FY27 1ST QUARTER PROCUREMENT TRAINING

JULY 22, 2026 - TEAMS MEETING

MICHAEL R. CASTILLEJA

DIRECTOR OF PROCUREMENT & OTHER SUPPORT SERVICES

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

PLEASE REFER TO THE FINANCIAL POLICIES AND PROCEDURES MANUAL, IN THE UIW POLICY LIBRARY FOR DETAILED GUIDANCE ON WHAT IS AND IS NOT ALLOWED.

- [2025.06.01 Financial Policies and Procedures]

DISCLAIMER

- *The PowerPoint training materials posted here were developed based on policies and practices in effect at the time of training. Since university practices and regulatory requirements may evolve, some information may now be outdated. For current guidance, please refer to the Financial Policies and Procedures Manual found in the Comptroller section of the Financial Polices in the UIW Policy Library or contact the appropriate department.*

PURCHASING AD 80 & 81

Marisa Vasquez
Procurement Manager
mfvasque@uiwtx.edu

Jessica Cevallos
Purchasing Agent
jevarga1@uiwtx.edu

Carmen Rivera
Purchasing Agent
rivera@uiwtx.edu

Lisa Bosquez
Purchasing Clerk
lbosquez@uiwtx.edu

SSB VS INB

- Self Service Banner = SSB
- Current interface, introduced FY27.
- Do not need to VPN
- Use with various devices; must be logged into Cardinal Apps.
- User friendly
- NSF Check with Hard Stop

- Internet Native Banner = INB
- Previously used Banner interface.
- Access will be removed soon.

USER FRIENDLY

- Requestors can see the status of their requisitions on one screen.

My Requisitions

Search Requisition

Requisition	Date	Vendor	Amount	Status
Draft Requisitions 6				
R0083520	02/02/2026		$1,350.00	Draft
R0086495	03/17/2025	Heights Office Supply	$1.00	Draft
Pending Requisitions 1				
R0092248	02/02/2026	Heights Office Supply	$1.00	In Approval
Completed Requisitions 343				
R0092166	01/01/2026	Heights Office Supply	$100.00	Assigned to Buyer

USER FRIENDLY

Approvers can see details of the requisition on a single page.

PURCHASE REQUISITION
(Non-negotiable; not a valid Purchase Order)

Requestor	Carmen Rivera	**Requisition Number**	R0092184
Phone	210- 805 Ext 5837	**Transaction Date**	02/02/2026
Email	rivera@uiwtx.edu	**Delivery Date**	02/03/2026
Organization	Art Gallery (1012)	**Status**	In Approval
Accounting Type	Document Level	**Currency**	USD

Ship To	1000	**Vendor**	Heights Office Supply (60462)
Address	University of the Incarnate Word 4301 Broadway San Antonio TX 78209	**Address**	10203 Kotzebue St Ste 117 San Antonio TX 78217-4447
Attention To	Carmen Rivera - Ext	**Phone**	- Fax -
		Email	ezuzula@heightsop.com

Requisition Comments	

Commodities

Item	Description	U/M	Quantity	Unit Price	Other	Net Total
1	test	EA	1.00	10.0000	0.00	10.00

Total Commodities	10.00

Accounting Distributions

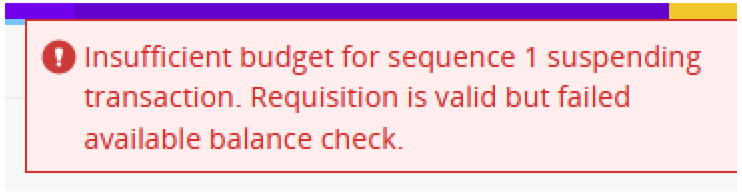
SEQ	Chart-Index-Fund-Orgn-Acct-Prog-Actv-Locn-Proj	NSF Suspense	NSF Override	Suspense	Distribution Percent	Net Amount
1	1- - 10010- 1012- 6584- 1001- - -	No	No	No	100.0000	10.00

Total Accounting Distributions	10.00

DISCLAIMER - A Purchase Requisition does not represent a valid Purchase Order to provide to a vendor or supplier. As such, this PDF of the Purchase Requisition is restricted to internal use only.

NSF HARD STOP

If your budget does not have sufficient funding, you will receive a message and will NOT be able to continue.



Work with your supervisor/Dean/Director/VP to secure funding for the request. Once funding is available in Banner, you can complete the existing requisition.

SSB TRAINING IS MANDATORY

Date	Time	Type
Thursday, July 30, 2026	2:00 PM	Teams
Friday, August 7, 2026	2:00 PM	Teams

