

PURCHASING DEPARTMENT – POLICY AND PROCEDURES

Revised: August 2009

Section 1: POLICY and PROCEDURES

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Section 3: Forms

Hyperlinks to each one of the following Forms may be reproduced.

- [Purchase Requisition/Payment Request Form](#)
- [Pre Authorization for Travel](#)
- [Request for Procurement card](#)
- [Travel and Entertainment Reimbursement](#)
- [University Master Card Missing Receipt Form](#)
- [Purchase Card Cardholder User Guide](#)

POLICY: POL000
TITLE: FOREWORD
EFFECTIVE DATE: JANUARY 2000
REVISED: AUGUST 2009

GENERAL

This manual is designed to explain and facilitate understanding of the Purchasing Department, its function, policy and procedures, and to serve as a tool in acquainting new employees with University purchasing programs. This manual replaces all earlier manuals and must be kept current and should include all policy and procedure bulletins issued by the Director of Purchasing. The manual is designed to allow insertion of updates and changes. Appropriate instructions will be furnished with all updates and change notices. The policy statements contained in this manual represent the basic intents and goals of Roger Williams University. They represent the permanent foundation upon which the University operates and are expected to be relatively independent of changing technologies and methods used to carry them out. To support this view all policy bulletins are contained in **Section 1** of the manual. **Section 2 Motor Vehicle Use Policy. Section 3 contains forms to be used to transmit information to the Purchasing Department.**

SCOPE AND AUTHORITY

The Roger Williams University Purchasing Department is organized and administered as a **centralized purchasing function** reporting to the Vice President/Chief Financial Officer. Centralized purchasing is a system of purchasing in which the authority, responsibility, and control of purchasing activities is concentrated in one administrative unit. As a private institution, the University is governed by the laws and regulations that pertain to purchasing in higher education as established by the University President and the University's Board of Trustees. Centralized purchasing provides the checks and balances that are necessary to ensure that goods and services are purchased within such laws and regulations, from responsible sources, and at the best possible prices.

Policy relating to purchases, contracts, and other commitments on behalf of the University and the School of Law is further defined by

the University President and is reprinted herein for benefit of all University employees.

POLICY: POL010

TITLE: PURCHASING DUTIES AND RESPONSIBILITIES

EFFECTIVE DATE: JANUARY 2000

UPDATED: AUGUST 2009

GENERAL

The Purchasing Office exists to insure informed purchasing decisions are made and to improve procurement effectiveness by providing purchasing expertise and advice to University departments.

PURCHASING MISSION

- **To support** the academic, administrative, and operational activities of the University by locating competitive sources of quality goods and services which meet the University's high standards.
- **To negotiate** favorable terms, conditions and pricing, and to arrange for delivery when and where needed.
- **To monitor** supplier compliance with purchase order contracts and resolve discrepancies.
- **To contribute** to the financial wellness of the University by practicing careful and diligent management of purchases and assets through the active participation in planning and implementation of sound financial and ethical decisions.

PURCHASING DUTIES AND RESPONSIBILITIES

The Purchasing Department accomplishes its mission by carrying out its duties and responsibilities through:

- **Obtaining bids** to realize maximum value from the expenditure of University funds in the purchase of materials and services.
- **Coordinating the purchase** of materials and services for all functions of the University.
- **Providing value added services** to the University by constantly striving to find new and better products, sources of supply, and better ways of meeting the needs of the using departments.

- **Maintaining liaisons** with the vendors that service the University.
- **Developing** University purchasing standards based upon value analysis, economies of scale, total acquisition costs, and budget limitations.
- **Assisting** University departments in locating substitute materials in cases of emergencies, material shortages, strikes, or other external circumstances.
- **Protecting** the University against unfair or unethical trade practices and unrealistic or exorbitant price increases.
- **Expediting**, when requested and warranted, the delivery of goods and services.
- **Maintaining** the master vendor and commodity list.
- **Directing** the accounting, transfer, trade, and/or sale of University property assets.

DEPARTMENT GUIDELINES FOR DEALING WITH VENDORS

The University's suppliers are a valuable resource of information on products and services. Although the Purchasing Office should be your first resource, there will be times when it is recommended that using departments speak directly with selected supplier representatives. They can often help clarify what products or services will best meet the needs of the end user. To help end users in dealing with supplier representatives, the Purchasing Office suggests the following guidelines:

- Advise the Purchasing Office in advance. The purchasing staff can help by providing information on qualified suppliers.
- Contact more than one qualified supplier whenever possible.
- Give equal information to all suppliers, so each has an equal opportunity to make acceptable recommendations.

Never give a supplier any information on budget allocations, or any information provided by a competing supplier.

- Discuss all aspects of the need. Use a life cycle approach, i.e. what happens after the department owns the goods? Using departments should consider installation, maintenance, supplies, training, repairs, etc.
- Guard against overreaction to a supplier created crisis. For instance, "The price is going up after the first of the month"; "This is the last one in stock and I can't guarantee it won't be sold" or, "I need a purchase order to insure we schedule production".
- Do not appear to agree to prices and terms. The purchasing staff needs an opportunity to evaluate or negotiate a fair price.
- Do not appear to commit the University by telling a salesperson that he or she has the order. **Only a signed purchase order can commit the University.**
- **Never** accept payments or gifts from suppliers. Offers tendered by **unsolicited** telephone calls should **never** be considered. Such items have been found to be **overpriced** and of **poor quality**.

POLICY NO: POL020

TITLE: DELEGATION OF AUTHORITY

EFFECTIVE DATE: JANUARY 2000

UPDATED: AUGUST 2009

GENERAL

By virtue of appointment, the Director of Purchasing has the authority to delegate responsibility for certain types of purchases and/or negotiations when it is determined to be in the best interest of the University. Coordination with the proper departments will prevent unnecessary duplication of orders and will insure product compatibility.

LIBRARY SERVICES

The authority to purchase books, periodicals, and subscriptions solely for the use by the library is vested with the University Library. Likewise, authority to purchase books, periodicals, and subscriptions solely for use by the Roger Williams University School of Law,

hereinafter referred to as the School of Law, is vested with the Dean, School of Law. The Director of Purchasing is responsible to insure that all purchases made by the University Library and the School of Law Library are in accordance with Roger Williams University purchasing policy and procedures.

AUDIO VISUAL SERVICES

Requests for audio visual equipment and other supplies, including video tapes, must be coordinated through the Audio Visual Department before purchasing action will be approved by the Purchasing Department. Requests for audio visual equipment for use within the School of Law must be coordinated through the Director of Media Services. Additionally, major audio visual projects for the University should include the services of the Director of Media Services, School of Law.

