



# DePaul University Policies & Procedures Manual

General Information		
<b>Title</b> Purchasing Authority		<b>Category</b> Financial Affairs
<b>Responsible Department</b> Procurement Services	<b>Responsible Officer</b> Director	<b>Effective Date</b> July 1, 2009
<b>Last Reviewed</b>		<b>Date</b>
<b>Last Revised</b>		<b>Date</b>

Approval Process	
This section to be filled in by the Office of the Secretary	<b>Date</b>
	<b>Date</b>
	<b>Date</b>

## I. General Scope

The following categories of the University community should be familiar with this policy:

- Executive Officers
- Vice Presidents
- Deans
- Budget Managers

## II. Scope Details

This policy affects all individuals who have authority to spend university funds.

## III. Policy Summary

This policy details the authority departments have for making purchases, when additional approvals are needed and delegation procedures for purchasing activity.

## IV. Policy History

- **July 1, 2009:** Policy renamed to “Purchasing Authority” and incorporated elements from other policies: Purchasing Requisitions (Approval Grid) and IT Over \$10,000.
- **May 02, 2006:** Minor Changes, Jeff Bromberek
- **11/4/2002:** Controller
- **January 1, 2002:** Policy original established

#### IV. Policy

University departments are allocated specific funds each fiscal year during the University Budget Process that are to be used for purchasing activity. Within each department a budget manager is assigned responsibility for these funds and has the authority to make, approve and delegate purchasing transactions within the guidelines listed in this policy. It is the fiduciary responsibility of the budget manager to ensure that purchases made with University funds are need based and costs have been adequately analyzed.

#### Purchasing Limits

In general, budget managers are authorized to spend up to \$2,500 through either the university procard or other processes without requiring a purchase order.

Purchases over \$2,500 require a requisition and approval from Procurement Services prior to the order being placed. Additional approvals may be required, depending on the type of purchase and/or dollar amount:

Type of Purchase	Required Approval
<i>Approval occurs via requisition routing</i>	
Fund 5xx	Office of Sponsored Programs & Research
Fund 7xx and over \$5,000	Financial Accounting
Greater than \$25,000	Director of Procurement Services
Greater than \$75,000	Office of the Treasurer
Technology purchases (see note below)	Information Services Office of the EVP and/or Provost
<i>Departments responsible for review and/or approval</i>	
Greater than \$50,000 and/or “special risk” purchase	Office of the General Counsel See <a href="#">Policy: Contract Requirements and Procedures</a>
Leases (non-PC)	Financial Accounting Office of the Treasurer See <a href="#">Policy: Leases (PC’s and Other Property)</a>
Trademark orders	Athletic Department See <a href="#">Policy: Trademark and Licensing</a>

#### Technology Purchases

Technology purchases (software, hardware and consulting services) over \$10,000 require approval by Information Services. Additionally, in certain circumstances, other technology

purchases may require approval by Information Services regardless of dollar amount, as determined by Procurement Services.

### **Delegation of Purchasing Authority**

Budget managers may delegate aspects of their purchasing authority to other university employees through the Budget Manager Delegation screen (for eProcurement and/or invoice approval) or through allowance of a university procard.

While the budget manager may delegate authority, they remain responsible for ensuring their designee understands the approval requirements and exercises judgment in protecting the best interests of the university.

### **Related Policies**

Budget managers should also be familiar with the following policies relating to purchasing authority:

- [Authorized Signatures and Delegation of Transaction Approval/Authority](#)
- [Competitive Bidding](#)
- [Contract Requirements and Procedures](#)
- [Leases \(PC's and Other Property\)](#)
- [Procurement Card](#)
- [Purchasing Guidelines](#)
- [Trademark and Licensing](#)
- [Vendor Selection](#)

### **Exceptions**

Any exceptions to this policy must be approved by the Director of Procurement Services.