PURCHASING VS ACCOUNTS PAYABLE

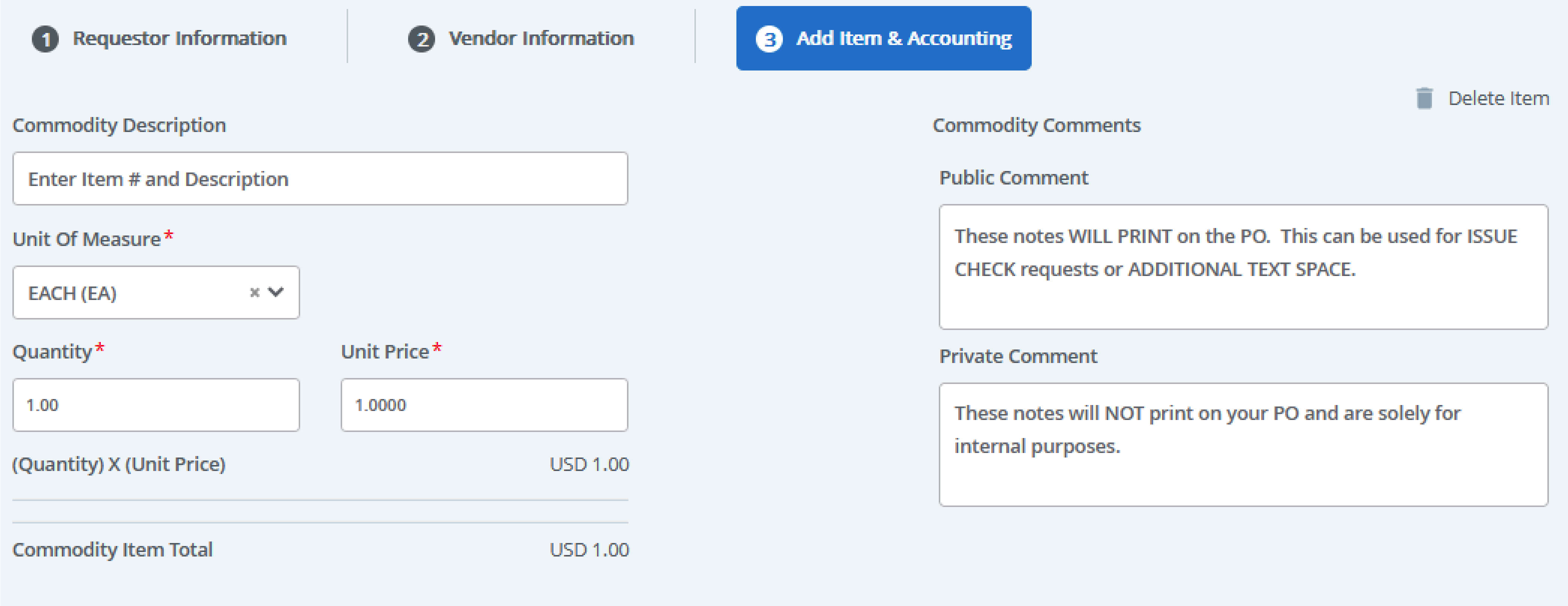
Purchasing

- A PO is a request to secure funding for a purchase.
- Issue PURCHASE ORDERS
- Require QUOTES
- Request PRIOR to receipt of goods or services.
- PO's required if amount is $1,000 or more.
- An Issue Check PO can be requested for memberships, registrations, deposits or in cases where a vendor does not provide an invoice.

Accounts Payable

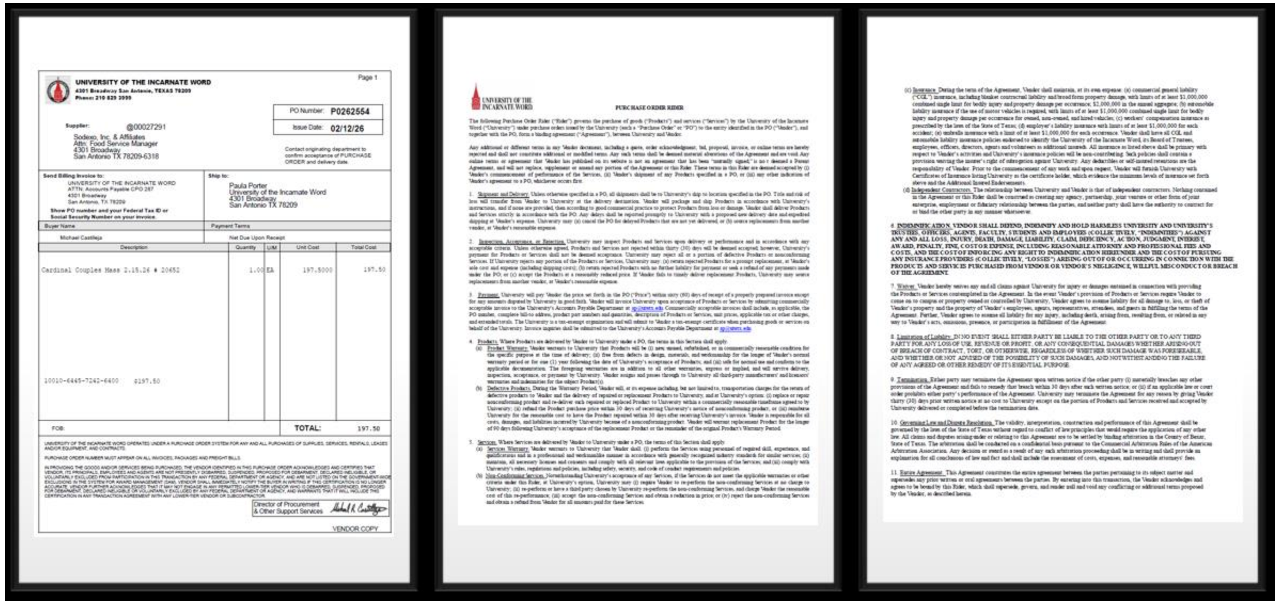
- Contact when ready to pay a vendor
- Issue payments via Checks, ACH, wire, etc.
- Require Invoices
- Payments to vendors AFTER services have been provided or goods received. (**ONLY for amounts LESS THAN $1,000)*
- Invoices less than $1,000 can be paid as a Direct Pay.

ISSUE CHECK REQUEST IN SSB



PO RIDER

To protect the University and its Mission, please make sure to send the copy of the PO and the included PO Rider.


UNIVERSITY OF THE INCARNATE WORD

Page 1

PO Number: P0262554

Issue Date: 02/12/26

Supplier: @00027291

Sodexo, Inc. & Affiliates
Attn: Food Service Manager
4301 Broadway
San Antonio TX 78209-6318

Ship to:
Paula Porter
University of the Incarnate Word
4301 Broadway
San Antonio TX 78209

