Progurement-	to Do mont	Dragge C	\ .am ii a

The purpose of this training is to provide information about the procurement process & programs, commonwealth budget restrictions, allowable/disallowed expenses, departmental responsibilities regarding purchasing and payments, worker classification issues, how to ensure prompt payment, how to obtain vendor numbers, petty cash and small business expense

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• Flowers (except for commencement or for sponsored events that support the mission of the University where flowers are used as a centerpiece or decoration)

Commonwealth budgets may not be used to purchase/pay for the following, except as noted:

- Receptions or parties (except University-sponsored events such as Commencement
 must be attached refer to training materials for more information)
- Coffee for employees (except University-sponsored events)

applies to all individuals

designated as Budget Unit Directors having fiscal responsibility for University Budgets. Please refer to the <u>policy</u> for full details.

Certain expenditures that are funded with Commonwealth Educational and General Funds (Ledger 1), Commonwealth Auxiliary Service Funds (Ledger 3), and Local Auxiliary Service Funds (Ledger 4), must commonwealth Com

- Any expenditure that does not benefit the University;
- Non-essential, unreasonable accommodations while traveling, such as "luxury" accommodations;
- Excessive food/beverage service for special meetings or events;
- Gift cards or gift certificates;
- Interest on personal credit cards;
- Flowers and gifts purchased for any other purpose than those listed in the sections above (e.g., Holiday, "Thank You," birthday, baby shower, Secretary's Day, Bosses" Day, etc.);
- Purchase of goods or services for non-University or personal use or for use by an organization other than the University;
- Cleaning of personal clothing worn on the job;
- Memberships in organizations when membership will not result in any direct benefit to the institution. Examples would include memberships to health clubs or gymnasiums;
- Donations or contributions to outside organizations. (An exception is allowed for contributions up to \$50 in lieu of flowers for a funeral and requires approval of the Vice President administratively responsible and the use of local discretionary or gift funds.)
- Picture framing for personal pictures that may hang in a University office but are not considered University property;
- Portraits of individuals whether retained by the University or not, unless prior approval is obtain from the Dean or Vice President administratively responsible for the area;
- The payment of any type of employee subsidy (i.e., rent, parking, insurance, etc.) unless prior approval has been obtained from the Vice President administratively responsible;
- Motor vehicle moving violations and parking tickets;
- External legal services, unless prior approval has been obtained from, and documented by, the Office of the General Counsel;
- Any expenditure that may constitute a violation of the University's Conflict of Interest Policy.

The Department of Procurement Services is responsible for providing guidance in the compliant purchase of necessary goods and/or services to meet the University's mission. Procurement Services strives to obtain the best value for University purchases while ensuring compliance with University and Commonwealth requirements and programs. Procurement Services offers multiple training opportunities to ensure the proper and compliant processes for the procurement of goods and services.

Requesting departments are responsible for WhBT/F1 11.04 Tf1 0 0 1 64.8 298.85 Tm0 G[Requ)4(est)-3(WhBT/F2 11.04 Tf

Procurement-to-Payment Process Overview	

NOTE: Vendors who are discovered to be in the Commonwealth Debt Set-Off (CDS) program cannot be processed as a prepayment, as this would result in their payment being transmitted to Department of Taxation for settlement of a tax or

