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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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check or PCard Transactions. Departments must adhere to [University Policy #3001, Responsibility of Budget Unit Directors on use of Funds/Expenditures.](#))

- Flowers

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

- Receptions or parties
- Coffee for employees

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applies to all individuals designated as Budget Unit Directors having fiscal responsibility for University Budgets. Please refer to the [policy](#) 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 comply with the following policy: [Fund 0\(Fuo\)-5\(n\)3\(al an\)q0.00000912 0 612](#)

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- 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.

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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.

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Requesting departments are responsible for







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[Redacted text block]

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\_\_\_\_\_ - 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).**

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- For international vendors - please use the most current version of the W8BEN form, available from the Office of Finance webpage.

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\_\_\_\_\_ – For international vendors – ensure that you are using the most current version of the form.

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\_\_\_\_\_ - 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.

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\_\_\_\_\_ - 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.

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\_\_\_\_\_ - 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 sub-object code descriptions.

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\_\_\_\_\_ – 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.

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\_\_\_\_\_ – For departments not using the PCard for payment, the tear sheet must be included when requesting payment.

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\_\_\_\_\_ -  
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 \_\_\_\_\_ with the payment transaction (INEI) highlighted.



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The following items, which can also be found on the Office of Finance website under Accounts Payable (look for the Independent Contractors link), can assist you in determining whether you can pay an individual as an independent contractor or if you must pay the 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 \_\_\_\_\_ (see below to determine which must be attached), and an eVA purchase order or a payment memo (whichever applies) before sending to Accounts Payable to request payment. The independent contractor must sign the form prior to submission, certifying eligibility to be paid as an independent contractor. A COV Substitute W-9 or W8-BEN must be on file prior to requesting payment (refer to the section \_\_\_\_\_).

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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.

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1.





# Industry Practice (IP) Checklist

For use when hiring Individuals not currently employed in any capacity by ODU or the

Committee on the Arts

Provider Name

Date(s) of Service(s)

1. Complete the checklist

PLEASE CHECK ONLY ONE (1) CATEGORY:

## Performing Artists:

To perform a concert as part of the Old Dominion Concert Series:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

part of the Old Dominion Literary Festival: \_\_\_\_\_ To provide literary readings or lectures as part of the Old Dominion Literary Festival:

\_\_\_\_\_



# WORKER CLASSIFICATION REVIEW QUESTIONNAIRE

Name of individual/business \_\_\_\_\_

## Can you use this form to pay an individual for services provided to ODU?

Is the individual a credit student at Old Dominion University?

Yes \_\_\_ No \_\_\_

this form if you answered YES to any of the questions shown above, and the  
e paid through the Payroll process.

You may NOT use  
individual **MUST** b

as an independent contractor, after the work has  
es Certification Form (ISPC) signed by the

A. If it is determined that the individual qualifies to be paid  
been completed, submit the Independent Personal Service

QUESTIONNAIRE, PL

1. Name of the individual/business: \_\_\_\_\_

Social Security Number \_\_\_\_\_ or Federal Identification Number \_\_\_\_\_

se Number \_\_\_\_\_

Business Licen

(circle one)

Corporation

Partnership

Individual

2. Type of entity

3. Business address

4. Describe services to be performed \_\_\_\_\_



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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.

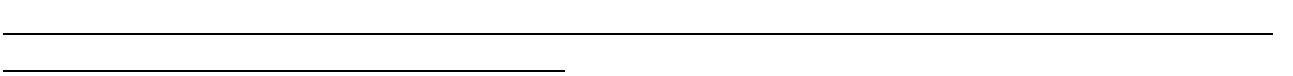
Accounts Payable uses the Commonwealth of Virginia (COV) Substitute W-9 Request for Taxpayer Identification Number(s) and Certification, W-8BEN (Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding - Individuals), or W-8BEN-E (Certificate of Status of Beneficial Owner for United States Tax Withholding and Reporting – Entities) to obtain the information needed to add the vendor to Old Dominion University's vendor table.  
- [www.odu.edu/finance](http://www.odu.edu/finance).



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- 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.



- If an eVA PO is used for an ARAMARK purchase, an eReceiver must be completed timely.
- \_\_\_\_\_



\_\_\_\_\_ - A prepayment is processed when the payment for goods/services is required BEFORE delivery

- 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.
  
- If it is not clearly noted as a prepayment, payment will be processed as a net-30 payment.
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7. If more than one sub-object code is to be charged, list each sub-

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12. If departmental petty cash funds are issued for reimbursement of non-travel related meals less than \$50, you must attach the \_\_\_\_\_ and complete it in its entirety. Provide an explanation of why the PCard card was not used. This explanation must be attached to the \_\_\_\_\_

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An Expense Report must be completed for all small business expense reimbursements processed via the Chrome River Travel System, and you must provide the reason the PCard was not used in the \_\_\_\_\_ section. All small business expense reimbursements will be electronically deposited into the employee's checking or savings account as directed on the current \_\_\_\_\_. A new form may be obtained from the Office of Finance website to submit any updated bank account information.

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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.
  - Detailed petty cash fund regulations (( \_\_\_\_\_ )) are provided to the petty cash custodian.



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- - (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.





**DEPARTMENTAL PETTY CASH FUND REIMBURSEMENT**

Department Name: \_\_\_\_\_

Custodian: \_\_\_\_\_  
(Print and sign full name, no initials)

\_\_\_\_\_

Budget Code: \_\_\_\_\_

Balance of Cash on Hand: \_\_\_\_\_

Outstanding Checks \_\_\_\_\_

Reimbursement Requests Submitted to AP  
Reimbursement Not Yet  
Received \_\_\_\_\_

Total Commonwealth Expenditures  
(Per Reimbursement Request Summary Form, PC-2) \_\_\_\_\_

Total Local Expenditures \_\_\_\_\_

Expenditures \_\_\_\_\_ Total Cash and

ed Petty Cash Fund \_\_\_\_\_ Total Authoriz

\_\_\_\_\_ \*\* Cash Over:

\_\_\_\_\_ \*\* Cash Short:

\_\_\_\_\_ \*\* The casl

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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 – [\\_\\_\\_\\_\\_](#)
- 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





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