by the terms and conditions or obligations of the contract.

Does the contract involve the installation or use of software or other computer program? If yes, route to:

☐ Information Technology

**4** VP Review

Are you the Vice President of your Division?\*

No

Select your Division VP\*

**5** OGC Review

Does the contract require legal review by the Office of General Counsel?

☐ Route to OGC: this is not a UIW pre-approved template.

[Save and Resume Later](#)

[Previous](#) [Page 5 of 5](#) [Submit Form](#)

## CONTRACT REVIEW PORTAL

# What is the Status of a Submitted Contract?

Contract Owner (“CO”) receives email notifications after every step is completed:

- When CO submits the contract through the Portal they receive this email notification:

Your contract has been successfully submitted and is awaiting any special reviews that are required prior to being sent to OGC.

- When the impacted departments have reviewed the contract, the CO receives this email notification:

All impacted department reviews have been completed and the contract has been sent to the VP of your division for approval.

- When the selected VP has reviewed the contract, the CO receives this email notification:

VP approval has been completed and the contract has been sent to OGC for approval.

- When the OGC has reviewed the contract, the CO receives this email notification:

OGC has requested that the following changes be made to the contract. Upon obtaining approval of these changes from the external party, please circulate to the external party for signature. Once signed, submit the contract to [contractadmin@ulwtx.edu](mailto:contractadmin@ulwtx.edu). The Contract Administrator will route the contract for signature to the appropriate signatory and, upon receipt of the finalized contract, will provide you a copy for your records.

**Contract Title:** St. Eugene Hall Rental

**Contract Number:** 1358787952



You can review any markups to the contract here: [https://studentulwtx.sharepoint.com/:f/s/ogc/Evi091TbsddHu-1hFnD9xEBfyniXGvTty\\_GT9Y4vqqm/Q](https://studentulwtx.sharepoint.com/:f/s/ogc/Evi091TbsddHu-1hFnD9xEBfyniXGvTty_GT9Y4vqqm/Q)

**Changes Requested:** No proposed legal changes, except that name of contracting party on the St. Eugene Hall Rental agreement should be "University of the Incarnate Word" rather than an individual's name.

## CONTRACT REVIEW PROCESS

## Helpful Resources on OGC's webpage

- **Contract Checklist:**

			
<b>CONTRACT CHECKLIST</b>			
<b>= Parties</b>	<p><input type="checkbox"/> Is the UTV entity accurately identified?</p> <p><input type="checkbox"/> Are the other parties to the contract accurately identified?</p> <p><input type="checkbox"/> Does the contract accurately identify each party's legal status or type of entity?</p> <p><input type="checkbox"/> Are all relevant admissions of parties contained throughout the contract?</p> <p><input type="checkbox"/> Can either party assign the contract to another entity that is not identified as the contract?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No symptoms infertile consent  <input type="checkbox"/> Yes <input type="checkbox"/> No at no	
<b>= Business Terms</b>	<p><input type="checkbox"/> Are the business terms defined?</p> <p><input type="checkbox"/> Do the business terms conform to the department's needs and expectations?</p> <p><input type="checkbox"/> Have the business terms been reviewed and approved by the department supervisor and VP of Development?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No without's "Should" be terms <input type="checkbox"/> Yes <input type="checkbox"/> No or	
<b>= Duties / Obligations</b>	<p><input type="checkbox"/> Is the purpose of the contract described accurately?</p> <p><input type="checkbox"/> Is each obligation described with clarity so that the parties know how it will be performed?</p> <p><input type="checkbox"/> Can the department perform the obligations set forth in the contract?</p> <p><input type="checkbox"/> If the contract involves goods, services, or the use of facilities or equipment, is the description of the goods, services, facilities, or equipment promised under the contract correct (for example, quantity, type, time and place of delivery, and standards of quality)?</p> <p><input type="checkbox"/> Does the contract refer to any previous, standard, or other terms or conditions not contained in the contract or its attachments, but available as documents, websites, or other resources?</p> <p><input type="checkbox"/> Have all documents, websites, or other resources referenced in the contract been reviewed to confirm that they are consistent with the contract's terms?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No lateral consent? parties <input type="checkbox"/> Yes <input type="checkbox"/> No and that none or shall rule to at use the are that insurance of	
<b>= Consideration</b>	<p><input type="checkbox"/> Is the consideration<sup>1</sup> of the parties accurately stated?</p> <p><input type="checkbox"/> If the contract involves the payment of money, is the payment amount consistent under the contract's terms?</p> <p><input type="checkbox"/> Does the contract contain a true-earning provision that:</p> <ul style="list-style-type: none"> <li>- Allocates the risk on the other party by requiring that party to defend, indemnify, or hold harmless the UW in the event of a claim, suit, interest, or damages arising out of the negligent act or omission of the other party?</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No 9 99	
<small>             1. Includes such items as reimbursement, gift, or nonpayment of fees; nonrecognition of tax benefits; accelerated annuities; automatic deposits; or penalties.              2. Is the UTV's data user information returned and/or destroyed upon termination?           </small>			
<b>= Dispute Resolution</b>			
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

- Approved Contract Forms and Templates:

## Approved Forms and Templates

The forms and contract templates available [here](#) have been approved by the University's Office of General Counsel and their use is encouraged whenever possible. If an approved form or template is utilized and no changes have been made to it, the form or template does not require legal review. Any modifications of these templates require legal review as a necessary step of the contract review and approval procedure.

[illegible]

THANK YOU

**Any questions?**