Net Due Upon Receipt

TOTAL: 197.50

VENDOR COPY

PURCHASE ORDER RIDER

UIW PURCHASING COOPERATIVES

Buy Board

E&I

The Hess Corporation

iCut

Omnia

Sourcewell

TIPS

Texas Smart Buy

ACCOUNTS PAYABLE AD 83

Melba G. Huerta
Accounts Payable Manager

Bety Carreno
AP Technician

Francine Trevino
AP Technician

Suzette Haskell
Sr. AP Technician

Celeste Davey
AP Technician

ap@uiwtx.edu 210-829-6031

WHY INVOICES AND PURCHASE ORDERS ARE A GOOD PAIR

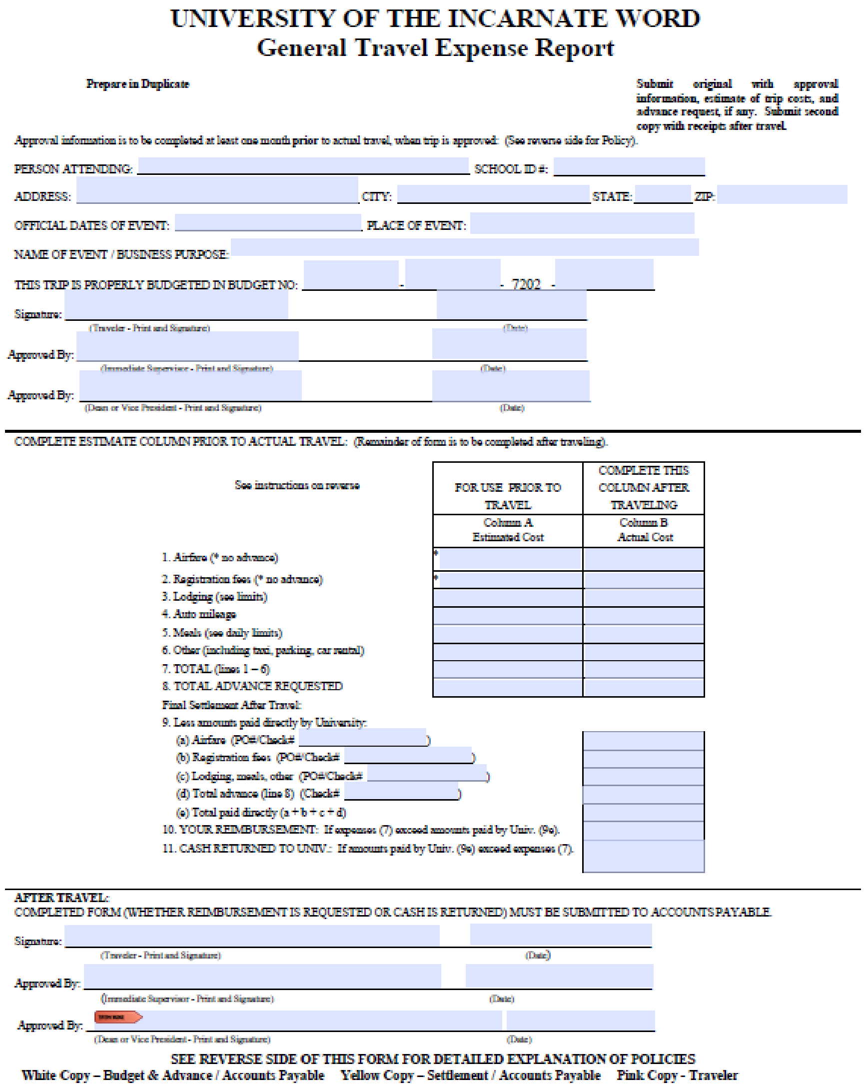
- Approval signature only for invoices $5,000 or greater.
- Invoice matches to PO no need to route to department.
- Invoice payment information easily selected in Banner.
- Budget number (FOAP) and descriptions are present for technicians.
- The overall process is more efficient with a purchase order.

INVOICE INFORMATION

- If an invoice is attached to a purchase requisition a copy of that invoice needs to be sent to Accounts Payable separately.
- Invoices $1,000 or greater require a purchase order
- Approval signatures need to be on the same page as where the “Total Invoice Amount” is located on the invoice.

TRAVEL REMINDERS

- Conference program/schedule at a glance/agenda
- Itemized receipts for any reimbursement
- Advance requests needed 10 business days prior to travel
- All travel reports are due to AP within 10 days of return trip.
- Please submit legible pdfs.
- P-card holders are not allowed advances or per diem.



UNIVERSITY OF THE INCARNATE WORD
General Travel Expense Report

Prepare in Duplicate

Submit original with approval information, estimate of trip costs, and advance request, if any. Submit second copy with receipts after travel.

Approval information is to be completed at least one month prior to actual travel, when trip is approved: (See reverse side for Policy).

PERSON ATTENDING: ____ SCHOOL ID #: ____

ADDRESS: ____ CITY: ____ STATE: ____ ZIP: ____

OFFICIAL DATES OF EVENT: ____ PLACE OF EVENT: ____

NAME OF EVENT / BUSINESS PURPOSE: ____

THIS TRIP IS PROPERLY BUDGETED IN BUDGET NO: ____ - ____ - 7202 - ____

Signature: ____ ____
(Traveler - Print and Signature) (Date)

Approved By: ____ ____
(Immediate Supervisor - Print and Signature) (Date)

Approved By: ____ ____
(Dean or Vice President - Print and Signature) (Date)

COMPLETE ESTIMATE COLUMN PRIOR TO ACTUAL TRAVEL: (Remainder of form is to be completed after traveling).

See instructions on reverse	FOR USE PRIOR TO TRAVEL	COMPLETE THIS COLUMN AFTER TRAVELING
	Column A Estimated Cost	Column B Actual Cost
1. Airfare (* no advance)	*	
2. Registration fees (* no advance)	*	
3. Lodging (see limits)		
4. Auto mileage		
5. Meals (see daily limits)		
6. Other (including taxi, parking, car rental)		
7. TOTAL (lines 1 – 6)		
8. TOTAL ADVANCE REQUESTED		

Final Settlement After Travel:

9. Less amounts paid directly by University:
   (a) Airfare (PO#/Check# ____)
   (b) Registration fees (PO#/Check# ____)
   (c) Lodging, meals, other (PO#/Check# ____)
   (d) Total advance (line 8) (Check# ____)
   (e) Total paid directly (a + b + c + d)
10. YOUR REIMBURSEMENT: If expenses (7) exceed amounts paid by Univ. (9e).
11. CASH RETURNED TO UNIV.: If amounts paid by Univ. (9e) exceed expenses (7).

AFTER TRAVEL:
COMPLETED FORM (WHETHER REIMBURSEMENT IS REQUESTED OR CASH IS RETURNED) MUST BE SUBMITTED TO ACCOUNTS PAYABLE.

Signature: ____ ____
(Traveler - Print and Signature) (Date)

Approved By: ____ ____
(Immediate Supervisor - Print and Signature) (Date)

Approved By: ____ ____
(Dean or Vice President - Print and Signature) (Date)

SEE REVERSE SIDE OF THIS FORM FOR DETAILED EXPLANATION OF POLICIES
White Copy – Budget & Advance / Accounts Payable Yellow Copy – Settlement / Accounts Payable Pink Copy - Traveler

PAYMENT REQUEST FORM

- Vendor ID#
- Business Purpose
- An invoice does not require a PRF.
- Please provide extension for pick ups.
- Printed names

University of the Incarnate Word
Payment Request Form

PO # | Final Payment Y ☐ N ☐ | Date Due | Invoice Number | Invoice Date / Service Date(s)

PIDM/ Vendor ID # | ***Attach W9 if new supplier/payee or changes to record are needed.***

Payee Legal Name (Include full first and | DBA (if applicable)

Mailing Address

City | State | Zip

Payee Phone: | Payee Email:

Requester Name | Requester Phone

Requester Email

Business Purpose: (Describe how this expense provides a business benefit to the University)

Special Handling Instructions:
Payment will be made via direct deposit if account information is on file, otherwise a check will be mailed. If special handling is required, indicate below.

