

## **Department of Ethnic Studies (DES)**

### **Purchasing and Procurement Card Policies and Procedures for Faculty/Students/Staff**

### **Updated August 16, 2018**

The department of Ethnic Studies must abide by State and University fiscal rules and regulations in setting department policy for any procurement of services or supplies. All expenditures must be justifiable for research or teaching purposes, or to conduct official University or departmental business.

Note: many of the following requirements or policies, are State and University Policy, not set by this department.

#### **Computer purchases:**

All computer purchases must go through the University contracts, which are listed on our CU Marketplace portal. Essentially, if you are going to purchase a computer with University funds, it must be through CU Marketplace. If you require information on what computers are acceptable purchases, you can go to the Office of Information Technology website, and look up software and hardware recommendations: <https://oit.colorado.edu/software-hardware/recommended-software-and-hardware-list>

The recommended computers have been determine to be able to meet your teaching and research needs. If you require something that is not on this approved list, you will require pre-approval from OIT, to ensure it is functional with all University systems and applications, such as D2L, Outlook. This is especially true if you are a faculty member and purchasing your computer through the Faculty Computer Purchase Program (FCPP). All computers remain the property of the University of Colorado.

#### **Office Supplies:**

Office supplies must be purchased through the Administrative Assistant, who must purchase through our CU Marketplace using the state approved contract. You cannot be reimbursed for office supplies purchased at other merchants, nor is it allowed to purchase directly from a Staples store. This is due to special contract pricing, which is only available through CU Marketplace. The department keeps standard office supplies in the cabinet in the copier room.

**Purchase without a Procurement or Travel Card:** At any time, you may contact The Administrative Assistant for any purchasing of equipment, software or payment of conference fees. (We are unable to pay for hotel fees or other travel expenditures on our cards.) Please email those requests directly to ETHN OFFICE, [ethnoffice@colorado.edu](mailto:ethnoffice@colorado.edu), and provide specific details for items you would like purchased, as well as any URL's for websites which you want referenced. You will also have to provide your speedtype (research account) for payment purposes. Screenshots are very helpful. Many items for purchase are regulated by State contracts, which we take into account when processing your requests.

### **Reimbursements for out of pocket purchases:**

You can also submit requests for reimbursement for certain purchases made by personal funds, but prior to purchasing, please email the Program Assistant, and ensure the purchase is not disallowed due to pre-existing state contracts or restrictions, such as computers, office supplies, airline tickets or meals including alcoholic beverages. Reimbursements should be submitted immediately after purchase and can take up to 2 weeks to process, and will be automatically deposited to your bank account. Reimbursement requests made after 90 days are processed as taxable income, and will be included on W-2's at the end of the year. The department will not process reimbursement requests older than 6 months.

**Procurement Cards (P-card):** For Faculty and Staff, the University will provide a University Procurement Card, which is VISA Card, which gets charged to a University Speedtype (account). To obtain a Procurement Card, you must first submit an application (see details below). All card applications require department, College and University approval. You are responsible for maintaining sufficient research funds to cover your purchases made on CU cards, and if there are no funds available in research accounts you will be required to refund the difference from personal funds. If you are uncertain of your speedtype balances, please email the program assistant to request the updated balances prior to booking a trip, or making purchases.

P-cards can be used to purchase books and videos for research or teaching purposes, business meals which have a business purpose (such as hosting job candidates or visiting lecturers), subscriptions to software needed for research or teaching, membership dues for professional associations, conference registration.

For all purchases, be sure to get both the credit card receipt *and* an itemized receipt showing what was purchased (i.e., the exact items). This is especially important for meals. Meals will also require the names and university association for all persons in attendance, per University and state guidelines. Alcohol purchases are not allowed on procurement card purchases, so you should request a separate check for alcoholic drinks for any meal which cannot be reimbursed.

You cannot pay tax on any purchases using your P-card. If you are charged tax, and later notice it, you must contact the merchant, and have them void the receipt, and then re-charge the amount, less the tax.

### **Expense Reporting and Reconciliation**

Within 48 hours, submit your receipts either directly to our Finance Service Center (ASFSC) representative, Robin Bowersock, or to the Program Assistant, along with the necessary information to submit your expense for reconciliation. You must use the FSC Procurement card form, and include in all receipts. All forms can be found at <https://www.colorado.edu/asfacultystaff/financial-services/financial-service-center-forms>. Failure to submit original receipts in a timely manner may result in the suspension or cancellation of your card privileges, as well as possible re-payment for purchases made on the card.

### **Requesting a Procurement Cards:**

To request a Procurement card (P-card):

- Request the application be sent to you by the Program Assistant. You can also go to the Procurement website and download this form at <https://www.cu.edu/psc/forms/cardholder-application-procurement-card-ca-pc>.
- On the applications for the card is a section called "Training Requirements". You will be required to complete these three short on-line training courses, available by going into your MyCUinfo, and navigating to CU Resources/Skillsoft/CU Boulder. You can then select PROCUREMENT, which is to the left of the screen and then select "CU: Procurement Card Approving Official Training". If you cannot find what you are looking for use the SEARCH CONTENT window. When you complete your modules, you will have to pass a short quiz to qualify for the card.
- Upon successful completion of your training, send the completed form to the department program assistant, who will submit the completed application to the FSC.
- If approved, you will be receiving your card in the mail within 10 days, and will then need to follow the instructions below for assignment of the Department Program Assistant as a delegate for your account. Failure to complete this part will suspend your card spending privileges.

### **Assignment of Program Assistant as Delegate in Concur:**

Once you receive your Travel Card, or you are being reimbursed for your travel expenditures, you will required to go into Concur Travel and set up the Program Assistant, as well as the FSC Staff as Delegates for your account. This will allow FSC staff and managers to view your receipts and purchases, and reconcile your purchases to the proper speedtype. This also allows for the proper departmental records maintenance and management. The following is how you assign the delegates:

- 1.) Please log into the CU portal at this link: <http://mycuinfo.colorado.edu/>
- 2.) Click on the "Business Tools" Dropdown
- 3.) Click on the "Concur Travel & Expense System" line
- 4.) Click the Profile drop down box (in the top right hand corner) and click "Profile Settings"
- 5.) On the left side choose Expense Delegates.
- 6.) Click Add Delegate.
- 7.) Add Delegate by searching by name - start to type the name, and the system should the name you need to select.
- 8.) Please check "Can Prepare, Can View Receipts.
- 9.) Click Save.

With your first reconciling in Concur, our Financial Service Center will send you an instructional email on how to select other FSC members to be delegates on your account.