

What is Procurement?

"...the act of obtaining or buying goods and services"

Process includes preparation, processing of a demand, end receipt, approval of payment.

PO, Invoice, Receipt of G/S, Payment

Contractual agreements

Aramark, Staples, Dell/Apple, etc.

Who is responsible?

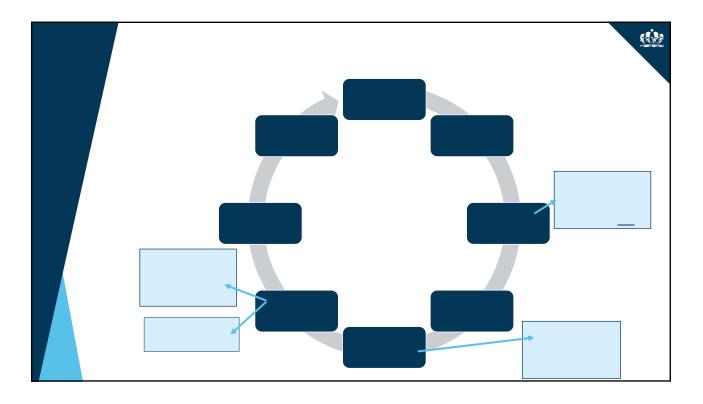
Procurement Services Department

Ultimately responsible for procurement of goods and services for the University

Responsible for ensuring compliance with procurement laws, policies, & procedures

www.odu.edu/procurement

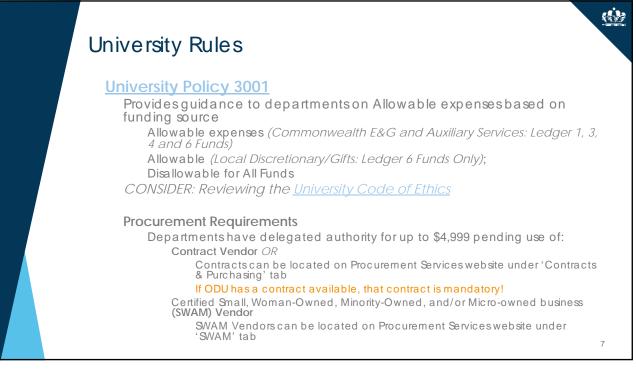
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Commonwealth Budget Restrictions

CAPP Manual, Allowable & Disallo













"Outside the Scope"



Employees-including Student Employees-must be paid through Payroll **Parod-Barrinclu7**8Tc 04Tw40! cm/Im1n6fa 0 Tw46a6aJ 8 0 0 161 0.34 465.4TT10.211 0.34 rg-0o68Tw 1E



Some employees perform work for ODU outside the scope of their normal job duties.

Must be paid appropriately and accurately

 $\ensuremath{\mathsf{ODU}}\xspace$ must ensure proper reported earnings to IRS

IRS scrutinizes our Form 1099s each year! Employee (W2) and Form 1099? <u>NO!</u>

Questions? Pam Harris: 683.5131



University-wide Contracts for various "big-ticket" or "frequently purchased" items/services

Staples/RGH – Office Supplies Aramark – Catering Dell & Apple – Computers VCE or Staples - Furniture Printing – must be approved by University Publications, contact Procurement

If the University has a contract for goods and/or services, that contract is mandatory.

The University does not have contracts available for every possible good and/or service needed, so departmental requesters cac9pepart01 Tc 0.0142 Tw 1.7Tetrs6t2 -17(3)888194(8569vy)47.7



Special Payments

Memo Payments

ONLY Honorariums, Entertainment, & Game Officials Processed using *IP Checklist/Worker Classification Questionnaire* Exception Questions? Monique Johnson-Dowe – 757.683.4528

Bookstore Charges

Keep all receipts-departmentsmust track and reconcile AP receives monthly charge list, posts to budget, BUD verifies

Office Supplies

Must use Staples/RGH - Procurement Services Website to setup new Staples Account

Keep all receipts-departments must track and reconcile

Aramark Requirements

Aramark provides all on-campus catering for cost exceeding \$50 <u>NOTE</u>: PCards are the preferred method of payment for Aramark orders \$4,999 and under! If over \$50 – Business Related Meal Expense Form & eVA PO submitted, then eReceiver after catering complete If \$50 and under, may use other vendor, paid for via PC-1 Petty Cash & Business Related Meal Expense Form

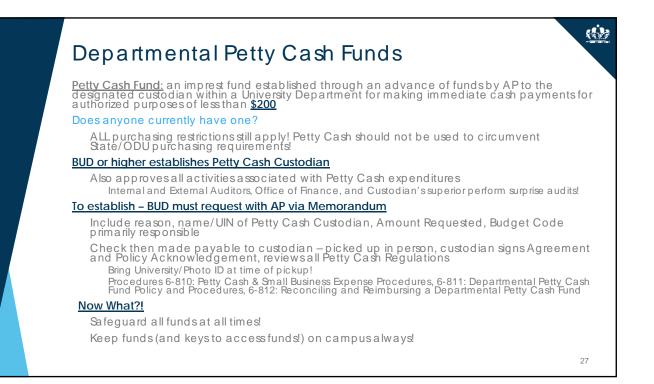
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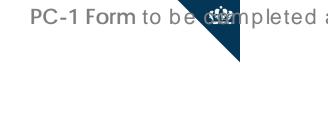
Prepayments



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Removal of Funds – you will be notified of noncompliance/removal via email

Payment of Restricted Items?