Procurement-to-Payment Process Overview - For U.S. Citizens & Resident Alien Vendors vendors must use the Commonwealth of Virginia (COV) Substitute W-9. The completed COV Substitute W-9 can be sent to Accounts Payable, ATTN: Linda Wallace; Old Dominion University, Rollins Hall; Norfolk, VA 23529 OR Faxed to: 757-683-5729 (ATTN: Linda Wallace). - For international vendors - please use the most current version of the W8BEN form, available from the Office of Finance webpage. _ - For international vendors - ensure that you are using the most current version of the form. PLEASE NOTE: _ - Verify that you have sufficient funds to cover each purchase. If a budget adjustment must be completed to assure sufficient funds, it must be completed and submitted to the Budget Office before you commit funds to a purchase order or charge items on the PCard. - The Internal Revenue Service requires that the University send Form 1099 statements to all individuals, sole proprietors, partnerships, and LLCs (limited liability companies) that provide independent personal services for the University. It is imperative that all services be properly coded in the 5000 sub-object code series so that Old Dominion University can assure these statements are sent properly. For example, repair of equipment is a service and should be coded accordingly. _____- To assure proper tracking of all equipment purchased for the University, all equipment purchase orders must be coded to the correct sub-object code in the 9000 series, and all ETF procedures distributed by the Budget Office and Procurement Services must be observed. Refer to the Budget Office's website for subobject code descriptions. _ - Accounts Payable must have the following information to process payment for any hotel stays -the date of the stay, the purpose of the stay and provide the traveler's name on the purchase order. - For departments not using the PCard for payment, the tear sheet must be included when requesting payment. To ensure that purchases are charged to the correct budget and sub-object code, your department is responsible for verifying that all budget codes and sub-object codes are correct. Banner sub-account codes and full descriptions are posted on the Budget Office's website and are updated at the beginning of each fiscal year; view them here: http://www.odu.edu/facultystaff/university-business/budget/resources. Departments cannot submit the IDT until the purchase order has been invoiced, paid, and liquidated. Attach a copy of the **Detail Transaction Activity Form (FGITRND)** with the payment transaction (INEI)

highlighted. Full details about the error correction process are contained in the section on Resolving Budget Discrepancies in

the Budget Process & Management Textbook.

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Progurement-to	-Pavment	Process ()	/ALVIEW

Independent Contractors link), o	lso be found on the Office of Finance website under Accounts Payable (look for the an assist you in determining whether you can pay an individual as an independent individual as an employee of the University.
	- This form must be completed by a department each time
they wish to pay	as an independent contractor. Attach the
the	(see below to determine which must be attached), and an eVA
purchase order or a pay	ment memo (whichever applies) before sending to Accounts Payable to request
payment. The independ	ent contractor must sign the form prior to submission, certifying eligibility to be paid as ar

independent contractor. A COV Substitute W-9 or W8-BEN must be on file prior to requesting payment (refer to

the section

to the department. The signed , along with a copy of the approved and the appropriate procurement documentation should be submitted to Accounts Payable to request payment.

1.

Old Dominion University Independent Personal Services Certification Form (IPSC) - PLEASE PRINT Rev. 01/18/2019

PREPAYMENT: Yes Check pick up only for prepayments prior to events or services. Mail of Biologina ODH a will transport for rich were PONCT use this form to a Common to event without the Arrig miles transfer scores second at base broified. Can you use this form to nay an individual for services provided to ODU? MIN. The first of the second section of the second sections Market Street, April 1985, 1985, 1985, 1985, 1985, 1985, 1985, 1985, 1985, 1985, 1985, 1985, 1985, 1985, 1985, THE PERSON NAMED IN Commence of the second igijasti, pestuse moro godininis isasi kilosii koji liiluku perindesti kilosi Isasonike kakilikapuli tuong<u>iri bake pull</u>ppavas Source entegory included on Industry Baseries (IP) Checklist - Checklifore: and see the control of the control If it will be all the second times and the www.mipatton.et/.descrite/prisingle/poolington.es/ Department for whom work will be performed: Date: Name of Individual Performing Work: SSN or FEIN: Complete Address (as it appears on the attached W-9 or the W9 on file with ODU) Taget sections ្រា ពេកម្រ<mark>ាប</mark>្រើសរស់និងសន្តិសាស្ត្រស 2007 A 1960C Dalats to be Worked Azzwania Bourly Cate-Independent Contractor Certification and the second Old Portion of the second weether anget out out begowined. Company of the second s Denactmental Certification of Independent Contractor Fligibility... [mit des feed become and individual will be now and a stable made in particular feed of the second of the Sandam Described the said of the beautiful transfer and the said of The second secon The has an existence for this standard the hard the contract of the were the company of the Philadelphia state Bridget Code/Sits. According to a commencer of Anthonized Signature (in tok): CTION – HUMAN RESOURCES/PAYROLL/ACCOUNTS PAYABLE USE ONLY THIS SE ll Certification: Human Resources/Payro

Industry Practice (IP) Checklist



WORKER CLASSIFICATON REVIEW QUESTIONNAIRE

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b. The Department of Accounts (in Richmond) uses this information to assist with implementation of the Comptroller's Debt Setoff Program.

5.