- ☐ ACH
- ☐ Wire Transfer (foreign vendors only)
- ☐ Mail check with Attachments
- ☐ Hold check for Pick-up

Business Reason for pick up:

Call Ext.______________

Attach adequate support for payment (e.g. reimbursements require proof of payment) *If amount requested is over $1,000 a PO must be obtained.

Payments to Individuals: U.S. Citizen/Permanent Resident ◯ YES *Independent Contractor Determination email from HR required* ◯ NO

- *If YES, continue to next section*
- *If NO*
  - *Non-UIW affiliated persons/individuals without an UIW ID Number must provide Form W-8BEN with supporting documentation and/or Independent Contractor Determination email from HR (if applicable)*

Payments to non-individuals: U.S. Entity ◯ YES ◯ NO

- *If YES, continue to next section*
- *If NO, attach applicable form W-8BEN-E with supporting documentation to the A/P Payment Request Form.*

DISTRIBUTION (Only needed if there is no PO)

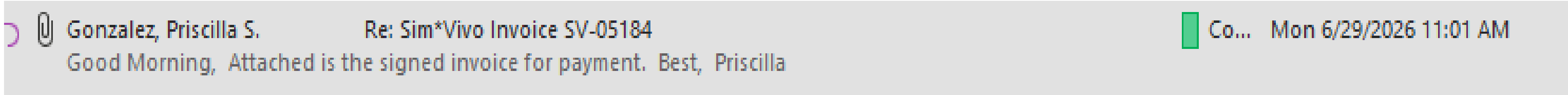
Description (appears in GL detail)	Amount	(F)UND (5)	(O)RGN (4)	(A)CCT (4)	(P)ROG (4/5)	
Total Payment Amount	$ 0.00					

Approvals/Acknowledgment Request must be signed by an individual authorized to charge against the department budget referenced above as well as the individual that can confirm that the goods and/or services were received/peformed as expected.

Typed or Printed Name (Requester)	Signature	Title	Date
Typed or Printed Name (Budget Approver)	Signature	Title	Date
Typed or Printed Name (Agency/Grants Accounting)	Signature	Title	Date

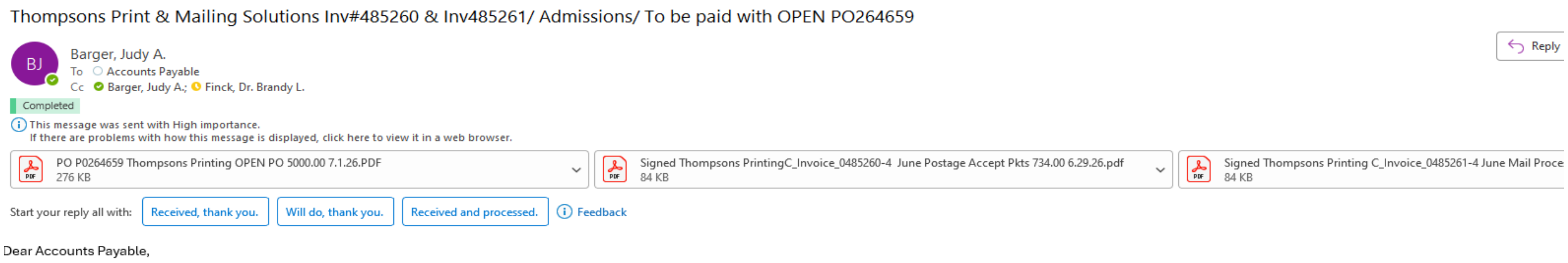
EMAILS

- Subject Line
  - Vendor Name/Payee
  - Invoice #
  - Purchase Order# if applicable



EMAILS

- Multiple PDFs for the same vendor/payee may be attached to one email.


Thompsons Print & Mailing Solutions Inv#485260 & Inv485261/ Admissions/ To be paid with OPEN PO264659

Reply

BJ

Barger, Judy A.

To Accounts Payable

Cc Barger, Judy A.; Finck, Dr. Brandy L.

Completed

This message was sent with High importance.
If there are problems with how this message is displayed, click here to view it in a web browser.

PO P0264659 Thompsons Printing OPEN PO 5000.00 7.1.26.PDF
276 KB

Signed Thompsons PrintingC_Invoice_0485260-4 June Postage Accept Pkts 734.00 6.29.26.pdf
84 KB

Signed Thompsons Printing C_Invoice_0485261-4 June Mail Proce
84 KB

Start your reply all with: Received, thank you. Will do, thank you. Received and processed. Feedback

Dear Accounts Payable,

EMAILS

- Different payees need to be sent on individual emails

FW: Payment request

Huerta, Melba G.
To Huerta, Melba G.

Retention Policy Inbox Delete (1 Year) (1 year) Expires 7/17/2027

Reply | Repl

W9&Payment_Request_Alani_Nicacio.pdf 993 KB	W9&Payment_Request_Alyssa_Arredondo.pdf 992 KB	W9&Payment_Request_Amorette_Dowe.pdf 992 KB	W9&Payment_Request_Autumn_Munoz.pdf 947 KB	W9&Payment_Request_Bella_Campos.pdf 993 KB
W9&Payment_Request_Brian_Morales.pdf 991 KB	W9&Payment_Request_Destiny_Palacios.pdf 1 MB	W9&Payment_Request_Isabella_Hernandez.pdf 990 KB	W9&Payment_Request_Jacob_Palacios.pdf 1 MB	W9&Payment_Request_Jayden_Marquez.pdf 948 KB
W9&Payment_Request_Jaylynn_Molina.pdf				

From:
Sent: Monday, July 13, 2026 8:37 AM
To: Accounts Payable <ap@uiwtx.edu>
Cc: Trevino, Francine L. <fltrevin@uiwtx.edu>
Subject: Payment request

P-CARD & TRAVEL ADMINISTRATION AD 84

Karissa Smith
P-Card & Travel Administrator

Phone: (210) 832-5488

P-Card Email
uiwcc@uiwtx.edu

Travel Email (CTP or Lightning Related)
uiwtravel@uiwtx.edu

WHAT IS LIGHTNING?