COMPUTER SERVICES

Requests for computer hardware, software, and accessories must be coordinated through the office of the Vice President of Information Technology before purchasing action will be taken by the Purchasing Office.

ADVERTISING

Requests for advertising in local or national publications must be coordinated through the Public Affairs Department before purchasing action will be approved by the Purchasing Office. This will insure university standards for advertising are uniform.

PROMOTIONAL, GIFTWARE AND CASUAL ATTIRE ITEMS

These types of Items can be sourced at competitive prices from <http://www.campuscasuals.com> through arrangements with RWU Bookstores. An additional 20% discount is applicable to all web catalog prices. It is suggested <http://www.campuscasuals.com> catalog be reviewed prior to seeking external sources.

CONSTRUCTION & RENOVATION PROJECTS

Purchasing is responsible for soliciting competitive bids for major construction and renovation projects. Bid packages are to be prepared by the Facilities Management department which may include the recommendation for the additional hiring of consultants, engineering specialists and or architects. A minimum of at least three bids is preferred at all times and upon receipt at the Purchasing Department shall be opened in the presence of at least two witnesses. Upon review and evaluation of each bid a recommendation is to be presented to the Vice President of Finance and Operations, President and the Finance Committee of the Board of Trustees.

DEPARTMENT DELEGATION

Deans and Department heads may delegate approval authority to subordinates provided such delegation is documented in writing to the Director of Purchasing. Documents must include, as a minimum, the name, title, signature, and dollar limit restrictions. Part time employees, temporary employees and students may not be delegated to have approving authority.

POLICY: POL030

TITLE: REQUISITION APPROVAL AUTHORITY

EFFECTIVE DATE: JANUARY 2000

UPDATED: AUGUST 2009

GENERAL

A system of authorization and approval is an important element of internal control. This policy defines the approval authority for deans, department heads and other designated employees to approve [purchase requisitions](#) prior to submission to the Purchasing Department.

APPROVAL AUTHORITY

The following table provides levels of approval for dollar expenditures on purchase requisitions. All purchasing personnel shall insure the required signature approval appears on the requisition prior to final commitment and/or processing.

Amount of Purchase Requisition Approval Authority Required

- Over \$ 500,000.00 – Board of Trustees
- Over \$500,000.00 - University President
- Up to \$100,000.00 – Senior Vice President & Administration and Vice President Finance
- Up to \$50,000.00 – Vice Presidents and Dean of Law School
- Up to \$10,000.00 Deans, Department Heads and their designees upon written authorization.
- Pre approved budgeted capital projects are exempted from the above requirements.

In situations where one or more of the persons whose approval is required in accordance with the above table is not available, the approval of the next highest authority of approval must be obtained.

SIGNING AUTHORITY

All contracts are subject to review by the office of General Counsel. The only persons authorized to sign contracts for the University are the President, Vice President for Finance and Senior Vice President for Finance and Administration. (Also the Executive Director for Purchasing has authority for service type contracts.)

Check signing authority is as follows:

- Under \$500.00 :
One signature required. Facsimile of President's signature.
- Over \$500.00 :
Two signatures required. Facsimile of President's signature and Controller.
- Over \$5000.00
Two signatures required. Facsimile of President's signature and Associate Director of Finance, Vice President for Finance, or Senior Vice President for Finance and Administration.

POLICY: POL040

TITLE: UNAUTHORIZED PURCHASES

EFFECTIVE DATE: JANUARY 2000

UPDATED: AUGUST 2009

GENERAL

University employees and students are not to enter into procurement contracts, or in any way obligate Roger Williams University for procurement indebtedness except as specifically authorized by this manual, by the University President, the Vice President for University Finance, or the Director of Purchasing.

Unauthorized purchases made by any individual may be determined to be a **personal obligation** between the individual and the vendor. Such obligations **will not be honored** by Roger Williams University for payment. In such instances the supplier will be notified by letter that the University **will not accept responsibility** for the debt. The individual will receive written notification of the University's decision and a copy of the vendor's request for payment.

PERSONAL PURCHASES

It is **unethical** and **against the law** to use Roger Williams University purchase orders or credit cards for personal purchases. It is also against the law to use the tax exempt status of the University in any way, either directly or indirectly, with regard to personal purchases.

CONTRACTED PERSONNEL AS AGENTS

Contracted personnel, often referred to as 1099 status are **not authorized** to act in **any capacity** as an agent of Roger Williams University in the procurement of goods and services. Such persons **cannot legally** commit University funds or authorize payment of monetary obligations.

STUDENTS AS AGENTS

Roger Williams University **students** are **not authorized to act as agents** on behalf of the University. Students must not be placed in a position to negotiate prices, place orders, sign contracts, or in any manner obligate Roger Williams University. University employees responsible to supervise student groups are charged to insure students do not violate these provisions.

POLICY NO: POL050

TITLE: NEGOTIATED PRICING AGREEMENTS

EFFECTIVE DATE: JANUARY 2000

UPDATED: AUGUST 2009

GENERAL

The Purchasing Office has negotiated **special pricing** agreements with a variety of suppliers for specific commodities and services. These agreements **assure low and/or competitive prices** are available. As the need arises the Purchasing Office will assist departments that choose to take advantage of these arrangements.

EDUCATIONAL AND INSTITUTIONAL COOPERATIVE

As a member institution of the National Association of Educational Buyers (NAEB) Roger Williams University is a member of the Educational and Institutional Cooperative. The cooperative is a national organization which establishes national and regional contracts at affordable prices.

OFFICE SUPPLIES

Special pricing for office supplies and goods are contracted on an annual basis. The office supply contract is intended to provide a means for departments to obtain day to day items for office operation. The agreement is not intended for the purchase of non consumable goods such as floor lamps, file cabinets, furniture, white boards or other similar products. To enforce this intent, a dollar restriction of \$200.00 per item has been established.

POLICY: POL060

TITLE: VENDOR RELATIONS

EFFECTIVE DATE: JANUARY 2000

UPDATED: AUGUST 2009

VENDOR RELATIONS

The Purchasing Department and all university personnel performing the purchasing function should endeavor to build and maintain professional and courteous relations with vendors and their sales representatives. Vendor goodwill is an important asset to the University and should be handled with courtesy, honesty, and fairness. Departments should notify the Purchasing Department of any exemplary or unsatisfactory performance displayed by a vendor or the vendor's representative. The Purchasing Department will assist departments in resolving any disputes with suppliers whenever such assistance is needed. The most harmful issue between any vendor and the University is the failure by the University to pay its obligations in a timely fashion. Requisitions should not instruct vendors to send bills or invoices to the department as this only serves to delay approval and payment.