## **V. Procedures**

N/A

## **VI. Division Collaborations**

N/A

## **VI. Contact Information**

### **Procurement Services**

(312) 362-7510

[procurement@depaul.edu](mailto:procurement@depaul.edu)

## **VII. Appendices**

- [Budget Manager Assignment and Delegation Instructions](#)
- [Budget Manager Delegation Video](#)



## DePaul University Policies & Procedures Manual

General Information		
<b>Title</b> Purchasing Requirements		<b>Category</b> Financial Affairs
<b>Responsible Department</b> Procurement Services	<b>Responsible Officer</b> Director	<b>Effective Date</b> July 1, 2009
<b>Last Reviewed</b>		<b>Date</b>
<b>Last Revised</b>		<b>Date</b>

Approval Process	
This section to be filled in by the Office of the Secretary	<b>Date</b>
	<b>Date</b>
	<b>Date</b>

### I. General Scope

The following categories of the University community should be familiar with this policy:

- Executive Officers
- Vice Presidents
- Deans

### II. Scope Details

This policy affects all individuals who have authority to spend university funds.

### III. Policy Summary

This policy details the requirements, steps and special situations involved in the purchasing process.

### IV. Policy History

**July 1, 2009:** Renamed policy to “Purchasing Guidelines” and expanded on the purchasing

process to include vendors, cost analysis, requisitions, purchase orders, backup requirements and special considerations.

**November 10, 2006:** Update to policy chart, Jeff Bromberek

**May 02, 2006:** Minor Changes, Jeff Bromberek

**11/4/2002:** Controller

**August 08, 2005:** Changes made by Jeff Bromberek, Procurement Services, to \$2,500 or more the minimum for purchase requisitions and purchase orders.

**November 02, 1992:** Policy originally prepared by Kathy Jones

## IV. Policy

DePaul University expects all purchases to be based on genuine need and that unnecessary purchases be avoided at all times. Purchases should not be made solely to utilize budget dollars. Additionally, all purchases should be made from reputable vendors and provide value to the university.

In general, budget managers are authorized to spend up to \$2,500 through either the university procard or other processes. Purchases over \$2,500 require a requisition and approval from Procurement Services prior to the order being placed.

### Definitions

Requisition - A requisition is a request made via the eProcurement system giving Procurement Services authorization to order the goods or services specified and to encumber the departmental budget.

Purchase Order - A purchase order is a contractual offer to purchase goods or services from outside vendors and obligates the University to pay for such goods and services upon receipt. A purchase order results from an approved requisition.

Change Order - A change order is a correction made to a purchase order due to any changes from the original order (eg quantity, price, additional goods/services, etc).

### Vendor Selection

Whenever possible, university departments should select a preferred vendor for their purchasing needs. These vendors provide a high level of value to DePaul and should be utilized for most purchases.

For purchases that require individual or unique needs and are not offered by a preferred vendor, departments may select one that best meets their needs. When selecting a new vendor, departments should take into account factors that provide value, such as:

- Quality of products/services
- Price (including shipping costs, warranties, additional fees, etc)
- Services provided
- Delivery times
- Billing methods and payment terms
- Ownership structure
- Company stability
- Company location

For purchases or contracts over \$25,000 the vendor selection process must take place through a bid or be an approved exception.

For additional information see the [Vendor Selection](#) policy.

### **Cost and Value Analysis**

To ensure the best products or services are obtained, some form of cost or process analysis should be made in purchasing decisions.

Price analysis can be accomplished in various ways including the comparison of quotes, market prices or discounts. Costs should be analyzed by reviewing and evaluating each element (eg product, shipping, warranty, etc) for reasonableness, appropriateness and acceptability.

For any purchases of goods or services over \$25,000, a competitive bid must be conducted and the basis for the vendor selection documented. The \$25,000 amount encompasses all costs that may occur during the term of the contract (not a smaller subset of the contract).

For additional information on orders over \$25,000 see the [Competitive Bidding](#) policy.

### **Contracts and Backup Requirements**

All purchases that require a requisition must have some form of documentation supporting the purchase. Such support includes:

- **Any order requiring a requisition**  
Quote, contract or other written justification from the requesting department (eg historical spend analysis)
- **Orders over \$25,000**  
Written quote or contract with the vendor as well as documentation of competitive bidding

When developing a contract with vendors, Federal regulations prohibit the use of “cost-plus-a-percentage-of-cost” or “percentage of construction cost” methods of contracting for any purchases utilizing Federal funds. (See the A-110). Restricted Accounting and the Office of Sponsored Programs and Research (OSPR) should be consulted for guidance on these and other regulations and requirements that may apply to use of grant funds.