Accounts Payable uses the Commonwealth of Virginia (COV) Substitute W-9 Request for Taxpayer Identification Number(s) and Certification, W-8BEN (Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding - Individuals), or W-8BEN-E (Certificate of Status of Beneficial Owner for United Stated Tax Withholding and Reporting – Entities) to obtain the information needed to add the vendor to Old Dominion University's vendor table. The forms can be found on the Office of Finance homepage, under Vendors – www.odu.edu/finance.

o If a vendor other than ARAMARK is used, the Business Related Meal Expense Statement, Written Waiver from ARAMARK and the Contract Administrator and the Invoice must be submitted to Accounts Payable for prompt payment.

<u>NOTE</u>: Please be sure that the PO number has been given to the vendor to include on the invoice, and remember to complete your eReceiver so that the payment can be paid timely.

If ar	n eVA PO is used for a	ın ARAMARK purchase	, an eReceiver r	must be comple	leted timely	
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_____ – A prepayment is processed when the payment for goods/services is required BEFORE delivery (refer to procedure 6-813, Processing Prepayments, on the Office of Finance website).

- Prepayments are handled by the Accounts Payable Travel teams.
- Please refer to the list of allowable advance payments to determine if your department can request a prepayment.
- Accounts Payable cannot process a prepayment to a vendor in debt set-off. Refer to Vendor Payment Exception Information.
- If it is not clearly noted as a prepayment, payment will be processed as a net-30 payment.

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Procurement

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12. If departmental petty cash funds are is attach the was not used. This explanation must be	ssued for reimbursement of non-travel related meals less than \$50, you must and complete it in its entirety. Provide an explanation of why the PCard card e attached to the
13	
An Expense Report must be completed for	all small business expense reimbursements processed via the Chrome River
expense reimbursements will be electronic	eason the PCard was not used in the Comments section. All small business cally deposited into the employee's checking or savings account as directed on A new form may be obtained from the Office of Finance website to submit any
updated bank account information.	

- 1. Expense Header
 - Expense Owner default
 - Pay Me In default
 - Report Name Event/Location/Date
 - Travel Type Small Business Exp.
 - Purpose SBE <\$200
 - Start and End Date

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- At the time the check is picked up, the new petty cash custodian signs a letter acknowledging the responsibilities of maintaining a departmental petty cash fund. The acknowledgement letter will also indicate where the petty cash fund will be kept.
- o Detailed petty cash fund regulations ((**Procedures**: <u>6-810</u>, <u>6-811</u>, <u>6-812</u>) are provided to the petty cash custodian.

- _ (if the Total of Cash and Expenditures is greater than the authorized fund, enter the amount here)
- (if the Total of Cash and Expenditures is less than the authorized fund, enter the amount here)

4.

FORM PC-3

LOCAL

DAT TO:	Accounts Pa	vable Denartment	TOTAL TRANSPORT
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FORM PC-4

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Revised 9/2016

Petty cash reimbursements cannot be issued for the following expenditures. Normal purchasing procedures should be followed to obtain any of the items on this restricted list. Visit the Procurement Services "Make a Purchase" page on their website, or contact Procurement Services at 683.3105 to discuss procurement of these items:

- All expenditures for capital outlay projects
- Expenditures over \$200
- Equipment costing more than \$100
- Furniture
- Food and/or beverages, on campus, over \$50 review the <u>Aramark Procedure</u> for guidance
- Radioactive or hazardous chemicals and materials
- Contractual payments (maintenance services, consultants)
- Narcotics or dangerous drugs
- Firearms and ammunition
- Purchases from foreign countries
- Items available from University contracts (i.e., University's contracted office supply vendor)
- Items available on State contract
- Recurring costs like monthly service charges or lease payments

Assistant Director	Harry R. Smithson	<u>hrsmiths@odu.edu</u> – 757 683 5107
Construction Procurement Manager	Dwayne Young	<u>dyoung@odu.edu</u> - 757 683 5106
Procurement Officer	Neil Cutler	<u>ccutler@odu.edu</u> - 757 683 3136
Procurement Officer	Janis Hall	jnhall@odu.edu - 757 683 3070
PCard Administrator	Heather Somervail	<u>hsomerva@odu.edu</u> – 757 683 3108
Program Coordinator	Edsel Laririt	<u>elaririt@odu.edu</u> – 757 683 5790