MINORITY VENDOR PURCHASES

Roger Williams University encourages the meaningful participation of minority owned businesses whenever possible.

PRIVATE INDIVIDUALS

The University allows the limited purchase of goods and services from private individuals only when the individual is not an employee of the University. Requisitions addresses to such persons must include the individual's social security number (SSAN).

TAX EXEMPTION

As an educational institution, Roger Williams University is exempt from federal and state sale tax under the provisions of the Internal Revenue Code 501 (c) (3). Federal and States tax exempt numbers appear on each purchase order form sent to vendors. If a supplier requests a copy of the University's exemption certificate the supplier should be directed to contact the Purchasing Department.

RWU Policies

Travel & Entertainment

POLICY: POL-070

TITLE: TRAVEL AND ENTERTAINMENT

EFFECTIVE DATE: JANUARY 2000

UPDATED: August 2009

GENERAL

Travel includes all necessary official transportation on railroads, airplanes, buses, automobiles, and other common carriers. Every situation is different when it comes to travel. Therefore, individuals traveling should make her or his own travel arrangements in adherence with RWU policies. Entertainment expenses must be prudent and appropriate to the occasion.

This policy is intended to provide for the reasonable needs of travelers, to control travel expenditures, to maximize the university's ability to negotiate discounted rates with preferred suppliers, to facilitate proper reporting, and to ensure compliance with applicable IRS requirements

While the information in this handbook should be sufficient to cover the majority of scenarios, it is inevitable that certain situations are not addressed. This handbook is not expected to cover every possible situation. For example, federally funded awards may have additional requirements associated with their expenditures. It is encouraged that items of an unusual nature be discussed with the Finance or Purchasing Office.

DEFINITIONS

For the sake of clarity, the definitions and procedures in this policy and related practice guides distinguish between "transportation" and "travel."

Transportation: leaving campus for a period of less than 24 hours, generally within a 50-mile radius, and not requiring overnight lodging.

Travel: leaving campus or home for a period exceeding 24 hours, beyond the general area, and necessitating an overnight stay.

Domestic Travel: travel among any of the fifty United States, its possessions and territories. In the case of sponsored projects, domestic travel may be defined in the contractual documents.

Foreign Travel: travel outside of the United States, its possessions and territories. In the case of sponsored projects, foreign travel may be defined in the contractual documents. Federal grants or contracts must comply with the Fly American Act and all applicable federal requirements. Any questions should be directed to the Finance Office.

Official Travel: travel on approved university business between home (or normal workplace) and another destination. Commuting between one's home and regular place of employment is not official travel.

Supervisor: Someone to whom the traveler reports in an official capacity. A supervisor does not include administrative assistants or employees that report to the traveler.

FOREIGN TRAVEL

Because of the varied nature of foreign travel, special arrangements for cash advance can be made by contacting the Finance Department at ext. 3853 or 3886.

All general policies pertaining to travel apply to foreign travel. Actual costs are reimbursable, to the extent reasonable and necessary, provided adequate documentation is submitted with the travel reimbursement request. A VP must approve all foreign travel in advance and in writing.

Employees who travel internationally must provide supporting documentation for exchange-rate conversion with the T&E Form. A separate travel expense report page should be completed for each type of currency in which expenses are incurred. U.S. dollars may be combined with one type of foreign currency. All expenses must be recorded in U.S. dollars, with the currency conversion rate clearly noted on the travel-expense report and on all supporting receipts.

Refer to travel object code guidelines on the Finance Office web page under Resources and Forms- Activities/Travel Outside the US.
http://www.rwu.edu/depository/finance/Memo_2008_Schedule_F_registration_codes.pdf

Travel Abroad Insurance

INSURANCE INFORMATION FOR ROGER WILLIAMS UNIVERSITY & ROGER WILLIAMS UNIVERSITY SCHOOL OF LAW EMPLOYEES TRAVELING ABROAD

University and Law School employees traveling abroad on University or Law School business have access to a number of insurance and travel assist programs and benefits, as follows:

1. Medical Insurance

Medical coverage for accidents or a sickness occurring outside the United States is primarily through the employee's own health insurance coverage.

If you are enrolled in the University-sponsored medical program through Blue Cross & Blue Shield of Rhode Island you have access to BlueCard Worldwide, which provides coverage when traveling outside the US. Information on BlueCard Worldwide, including contact information regarding finding a doctor or hospital outside the US, is attached.

If you are not enrolled in the University-sponsored BCBSRI medical program you should, before your scheduled trip, contact your own medical insurer and request coverage information regarding travel outside of the US.

2. Business Travel Accident Insurance

The University has obtained a Business Travel Accident insurance policy, currently issued by Chubb insurance company, which provides benefits in the event of accidental death or dismemberment. Such coverage applies to any University or Law School business travel both within and outside the US. In addition to the base benefits, the policy also provides various travel assist programs, including identify theft assistance. A listing of such programs is attached. The attachments contain current coverage cards identifying the group name and number that you may carry with you while traveling.

3. Foreign Liability Insurance

The University & School of Law maintain a general liability policy, currently issued by ACE insurance company, generally insuring their actions, and the actions of their employees, in most foreign countries. In addition to the liability protections, the policy also provides a small medical insurance benefit, along with travel assistance services similar to those offered by the Business Travel Accident policy. A listing of such programs and benefits is attached. The attachments contain information that may be carried with you while traveling. In the event of a personal medical situation, you should contact both your primary health insurer (see Section 1 above) along with ACE. 4. Automobile/Van Rental

Employees should not rent automobiles or vans when outside the U.S. Public transportation or transportation through other service providers (taxis, tour guides, etc.) should be utilized. If there are unique circumstances that warrant renting an automobile or van, please contact one of the individuals noted below under Section 7 in advance of the trip to discuss insurance coverage.

5. Personal Property

There is no University or Law School insurance for personal property. Employees are encouraged to speak with their homeowners or rental insurance company in advance of a trip to determine whether such items will be covered or whether a supplemental policy is necessary.

6. Notification of Potential Liability

If, while traveling overseas, you become aware of any matter that may give rise to liability of the University, the Law School, a faculty or staff member, or student – such as damage to third-party property or injury to a third-party - please notify the following upon your return to the U.S.