For additional information on contracts see the [Contract Requirements and Procedures](#) policy.

### **Requisitions, Purchase Orders and Payment**

In general, budget managers are authorized to spend up to \$2,500 through either the university procard or other processes. For purchases over \$2,500, the requesting department must enter a detailed requisition into the eProcurement system. Technology and other types of purchases may have special requirements; see the next section for details.

Certain repetitive purchases covered by separate contracts and/or university wide non-controllable expenditures such as rent, utilities, taxes, debt service, employee benefits, etc. do not require a requisition. Additionally, certain vendors who bill via “flat-file” directly to the university do not require a requisition.

The requisition should include detailed specifications describing the goods or services required, warranty periods, payment terms, delivery terms, allowable variances, etc. as this information will be transmitted to the vendor once it is approved. Please note that a requisition does not represent a legal contract between the vendor and DePaul to conduct business.

Once a requisition is submitted, Procurement Services will review it for quality, pricing, availability, etc. Procurement may, after consultation with the requisitioning department, choose to award the purchase to a vendor other than that recommended by the end user.

Procurement Services will approve the requisition once its review is complete. Additional reviews and approvals may be needed as outlined in the [Purchasing Authority](#) policy.

Once approved by all levels, the requisition is converted into a Purchase Order. Procurement will then transmit the Purchase Order to the vendor, initiating an order.

The purchase order also serves to encumber the appropriate PeopleSoft Chartfield in the department's budget and to prevent a duplication of goods or services. Departments should not provide vendors with any document number other than a purchase order number.

Once the terms of the purchase order have been fulfilled, payment can be authorized. It is the responsibility of the requesting department to verify that the terms on the purchase order are carried out and match those on the invoice. See the [Vendor Invoices and Statements](#) policy for additional information on payment policy and procedures.

If the terms of the purchase should change after a purchase order was created (quantity, cost, etc), a change order can be requested by contacting Procurement Services.

### **Special Considerations**

Depending on the type of purchase, some special situations may occur:

- **Conflict of Interest**  
Any actual or appearance of a conflict of interest must be disclosed in accordance with the [Conflict of Interest](#) and/or the Conflict of Interest in Externally Sponsored Projects policies.
- **Facilities**  
Any purchases made in regards to university facilities (e.g. remodeling, painting, etc) should be done in conjunction with the [Facility Operations](#) office. Contact the campus manager for additional details.
- **Gift purchases (eg gift cards, parking passes, other taxable income)**  
Due to IRS requirements, these types of purchases may be taxable to the recipient. Contact Accounts Payable beforehand to discuss reporting and other options.
- **Grant Purchases**  
For grant-related purchases, the requisitioner should check with the Office of Sponsored Programs & Research or Restricted Accounting in Financial Affairs for additional requirements.
- **International Vendors**  
International purchases may have specific tax or other laws governing the purchase. Vendors based in some countries may not be legally paid depending on the current regulations. Contact Accounts Payable early in the process to discuss any international payments.
- **Purchases over \$50,000 and “Special Risk” Purchases**  
All purchases over \$50,000 or those that fall into a “special risk” category must follow the requirements of the [Contract Requirements and Procedures](#) policy.
- **Technology Purchases**  
Technology purchases (software, hardware and consulting services) over \$10,000 require approval by Information Services. Additionally, in certain circumstances, other technology purchases may require approval by Information Services regardless of dollar amount, as determined by Procurement Services.

Additionally, all computer (e.g. desktops, laptops) purchases require a requisition, regardless of dollar amount. Printers, desktop software and accessories do not require a requisition, unless over \$2,500.

- **Used Purchases**  
Purchased of used equipment are generally discouraged and require approval from Procurement Services regardless of dollar amount. Contact Procurement Services prior to purchase so the items can be properly evaluated and a determination made.
- **Vehicle Purchases**  
All vehicle purchases or leases must be signed for by Procurement Services. Departments may not sign documents for vehicles on their own. For more information see the [Vehicle Acquisition](#) policy.