- Lightning is an online booking tool through CTP to facilitate the travel reservation process.
- Travelers are able to book their own flights, hotels and rental cars all in one platform.
- Streamlined approval process.
- No long wait times for agents.
- Accessible through Cardinal Apps

ROLES IN LIGHTNING

Travelers

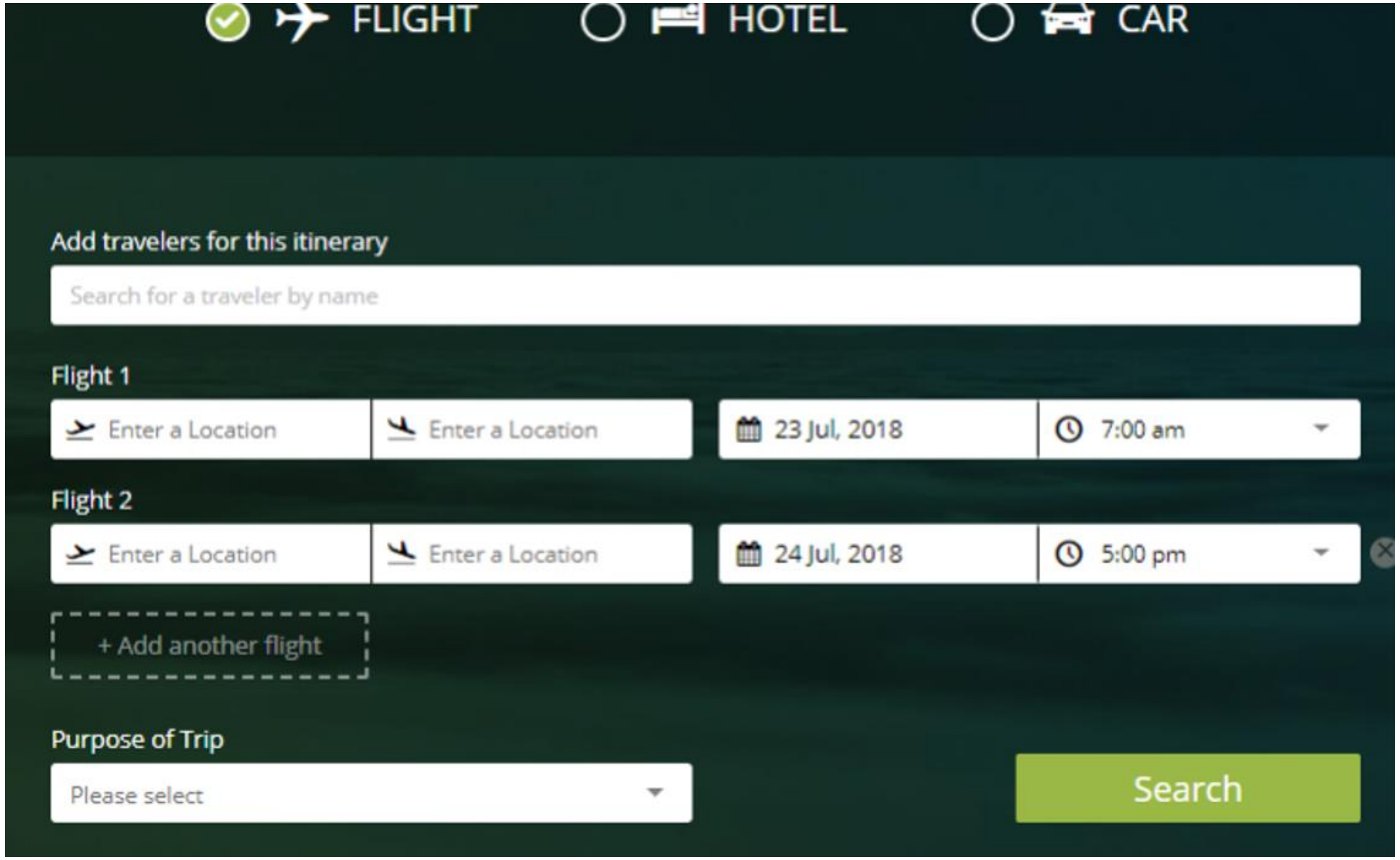
All employees are set up as travelers

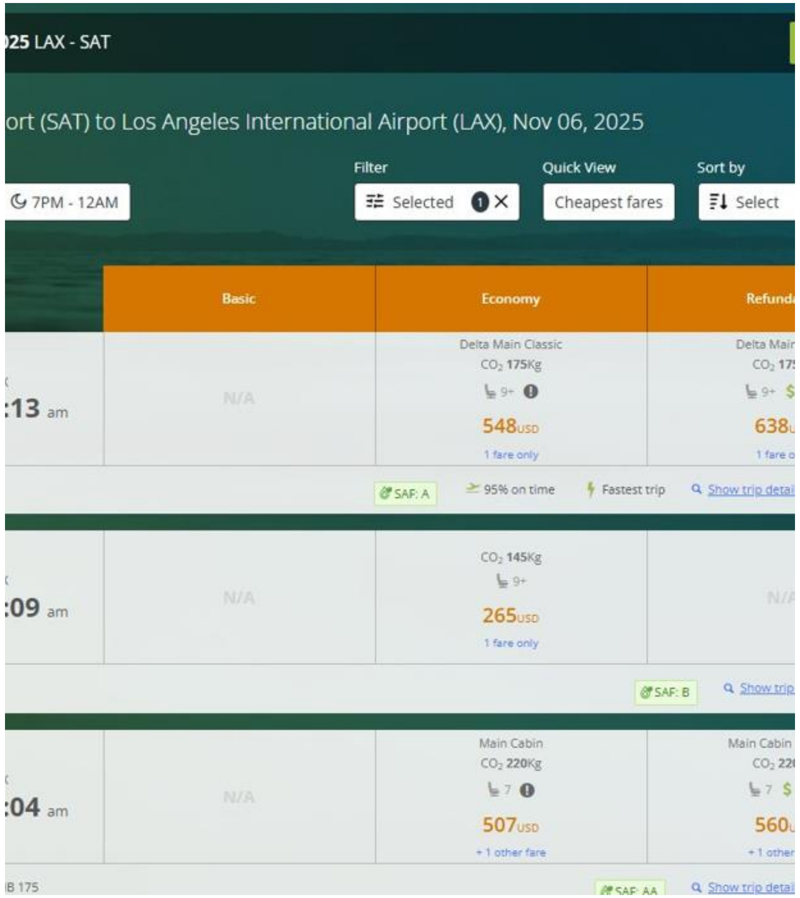
Arrangers

Employees can be assigned as arrangers to assist with booking reservations and completing profiles for staff in your area.