Christopher M. Neronha
Associate General Counsel
Roger Williams University
Phone: (401) 254-5728
E-Mail: cneronha@rwu.edu

7. Questions

If you have any questions regarding this information please do not hesitate to contact the following:

Christopher M. Neronha
Associate General Counsel
Roger Williams University
Phone: (401) 254-5728
E-Mail: cneronha@rwu.edu
strategies.com

Jennifer Harper
Account Manager
Risk Strategies Company
Phone: (617) 330-5714
E-Mail: [jharper@risk-](mailto:jharper@risk-strategies.com)

For attachments & coverage cards, please contact the Center for Global & International Programs at 254-3899.

TRAVEL FOR PROFESSIONAL DEVELOPMENT

Faculty who plan travel for professional development must make application to the Professional Development Committee. Professional development travel is not considered official university travel and individuals must seek reimbursement according to the faculty contract guideline. This provision is not applicable to the School of Law Faculty.

APPROVAL OF TRAVEL REQUESTS

Travel on university business should be authorized in advance by the Senior Vice President/ Vice President of the unit and submitted at least two weeks prior to travel. The requester will be responsible for assuring that budgeted funds are available to meet any travel commitment. SVP's, VP's, Deans and Directors will be able to attend up to one national (domestic) conference and one regional conference subject to budget and rationale.

The process begins with an individual contacting an approved travel agency, on-line service, airline, hotel, etc., and requesting an itinerary. Traveler must then complete [The Travel Pre Authorization Form](#) and submit to Department Head, Dean, and/or Vice President for approval before making final arrangements for travel. Travel and entertainment are permitted with the expectation there is a present or future benefit to RWU.

Once arrangements are finalized and the Senior Vice President or Vice President has approved the trip, the traveler must submit a requisition to the Purchasing Department if the Purchasing credit card is to be used or the employee's department P card administrator. Travel expenses should be made by use of RWU department or Purchasing Department credit cards. **The use of personal credit cards is generally not permitted. The RWU P card is the preferred method of payment.**

When travel is completed, all Travel and Entertainment Reimbursement Forms (T&E Form) must be signed and approved by a supervisor. When traveling to conferences, seminars, etc. the conference schedule and agenda must be attached to the T&E form. Athletic teams and recruiters are exempted from this requirement when traveling on prearranged schedules.

TRAVEL & ACCOMODATIONS

All travel and accommodation arrangements should be made through an agency approved by Roger Williams University. Alternatively "on line" travel services may also be used if lower in cost, however, they should always be compared to the RWU approved travel agency. This agency can offer travel assistance away from home should the circumstances require something "on line" services do not provide.

Travel Agent

Pearson Travel
1019 Waterman Ave
East Providence, RI 02914
(P) 401-438-8400
800- 336-1066
(F) 401-438-6858 Emergency
(P) 800-817-2508

Maryann Sasso President

Primary Contact:
Marilyn Picerelli
(P) 401-261-4811
mpicerelli@pearsontravel.com

Secondary Contact:
Becky Johnson
(P) 401-397-5757 or 401-741-0023
rjohnson@pearsontravel.com

Airline and Hotel Accommodations

The preferred payment of choice for travel expenses is the JPMorgan Chase Procurement Card. If employees inadvertently utilize their own personal credit cards for prepaid trip expenses (i.e. airline tickets, registration fees, lodging, etc.), reimbursement will only be made when all trip expenses, along with receipts, are submitted to the Accounts Payable office after the completion of travel.

Air travel must be economy class seating. In the unusual event when an employee seeks reimbursement for airline travel, claims for reimbursement must be supported by the original passenger receipt. The payment receipt or other documentation that supports the actual cost paid must be provided. Reimbursement for e-tickets should be accompanied by the itinerary showing “e-ticket”, name of the traveler and the amount paid or the original payment receipt or other documentation that supports the actual cost paid must be provided.

Hotel reservations should be for standard accommodations weighing the factors of safety convenience and price differences in moderately

priced hotels usually in the 2 or 3 star rating category. A copy of the hotel bill, with charges clearly identified, should be attached to the T&E form.

Railway Service Taxis and Shuttles

Travelers are expected to obtain receipts for taxis, railway services and shuttles. These receipts must be original and on the letterhead of the outside vendor. Amtrak tickets purchased on the JP Morgan Card must be receipted with a ticket stub that clearly defines the cost of the ticket and destination. Amtrak tickets purchased on line must be receipted with a receipt that clearly defines the destination and the total amount of the ticket.

Private Auto Use

When travel by private automobile is chosen over a common carrier to save time, transport equipment, or reduce costs when a number of people are traveling to the same destination together, reimbursement to the traveler will be on the basis of actual business mileage traveled. Reimbursement for private vehicle use will not exceed the cost (or sum of costs for more than one traveler) of round trip air travel between the nearest airport of origin and destination, including coach fare and incidental expenses to travel to or from the airport. If several travelers share a privately-owned vehicle, only the owner of the vehicle will be reimbursed for mileage.

Reimbursement of Costs: An accurate daily record of miles traveled must be maintained and submitted with the T&E form. The reimbursement rate will be reset and published annually. The mileage reimbursement rate covers all operating costs of the vehicle, including but not limited to gasoline, repairs, depreciation and insurance. Private vehicles used for business travel are not covered by university insurance. No reimbursement is permitted for costs of repairs or damages to vehicles, costs for locksmiths, car washes, or towing whether they result from the acts of the traveler or others. Fines for moving or parking traffic violations are not reimbursable.

Commuting costs (transportation between home and work place) are never reimbursable.

Actual mileage will be reimbursed.

The mileage reimbursed cannot exceed the mileage from the place of employment to the destination.

Motor Vehicle Use Policy

Car Rental

Enterprise Rent A Car is RWU's preferred car rental company. You may make reservations with Enterprise or its' affiliated company National Car Rental. Rental cars should be no larger than mid-size. You may make reservations in the following manner:

DIRECT CONTACT:

Enterprise

Phone 800-593-0505

On-line

http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=ROGWILU

RWU ID # 49B6005

Pin: ROG

National

Phone 800-227-7368

On-line <http://www.nationalcar.com>

RWU ID # EP100009

When traveling for RWU purposes the traveler should always decline insurance as RWU carries blanket coverage for all employees. Every reasonable effort should be made to return rentals with the same amount of fuel as initially received. Both Enterprise and National make the same discounted rates available to RWU employees for personal travel. When this service is utilized employees are reminded they must make payment with personal funds. Use of personal vehicles is permitted with reimbursement based on miles traveled at rates which are published to the campus community from time to time.