Failure to submit proper/complete documentation?

Lack adequate security of funds?

Unauthorized removal of funds from University Property?

Itemsin excessof \$200 limit?

Reconciling & Reimbursing

Must be reconciled and reimbursed following Procedure 6-812

BUD or Higher must review all reconciliation and reimbursement requests

Fiscal Year-End Requirements

 $\label{eq:GeneralAccounting reconciles quarterly-also at end of every FY$

Departmental Fund must be accounted for **by 5/31** each FY!

How to Reconcile

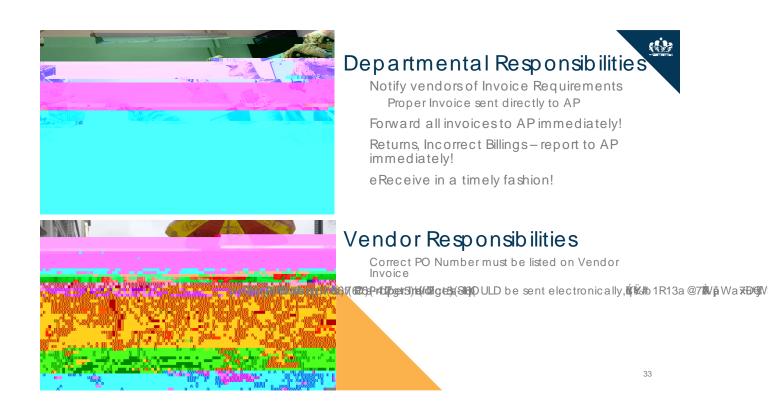
Rule of Thumb – must reconcile/reimburse monthly, complete all paperwork and submit to AP ð dðp D'\$(rA>è – RBûlà`) K Bèg4! " nû @u€'Œ H d•h t g

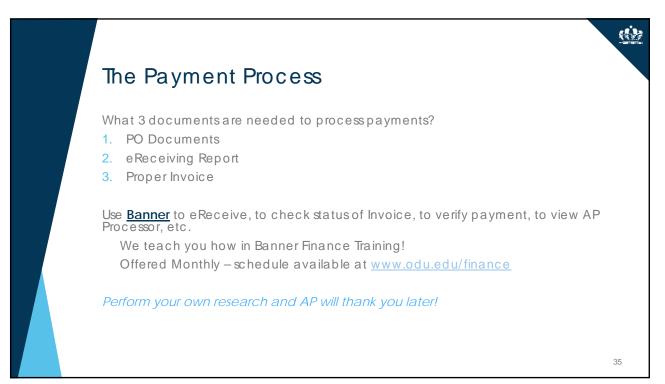


<u>NO!</u>

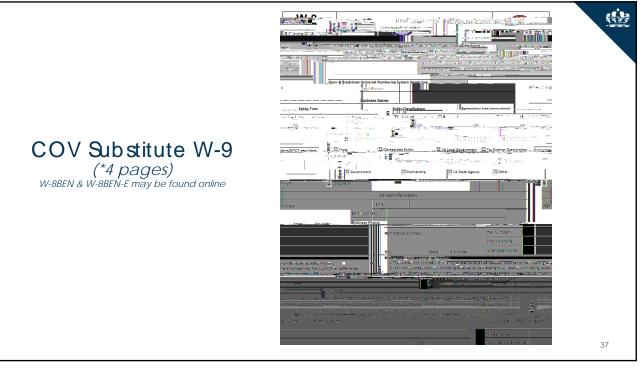
All expenditures for capital outlay projects Expenditures over \$200