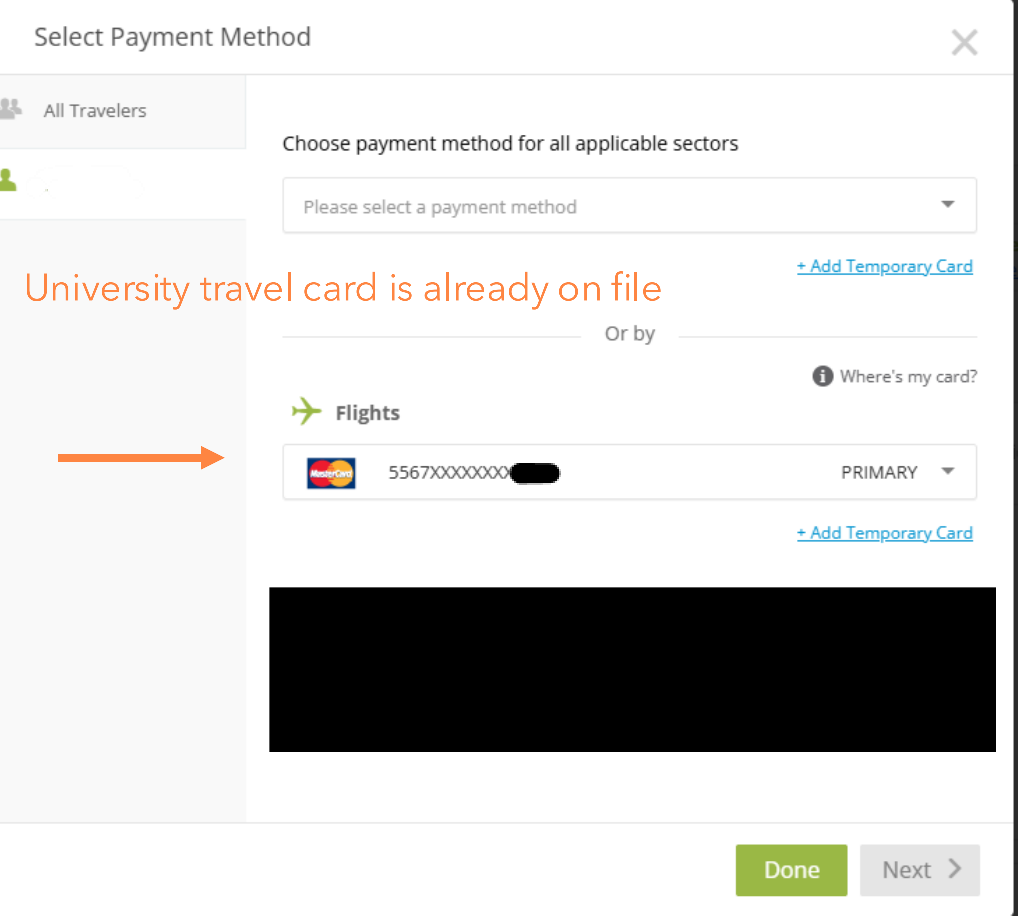
Approvers

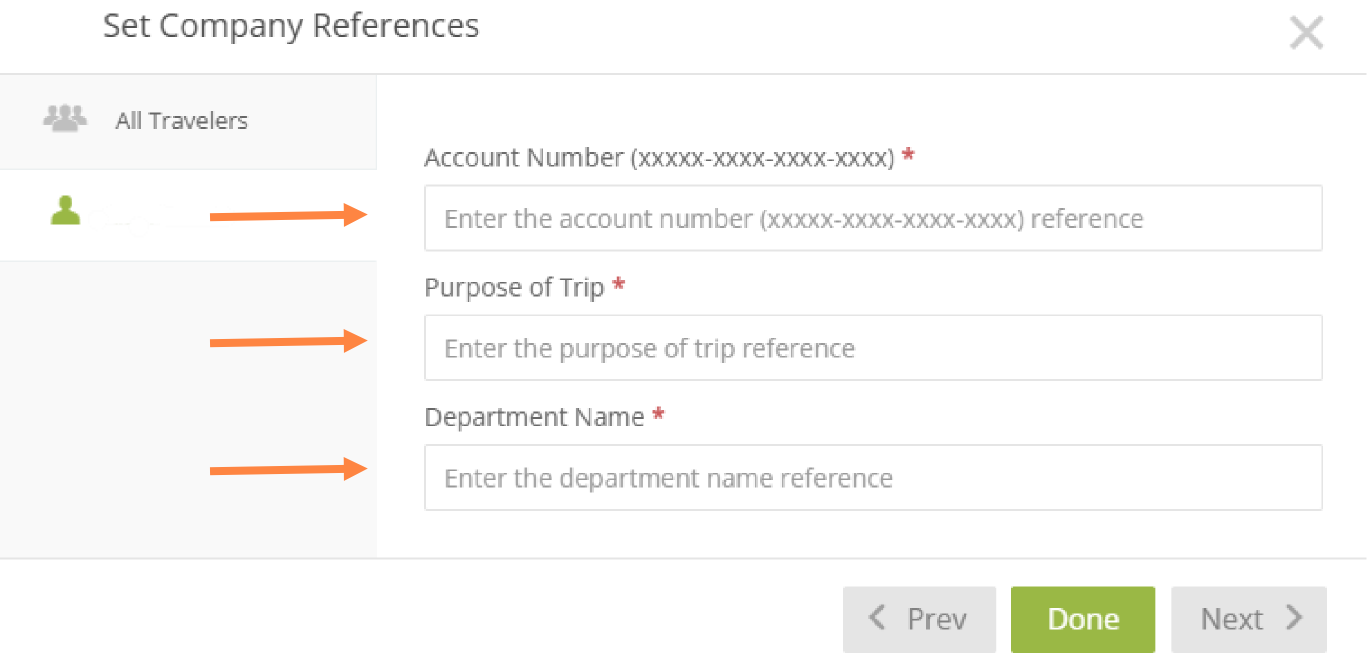
The approval role is normally assigned to the Supervisor/Dean in your area.