TRAVEL & ENTERTAINMENT REIMBURSEMENTS

For travel reimbursements and payments to be considered non-taxable income, the university's policies and procedures must comply with the IRS Accountable Plan Rules, meeting three conditions:

Business Connection: Reimbursements and advances provided to travelers must be for work-related expenses only. An advance payment must be reasonably related to the business expenses that a traveler is expected to incur.

Substantiation: Travelers must provide, within 30 days, a statement substantiating the amount, time, use, and business purpose of the expenses.

Return of Advances: Travelers must return any advanced amounts in excess of the substantiated expenses within 30 days of completion of the travel assignment.

It is the responsibility of the traveler to keep clear and complete records of expenses. To maintain efficient business processes, travel documentation that is incomplete, inaccurate or not well-organized will be returned to the traveler and could delay reimbursement processing.

Accounts Payable will review each employee T&E form for:

- Proper approval signatures
- Identified business purpose
- Correct totals
- Supporting documentation and receipts
- Policy compliance

The T&E Form must be completed for all personal reimbursements. Entertainment expenses are subject to extensive scrutinizing by the Internal Revenue Service. The business purpose of entertainment, names of attendees and their relationship to RWU must be clearly indicated on the form. Original receipts must be attached to all T & E reimbursement requests along with proof of payment.

The receipt must support the propriety of the transaction and contain the following information:

- Vendor name
- Detailed listing of goods purchased, including item description, quantity and price
- Transaction date
- Total dollar amount of purchase

Photocopies of invoices, credit card statements or record of charge slips accompanying the monthly billing statement, receipts or restaurant stubs are not acceptable unless the original document was lost and the photocopy is signed with a full explanation of the circumstances.

If a receipt is lost the [University Master Card Missing Receipt form](#) must be attached. Under no circumstances may an individual approve his or her request or that of his or her superior.

Approval Process

The T&E form together with required documentation must be submitted to the traveler's immediate supervisor or a more senior officer who has the authority to approve such expenditures. A supervisor or senior officer cannot approve the T & E form if they also traveled with the individual on University business. A more senior officer would need to approve the expenditures.

In the absence of the immediate supervisor, approval from the next higher level of supervision is required. The President or Vice President for Finance may approve expense reimbursement if the above mentioned supervisory approvals cannot be obtained due to the supervisor's' absences.

Supervisors approving expense reports are responsible to ensure the following: Expenses reported are proper and reimbursable under this policy. The expense report has been filled out accurately and has the required documentation. The expenses are reasonable and necessary.

The university does not have a per diem allowance. All expenses must be reported on an actual-cost basis, with substantiating original receipts. Exceptions are limited to Admissions Travelers, certain Federal Grants, and Law School student competitions. Expenses which are prepaid by or charged directly to the university on behalf of

the traveler (e.g. airline tickets, hotel accommodations) must be itemized on the T&E form, with the notation "prepaid" in the amount column. Amounts prepaid by or charged directly to the university on behalf of the traveler must not be reflected in the expenses claimed by the traveler.

Cash Advances & Petty Cash Accounts

Need for out of pocket expenses are permitted for reasonable and appropriate expenses if adequately documented. Cash advances may be secured by contacting the Finance Department ext. 3853 or 3886.

A travel advance will only be issued for trips that cost greater than \$300. A traveler should obtain a travel advance only when necessary, and only when it is to be used for anticipated, reasonable, and allowable out-of-pocket expenditures to cover actual subsistence, mileage for private auto and other items. Major costs, such as airline tickets and conference fees, should be obtained through University Purchasing, thus minimizing the need for advances. Only individuals traveling on university business may request travel advances. All individuals receiving travel advances shall be required to sign the Travel Advance Agreement which stipulates that the University will make a payroll deduction of any travel advance which is not repaid within the required period.

A travel advance cannot be issued for airfare, lodging, conference fees or other substantial costs that can be prepaid, invoiced or charged on the RWU P card.

It should also be noted that travel advances will not be released more than three to five days before the travel is to begin.

Travel advance requests should be submitted to the Office of the Controller at least one week prior to the date on which the advance is required. Use the T&E form and check the travel advance box at the top.

Timeframe (Deadlines) for Submitting Requests for Reimbursement

In order to comply with Internal Revenue Service regulations, RWU employees must reconcile travel expenses, on an RWU T&E Form

within 30 days of the date of return from the trip. Failure to perform this reconciliation within the 30 day time period will result in any funds disbursed for trip related expenses being treated as taxable wages paid to the employee and subject to Federal and State Income Tax, Social Security and Medicare withholdings. Any University related travel expenses incurred using personal funds will be ineligible for reimbursement after 60 days. Obtain your supervisor's approval and give the completed, approved T&E Form to your Departmental Administrator to keep on file while you travel. Reimbursements will be made on the basis of approved expense reports only.

Under no circumstances will travel expenses for travel completed during a fiscal year be reimbursed after the close of that fiscal year. The Controller shall publish reasonable deadlines at the fiscal year end for reimbursement requests to be processed.

Meals

General: Reimbursement for meals is made on an actual, reasonable expense basis except for foreign meals which require supporting documentation for meals greater than \$10. Itemized receipts for all meals in excess of \$10 must be kept and submitted with the Travel Expense report. Meals with internal staff only are discouraged unless associated with approved University travel.

These details must be provided within the Travel Form in order to obtain reimbursement:

- Amount
- Date
- Name and location of establishment
- Business purpose
- Names, titles and business relationships of all persons attending.

If there are a large number of attendees, listing of the type of group is acceptable with headcounts

- Itemized receipts are required for all meal expenses

The same information must be maintained with P Card records for all T&E transactions. Finance will periodically review department records to ensure compliance.

Examples of Permissible Reimbursable Expenses

The following items are generally reimbursable to the extent they are reasonable and necessary business expenses. In addition to the general documentation and restriction requirements, see sections noted for rules regarding some of these expenses:

- Telephone calls related to business or travel
- Registration/conference fees
- Computer network access
- Cellular phone use for business
- Currency conversion fees
- Fax charges
- Gasoline for rental cars, including final fill
- Laundry/dry cleaning on trips exceeding 5 business days
- Overnight packet service when needed for business documents
- Parking
- Mileage on personal vehicles
- Taxi/car service to make travel connections
- Tips
- Tolls
- Required vaccinations for foreign travel
- Fees for purchase of traveler's checks
- Visa and passport fees

Other documented, justifiable expenditures will be given consideration for reimbursement. The university will reimburse a traveler only for items paid personally, and only after the travel has taken place.