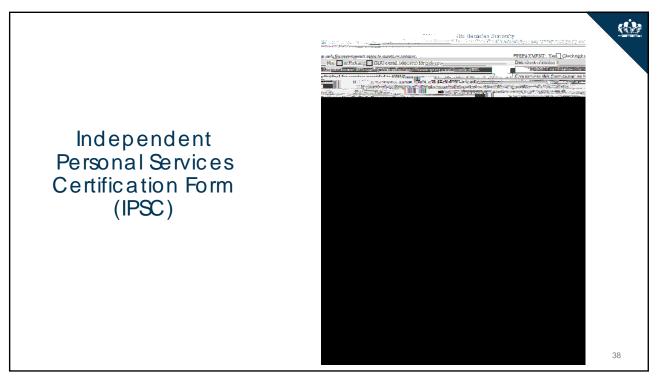


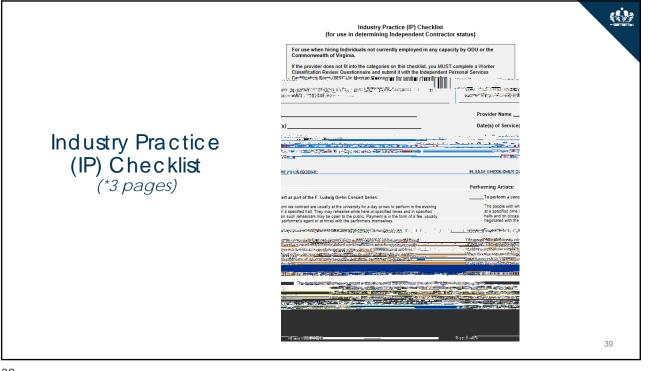


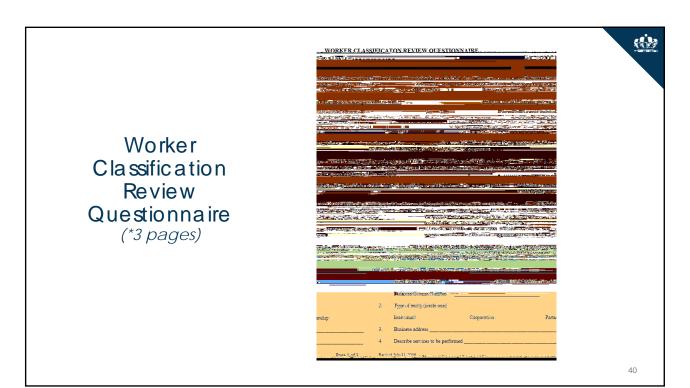






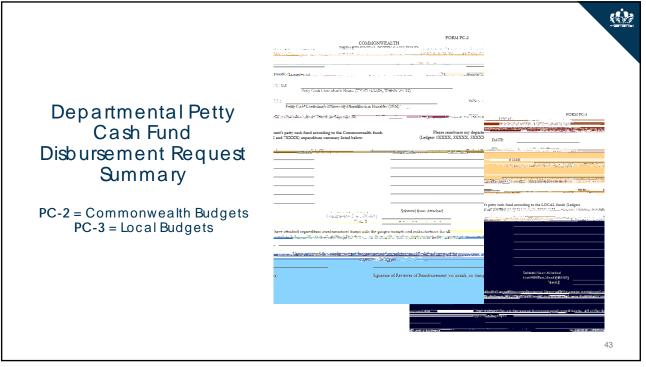


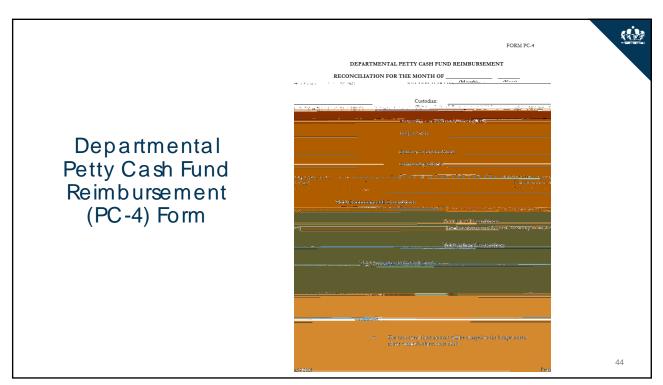




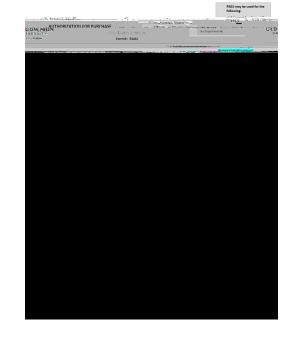


Twenty Factor Test









PA01 Form

For more information, visit: https://www.odu.edu/content/da m/odu/offices/procurement-<u>services/docs/procedureandform-</u> <u>authorizationforpurchase-</u> <u>10172014.pdf</u>

Accounts Payable Contacts





ALLOWABLE/DISALLOWED EXPENSES

University Policy #3001, Responsibility of Budget Unit Directors on Use of Funds (Expendit press) to all individuals designated as Budget Unit Directors having fiscal responsibility for University Budgets. Please reference full details.

Certain expenditures that are funded with Commonwealth Educational and General Funds (Ledger 1), Commonwealth Auxiliary Service Fe th96 (n)3.007 (d)2.998 (th)]TJ ET.007 (n)-5er. Pd1mealc(d)A0 0 607 (S)3.007 (r re)-2.00r icv7 (tr)

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