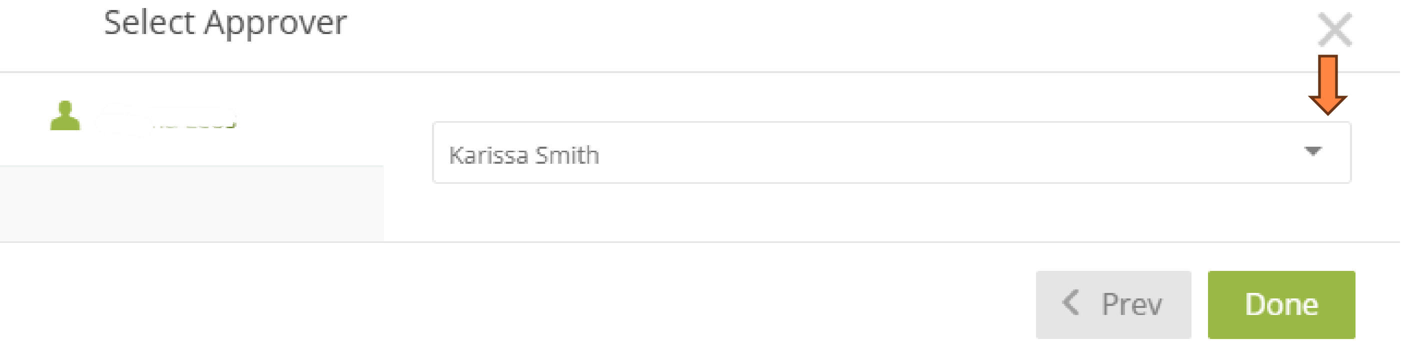




You can book your travel in just a few clicks

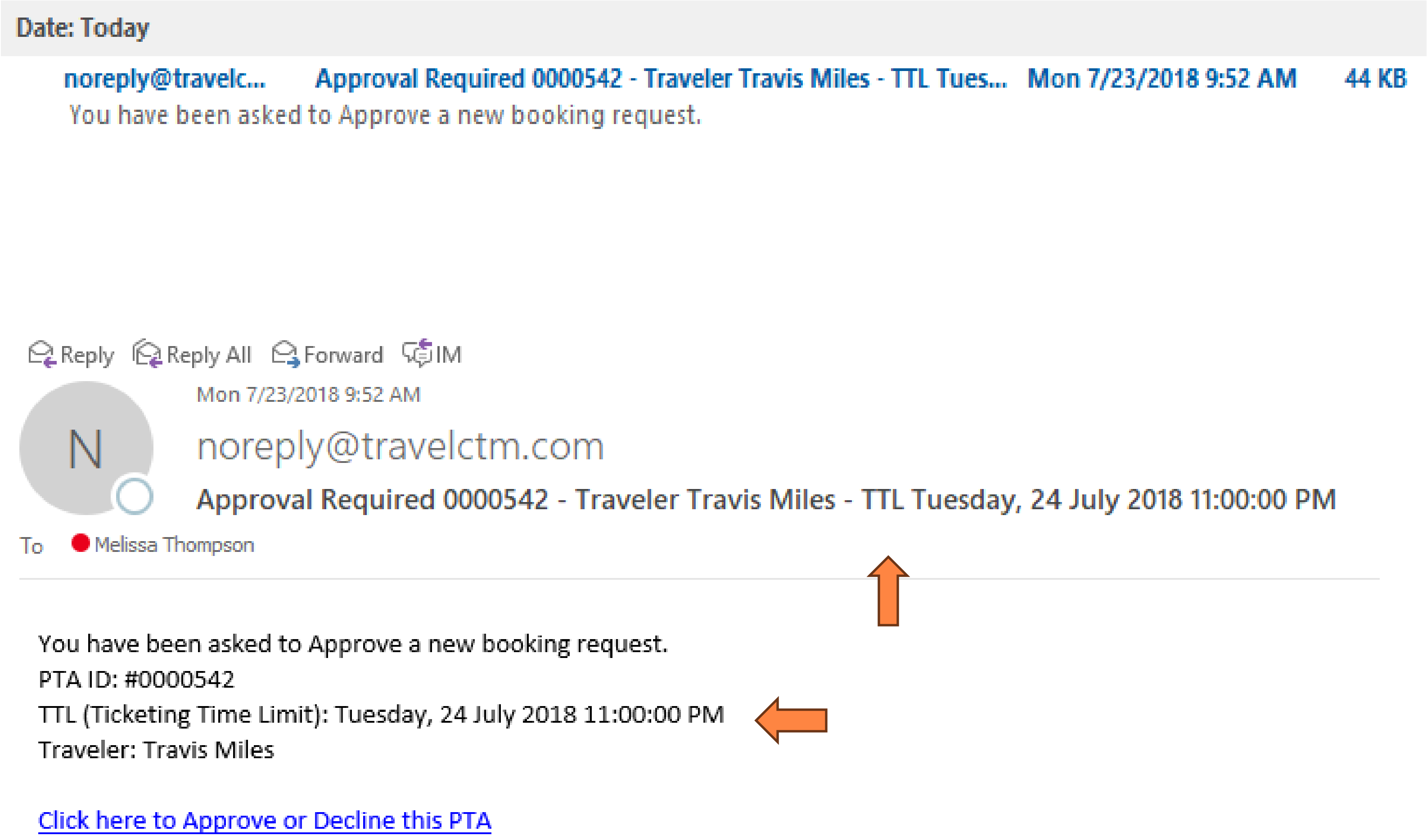




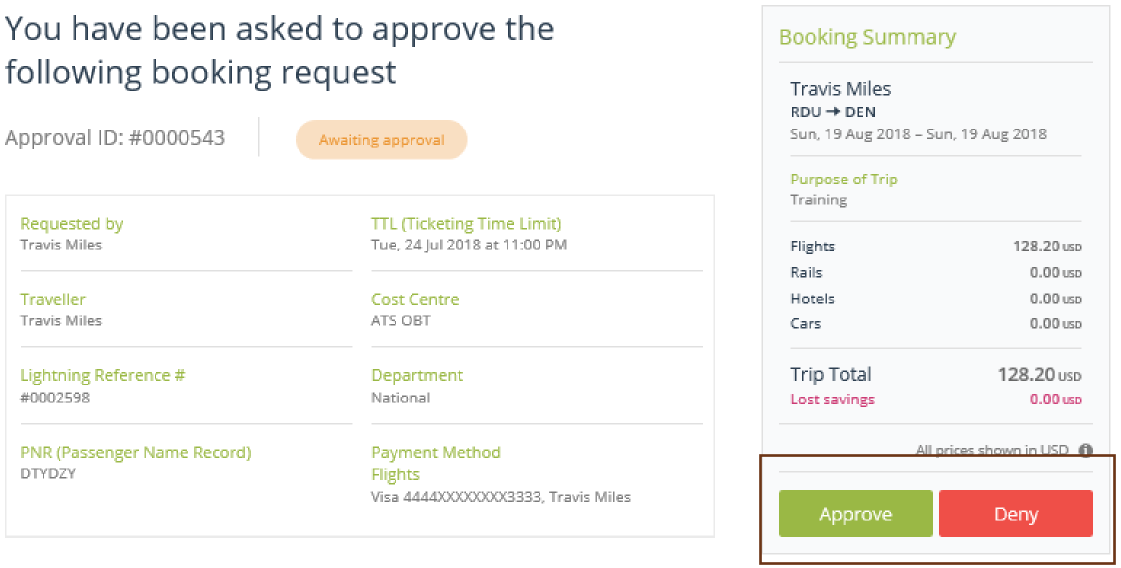


Once your travel options are selected, it will prompt you to select a payment method, add your budget number, purpose of trip, and department name.
Then it will ask to select an approver.

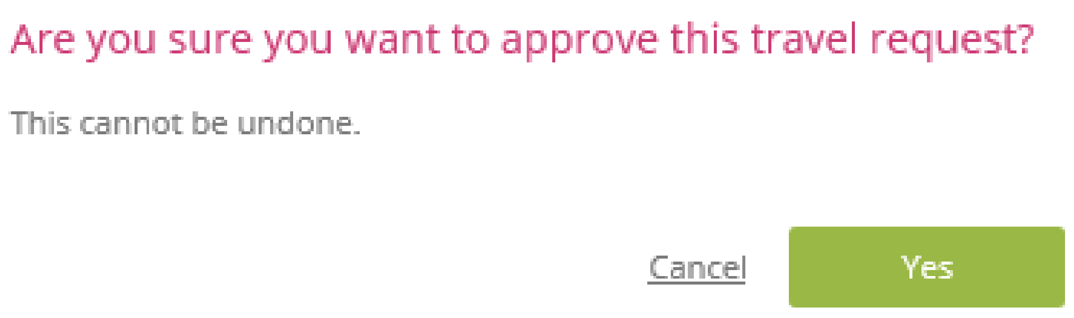
- Once a Traveler or Travel Arranger creates a booking in Lightning, an email will be generated to the approver selected.
- Approvers should action the request prior to the Ticketing Time Limit (TTL)
  - If approval is not received prior to the TTL the itinerary will auto cancel and the request will have to be created again.
- Approvals can be actioned on any internet connected device desktop/mobile/tablet.

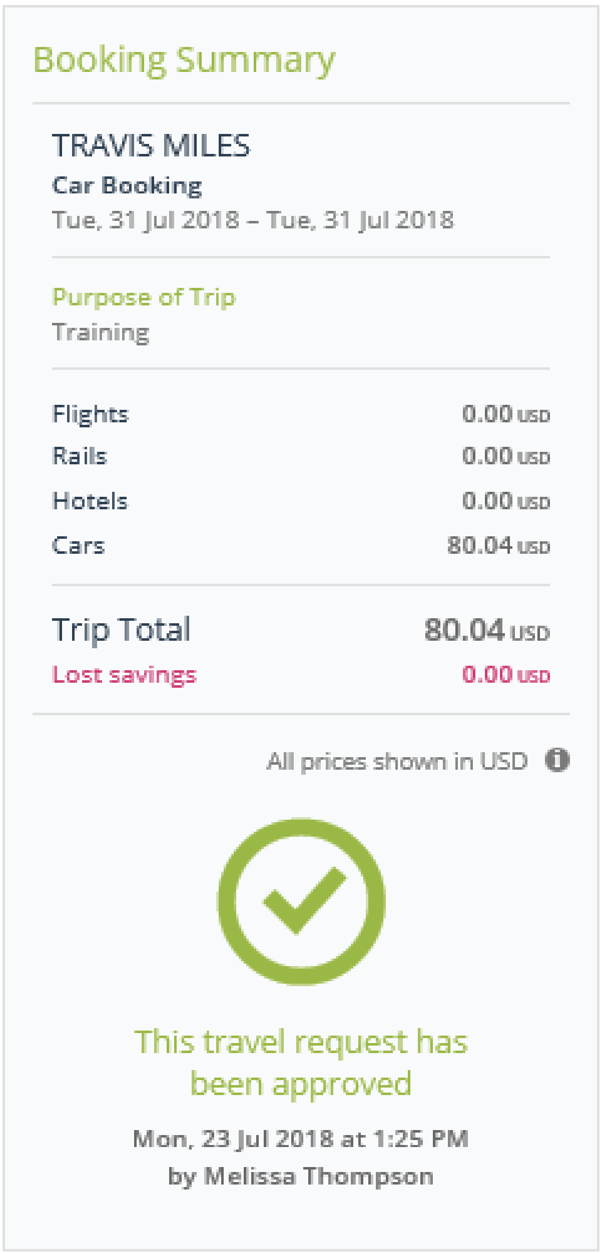


What the Approver Sees



- Supervisors can approve or deny flight requests





HOW DO I GET STARTED USING LIGHTNING?

- We are requiring all travelers attend a training on how to use Lightning to gain access.
  - Trainings are by request and can be in person or via Teams
- Supervisors/Deans must also attend as they will be required to approve/deny travel requests for their area.
- Required information must be submitted as requested for set up.
  - Staff/Faculty names, approvers, arrangers for each area is required to set up the process accurately.

P-CARD REMINDERS

- P-card expense reports should be submitted ten business days from the end of the reporting cycle. Ex: Transaction with a posting date of 6/1/26-6/30/26 should have been submitted for approval by July 14, 2026.
- Submitting expense reports before the current month’s end will more likely be rejected. Please wait until the first of the following month.
- P-card accounts with outstanding expense reports past the deadline will have their cards suspended for up to three months.
- Charges of $1,000 or more should not be charged to the p-card. These must go through the purchase order process.

ANY QUESTIONS?