NonReimbursable Expenses

The following is a list of personal expenses (in addition to those that have been identified in other sections of this document) that are not eligible for reimbursement as University business expenses:

- Amenities such as movies, in-room bars, saunas, massages, etc;
- Child care costs, babysitting, or house-sitting costs;
- Any personal clothing or accessories;
- Grooming expenses such as haircuts, toiletries, etc;
- Prescriptions, over-the-counter medication, or other medical expenses;
- Fees for boarding pets or other animal care;
- Magazines, books, newspapers, or other personal reading material;
- Outlays for personal expenses such as: personal services and entertainment, alcoholic beverages*, or personal membership fees and charges
- Expenses related to non-RWU activities or personal time off taken before, during, or after a business trip;
- Airline club membership dues;
- Airline travel insurance costs;
- Incremental airline ticket costs to obtain frequent flyer benefits
- Fines for automobile or parking violations;
- Cost differential on premium and luxury car rentals;
- Charges from unwarranted failure to cancel hotel reservations, airline tickets, etc.

*certain exceptions will be granted for development

Miscellaneous Travel Costs

Tips are reimbursable for services associated with business travel including food services and porters. As a general rule, travelers should not tip more than 15% - 20% of the bill. Tips paid for meals should be documented on the receipt. No receipt is required for small miscellaneous tips paid to maid, bellhop, etc. where receipts are not attainable. Tips should be of a reasonable amount. The traveler should fully document any unusual gratuities.

SPOUSAL/COMPANION TRAVEL

The IRS has ruled that the expenses of a spouse or other person accompanying a traveler cannot be reimbursed if the person has no significant role or performs only duties of a clerical, secretarial, or medical nature. All requests for reimbursement of spousal travel require the advance approval of the cognizant Vice President, and the supporting documentation must note that the accompanying person is performing significant duties as stipulated by the IRS before approving. Generally, any additional costs incurred because of these additional travelers are non-reimbursable.

POLICY: POL080

TITLE: BUSINESS CARDS AND LETTERHEADS

EFFECTIVE DATE: JANUARY 2000

UPDATED: AUGUST 2009

BUSINESS CARDS

May be ordered via Email request to the RWU Department of Marketing and Communications website.

LETTERHEADS

Standard form letterheads may be ordered directly from the RWU Copy Center.

POLICY: POL090

TITLE: STUDENT CLUB AND SENATE PURCHASES

EFFECTIVE DATE: JANUARY 2000

UPDATED: AUGUST 2009

GENERAL

All requests for goods and services developed by Student Club Activities are subject to the same policy and procedures as administrative and faculty departments throughout Roger Williams University. All purchase requests must be approved by Campus Programs staff. Students are not permitted to purchase or commit RWU to any agreement.

POLICY: POL100

TITLE: THE PURCHASE REQUISITION

EFFECTIVE DATE: JANUARY 2000
UPDATED: AUGUST 2009

GENERAL

Roger Williams University policy requires that a purchase order must be used for all transactions involving the procurement of materials, equipment, supplies, and services from sources outside the university community.

THE PURCHASE REQUISITION/PAYMENT REQUEST FORM

The process begins with the preparation of the purchase requisition. The purchase requisition form is used to: request needed **repairs**, annual and/or quarterly **maintenance** and other similar services; To request **general supplies**, materials, and equipment: to establish blanket orders for maintenance, repair and operational (**MRO**) supplies ordered on a repetitive basis and to request **travel arrangements**.

- The Purchase requisition form may also be used for check requests when the need for a Purchase order is redundant. Examples of need for check issuance are dues, subscriptions, models, honorariums, conference fees, awards, guest speakers, permits, and fees.
- The Purchase Requisition form must be used for all Book Store transactions including faculty book needs. The RWU P-CARD (Master Card) will not be accepted.
- Petty cash accounts are allowed for those functions with a demonstrated need. At the discretion of the Finance Dept. this privilege may be revoked at any time for misuse, lack of use, or poor record retention. Petty cash requests may be secured by calling the Finance department ext. 3853 or 3886.
- The following procedure must be complied with all petty cash slips must be signed by the department head and the person receiving the cash.
- A description, purpose, GL number, and amount for the purchase must be included.
- Requests for reimbursements should be made timely. Bring slips and receipts the Bursar's office to replenish your box when low.

- If a department does not have its own cash box, the Bursar's office can provide petty cash reimbursement to any department provided the procedures outlined above are followed.
- This account **should not be used** for day to day office supplies or to request payment to suppliers that specify their SSAN (social security number). Suppliers using the SSAN as part of their address are known as 1099 vendors. The purchase requisition form should not be used for purchases which qualify under the policy for credit card use.

REQUISITION ITEM DESCRIPTION

The purchase requisition form must include a **specific and detailed** description to insure that the item(s) received is/are the item(s) desired by the end user. The Purchasing Office will not alter specifications without the approval of the end user. Brand names are not considered part of the specifications unless other considerations require a specific name product, i.e. IBM compatible.

VENDOR INFORMATION

Vendors may be **recommended** by departments. However, the Purchasing Department will look into alternative sources with the capability to provide comparable products and/or services in an effort to secure the **best price, quality and service** possible. As part of an on going program for **vendor certification** the Purchasing Office culls seldom used and/or one time vendors from the vendor data base active file.

PRICING INFORMATION

Price is **always** a factor when purchasing goods and services. If the price is unknown the end user must **estimate** the unit price. The Purchasing Department will solicit prices from vendors on behalf of the user whenever necessary.

SIGNATURE AUTHORIZATION

Proper signature authorization, Emailed authorizations are also acceptable, is **required** on all purchase requisitions before a purchase order can be processed.

ORDER CHANGES

Changes to a purchase requisition, after it has been processed by the Purchasing Office, must be sent to the Director of Purchasing not to the vendor. All requested changes must be documented and an amendment to the purchase order issued by the Purchasing Department.

POLICY: POL110

TITLE: P. Card

EFFECTIVE DATE: AUGUST 2009

[Purchase credit cards](#) are available for various campus wide functions and when issued must be in compliance with the following:

ROGER WILLIAMS UNIVERSITY AND SCHOOL OF LAW CARDHOLDER AGREEMENT FORM/USER GUIDE INTRODUCTION

Welcome to Roger Williams University and School of Law Procurement/Purchasing Card program provided to us by J.P. Morgan/Chase. The procurement card is a purchasing tool that offers an alternative to the existing procurement processes and provides an extremely efficient and effective method of purchasing and paying for goods and services.

This user guide outlines the benefits of the procurement credit card program to you, your department, and the University, and provides you with information needed to use the card while adhering to sanctioned guidelines.

The procurement card concept is designed to delegate authority and to give users the capability to quickly and conveniently purchase approved commodities directly from vendors that accept the Master Card credit card. All users should read this entire form/user guide. The benefits of the procurement card to you and Roger Williams University are significant.

BENEFITS TO THE CARDHOLDER

- Specialized goods or services can be ordered directly by knowledgeable technicians
- Goods and services can be obtained quickly and easily

- Allows efficiency in the work related to the purchase of and payment for goods and services
- Reduces the volume of paperwork required of departments
- Departments can retain copies of warranties and statements for easy reference
- Automatic travel insurance
- Eliminates or minimizes the need for petty cash accounts

BENEFITS TO THE UNIVERSITY

- Eliminates or minimizes the need for petty cash accounts
- Reduces the number of requisitions, purchase orders, invoices, and checks
- Allows procurement departments to be more time efficient
- Automatic travel insurance

BENEFITS TO THE SUPPLIERS

- Permits payment in as few as two business days improving cash flow
- Eliminates invoicing and collection activities

The procurement card is to be used for purchases related to University business only. Use of the card for personal purchases is strictly prohibited. The Purchasing Department and Accounts Payable are responsible for monitoring the effectiveness of the program. If you have any questions regarding the program, or the appropriate use of the card, please contact the Purchasing department at ext. 3531.

WHO CAN ACQUIRE A CARD?

Only RWU employees who are on the school's authorized signature list may acquire an RWU Procurement Card. [A Request for Procurement Card form](#) may be obtained from purchasing and returned to purchasing when completed. A request does not guarantee the issuance of a card. A benefit to the University must be established to warrant the card. The designated RWU employee must then complete cardholder training and sign this "Cardholder Agreement". Purchasing will provide the appropriate training to the cardholder.

HOW IT WORKS

Each cardholder/department manager is required to keep the card secure and is responsible to use it for purchases within the parameters of the program. It may not be transferred to, assigned to, or used by anyone other than the designated Cardholder. Employees will sign cards in and out using a department log. Please inform Purchasing if any vendor will not accept the card. The card may be used to purchase items in person, at the supplier site, or over the telephone or Internet. The amount that can be spent per transaction, per day, and per month are established based on the signature authorization for the position you hold.

When placing an order on the phone or over the Internet, you should supply the following information:

- Identify yourself as an RWU employee
- Cardholder name
- Individual card number
- Expiration date of the card
- Tax exempt status and number
- Delivery address
- Any other information necessary to make the purchase

Each procurement card is associated with a RWU 15digit account number. It is mandatory that the cardholder enters the account number on the transaction within two business days of the transaction. If the account number has not been assigned by the 4th business day of the following month your card privileges will be automatically terminated. All merchants have a "merchant commodity code" which is tied into the RWU general ledger object codes as closely as possible. It is the cardholder's responsibility to review and correct each transaction for accuracy, including appropriate object code.

Each procurement card transaction will appear on your monthly cardholder statement and will be reflected on your department's account budget via a monthly upload to the general ledger. Upon receipt of your order, keep the documentation enclosed with the item or items. Typically, you will receive a sales receipt or packing slip, which you must keep for later reconciliation.

STATEMENT SUBMISSION/RECONCILIATION

You will receive a monthly cardholder statement listing all of your purchases. Check this statement against your sales receipts, invoices, packing slips, or other proofs of purchase to ensure you have received all the goods for which you have been charged. The goods should be easily identifiable on the proof of purchase. Statement reconciliation must be completed within ten days of receipt. Failure to do so may result in card cancellation. Upon reconciliation, send the statement and all supporting documentation with appropriate signatures to the Purchasing office. If, for some reason, you do not have the appropriate backup for an item on the statement, you must provide a written explanation detailing the purchase signed by your Department Head/Dean. After review by the Purchasing Department for compliance the approved statement will be returned to the card holder to be maintained for a period of four full fiscal years. Records older than one year may be maintained off site as long as they are easily retrievable. The Finance Department will conduct surprise audits of all files periodically.

TAX EXEMPTION

Roger Williams University and School of Law are nonprofit, tax exempt educational organizations. The RI sales tax exemption number (#456) appears on each card. RWU is also tax exempt in Massachusetts (050277222) and many other states. Please contact purchasing if traveling out of state. The cardholder should alert the vendor at the time of the transaction to exempt payment of state sales tax. A copy of our tax exemption certificate is available to be mailed or faxed from Accounts Payable or Purchasing should a vendor require it. Please check all charges at time of the transaction to verify that taxes have not inadvertently been charged to the card. Explanation of tax charges will be required.

TRAVEL AND ENTERTAINMENT EXPENSES

When using the procurement card for travel and entertainment, please follow all current RWU policies and procedures. A copy of the current policy guidelines can be obtained from the Purchasing intranet site. Reasonable travel expenses, essential to the

performance of official RWU business may be charged to the card. Spousal or companion travel arrangements must be arranged using personal credit cards or other payment methods, not in conjunction with the RWU card.

Entertainment expenses charged to RWU must be in the interest of RWU. Federal law requires that anyone entertaining a guest on behalf of the University, identify the people being entertained and the reason they are being entertained.

Entertainment includes but is not limited to expenses incurred for lunches and dinners. Credit card users must list the participants and the purpose on the back of the credit card receipt.

It should be noted that policy dictates that travel and entertainment expenses must be prudent in nature. For example, first class airfare would be inappropriate.

MISUSE OF CARD

"Splitting" an order to circumvent authorized spending limits is not permitted. In addition, the procurement card is not to be used for the following commodities:

- Any RWU Book Stores or retail operations
- Personal purchases
- Capital expenditures
- Computer Systems
- Controlled substances
- Cash advance ATM (unless otherwise authorized)
- Gas for personal vehicle use

Use of the procurement card for any of the above commodities is not permitted and could result in disciplinary action up to and including termination.

RENEWING AND CANCELING CARDS

Procurement cards are renewed automatically and are sent to Purchasing 30 days before the expiration date of the card. The cardholder must make an appointment to return the expired card and

pick up the renewed card. Any changes to policy or procedures that may have occurred since the initial agreement was entered in to would be reviewed at that time and may require the cardholder to sign a revised cardholder agreement form.

The Cardholder agrees to surrender and cease use of their Card upon termination of employment whether for retirement, voluntary separation, resignation or dismissal. In addition, the Cardholder must surrender and cease use of the Card in the event of transfer or relocation. The Cardholder may also be asked to surrender the Card at any time deemed necessary by management.

To cancel a procurement card, the card must be cut in half and sent along with a written request to cancel the card by the cardholder to Purchasing. Cards will be automatically cancelled in the cases of employment separation or department changes within the University. A card may be cancelled at the request of the cardholder's supervisor or procurement department if irregularities are detected.

ADDITIONAL CARDHOLDER RESPONSIBILITIES

The procurement card represents the University's trust in you as a respected employee of RWU. As a cardholder, you assume the responsibility for the protection and proper use of the card.

CARD SECURITY

The only authorized user of the card is the Department Manager or the individuals authorized by them. Departmental cards are only to be used by authorized personnel of the department. Authorized individuals within or outside the University must safeguard cards and card numbers against unauthorized use. Each cardholder is required to keep the card secure and use for purchases within the parameters of the program. Students are not to have access to Purchasing Cards Receipt of Goods and Services.

The card holder is responsible for ensuring receipt of goods and services and follows up with the supplier to resolve any delivery problems, discrepancies or damaged goods. The Purchasing Department is available to assist the cardholder with any problems that arise.

PURCHASE RETURNS

Items should be returned in a timely manner directly to the supplier by whichever means the supplier requires. The cardholder is responsible to see that proper credit is posted for a returned item and he/she should document the nature of the return. A copy of this documentation should be forwarded to Purchasing.

TRANSACTION DISPUTES

The cardholder is responsible for following up with a vendor for any erroneous charges, disputed items, or returns. A cardholder may dispute a charge that appears on their cardholder statement. Disputed charges can result from failure to receive goods or services, fraud or misuse, altered charges, defective merchandise, incorrect amounts, duplicate charges, credits not processed, etc. The cardholder should contact the vendor first to resolve any outstanding issues. Most issues can be resolved this way. If the cardholder is unable to reach agreement with the supplier, the next step is to complete the "Cardholder Dispute Form" and contact the J.P. Morgan Customer Service. Following the telephone conversation, the cardholder must fax the document within 60 days of the first statement on which the disputed charge appears. The fax number is 801-281-5859.

Cardholder must notify Purchasing of any and all disputes or problems that may arise.

Please note that, the law does not allow suppliers to bill your card for purchases until the items are shipped.

It is important to remember that there is a small window of opportunity to dispute a charge, so action should be taken immediately in these situations.

LOST OR STOLEN CARDS

It is the responsibility of the cardholder to immediately report a lost or stolen card to J.P. Morgan/Chase by calling 800-270-7760. The next step is to report this information to Purchasing.

CONSEQUENCES OF MISUSE

Cardholders who do not comply with the prescribed guidelines risk disciplinary procedures. The right to possess a RWU card could be suspended or revoked permanently. Restitution may be required in cases of improper documentation and/or authorization. Based upon the severity of misuse, disciplinary measures may include termination and legal action.

AUDITS

To ensure the continued success of this program and to meet audit requirements of the University, periodic and random audits will be performed on cardholder's accounts to ensure that items billed to the card have been received and policies are being followed. During the course of the fiscal year, EVERYONE will be audited. Failure to meet standards may result in revocation of card.

If you are unsure that what you are purchasing is an appropriate use of the card, or have any questions concerning the use of the card, you should call Purchasing for clarification.

POLICY: POL120

TITLE: OTHER METHODS OF PROCUREMENT

EFFECTIVE DATE: JANUARY 2000

UPDATED: AUGUST 2009

GENERAL

All requests for the purchase of goods and services must be presented by use of the University purchase requisition form whenever possible. It is recognized that a variety of circumstances may preclude the use of a requisition and therefore established alternatives have been developed to meet these needs. These alternate forms of purchasing are described below.

EMERGENCY PROCEDURES

Because emergencies or contingencies can occur at any time during non working hours at the direction of department heads emergency services may be ordered on a verbal basis. The Purchasing department must be notified of such arrangements the next working day.

BLANKET PURCHASE ORDERS

Blanket purchase orders are used to purchase **like or similar** items that are requested on a **regular basis** from a **single vendor**, i.e. electrical and mechanical parts, art supplies, housekeeping and dining supplies, promotional items, etc.

STOCKLESS OFFICE SUPPLY ORDERS

Day to day office supplies such as pens, note pads calendars, etc. are not stocked by the University. Such supplies may be ordered through the approved vendor contracted by the University for the provision of such items. Orders may be placed using a preprinted requisition form, by telephone, by fax, on line, or by placing an order through the vendor's representative. Some **restrictions** apply to the ordering of office furniture, bulletin boards, computer accessories, and capital equipment.

COLLECT ON DELIVERY (C.O.D.)

Only on extremely rare conditions will COD payments be permitted, No one except Purchasing Department personnel are allowed to authorize COD payments.

RETURNING MERCHANDISE

If the goods are found to be unacceptable, or the user wishes to return the merchandise, he or she should contact the Purchasing Office within **two (2)** work days after receipt of the goods so proper action can be taken most suppliers require some form of "**Return Authorization**" before any materials can be returned.

Usually a control number, or a return authorization number, must be provided by the supplier and this number must appear on the outside of the container.

Goods which are received in damaged condition must be reported to the supplier within **five (5)** work days. It is the responsibility of the end user to notify the Purchasing Office so inspection of the goods by a professional investigator can be filed within the allotted time frame. The vendor will issue a return authorization after receipt of the inspector's report. Goods to be returned must be kept in the original shipping container.

POLICY: POL130

TITLE: UNIVERSITY ASSETS

EFFECTIVE DATE: JANUARY 2000
UPDATED: AUGUST 2009

GENERAL

Part of good management is the control and accounting for physical assets. It is important that the University knows where all its assets are located and that the assets are being utilized properly. To accomplish the tracking of assets Roger Williams University employs a computerized accounting system designed to track the acquisition of new property, allocation and transfer of property and excess and salvage property.

THE INVENTORY

The inventory begins with the identification of a building or structure identification of any rooms within the facility and then the property within the individual room or rooms. Buildings, rooms and property are identified with bar coded tags. Once the tag has been attached it is recorded and a hand held computer and later downloaded to the main system. All University property must be identified and tagged. Tagged property is identified by building, floor, room, and when appropriate by off campus location.

NEW PROPERTY Once a purchase order containing a new asset or assets is processed by the Purchasing Department a copy is provided to the Asset Inventory Technician. When the item(s) are received the Technician tags the new property records its description and location and transfers the information onto the computerized system.

ASSET TRANSFERS

When property is transferred from one department to another or from one location to another the movement must be reported to the Asset Inventory Technician who will conduct a physical inventory. The bar coded tags will be recorded and the appropriate entries made on the automated system to reflect the current location of the property. Departments must coordinate movement of University property through Facilities Management.