### Related Policies

Departments should also be familiar with the following policies relating to purchasing:

- [Contract Requirements and Procedures](#)
- [Competitive Bidding](#)
- [Conflict of Interest](#)
- [Conflict of Interest in Externally Sponsored Projects](#)
- [Procurement Card](#)
- [Purchasing Authority](#)
- [Shipping, Delivery and Receiving](#)
- [Use of Independent Contractors / Consultants](#)
- [Vendor Selection](#)
- [Vehicle Acquisition](#)
- [Vendor Invoices and Statements](#)

### Exceptions

Any exceptions to this policy must be approved by the Director of Procurement Services.

## V. Procedures

N/A

## VI. Division Collaborations

Accounts Payable  
Office of the General Counsel  
Office of Sponsored Programs & Research  
Restricted Accounting  
Tax Accounting

## VI. Contact Information

**Procurement Services**  
(312) 362-7510  
[procurement@depaul.edu](mailto:procurement@depaul.edu)

**Accounts Payable**  
(312) 362-5336  
[accountspayable@depaul.edu](mailto:accountspayable@depaul.edu)

**VII. Appendices**

None



## DePaul University Policies & Procedures Manual

General Information		
<b>Title</b> Competitive Bidding		<b>Category</b> Financial Affairs
<b>Responsible Department</b> Procurement Services	<b>Responsible Officer</b> Director	<b>Effective Date</b> July 1, 2009
<b>Last Reviewed</b>		<b>Date</b>
<b>Last Revised</b>		<b>Date</b>

Approval Process	
This section to be filled in by the Office of the Secretary	<b>Date</b>
	<b>Date</b>
	<b>Date</b>

### I. General Scope

The following categories of the University community should be familiar with this policy:

- Executive Officers
- Vice Presidents
- Deans
- Budget Managers

### II. Scope Details

This policy affects all individuals who have authority to spend university funds.

### III. Policy Summary

This policy provides an overview of the University's requirements for competitive bidding.

### IV. Policy History

- **July 1, 2009:** Policy renamed to “Competitive Bidding” and removes department ability to determine when a bid is not conducted. Further expanded upon bid processes and requirements.
- **May 2, 2006:** Minor changes, Jeff Bromberek
- **November 4, 2002:** Controller
- **January 1, 2002:** Policy originally established

#### IV. Policy

DePaul University expects all purchases to be based on genuine need and that unnecessary purchases be avoided at all times. To ensure the best products or services are obtained, some form of cost or process analysis must be made in purchasing decisions.

Price analysis can be accomplished in various ways including the comparison of quotes, market prices and discounts. Costs should be analyzed by reviewing and evaluating each element (eg product, shipping, warranty, etc) for reasonableness, appropriateness and acceptability.

For any purchases of goods or services over \$25,000, a competitive bid must be conducted and the basis for the vendor selection documented. The \$25,000 amount encompasses all costs that may occur during the term of the contract (e.g. not a smaller subset of the contract).

A competitive bid can be obtained through one of the following methods:

- Written quotes are received from multiple companies, either through contacting companies directly or review of printed/online catalogs or other materials
- A Request for Proposal (RFP) is conducted and responses are evaluated

All bid documents for purchase must be kept on file as these records are subject to audit. Procurement Services is available to assist with bidding and vendor selection as needed.

#### **Competitive Bidding Exceptions**

Purchases made from preferred vendors, as listed on the Procurement Services website, are exempt from the competitive bid process.

Additionally, exceptions may be approved by Procurement Services prior to purchase, in the following situations:

- Products or services specifically named in a grant or contract
- Products or services necessary to be compatible with existing goods on campus
- Unique purchases that no other vendors offer a comparable product or service
- The order is time-sensitive and critical to university business
- Purchases that an executive officer has approved without a bid
- Other reasons, as approved by Procurement Services

Purchases that fall under a master service agreement are also exempt from this process, so long as the master service agreement is bid at the expiration of its term. A copy of the master service agreement should be on file with Procurement Services.

Documentation relating to the exception must be kept on file as these records are subject to review and audit by both internal and external parties.

#### **Special Considerations**

Some types of purchases may have additional restrictions (e.g. construction must be coordinated with Facility Operations; purchases over \$50,000 require contract review). Review the [Purchasing Requirements](#) policy for a listing of these types of purchases.

### **Related Policies**

Departments should also be familiar with the following policies relating to vendor selection:

- [Contract Requirements and Procedures](#)
- [Purchasing Requirements](#)
- [Vendor Selection](#)

### **Exceptions**

Any exceptions to this policy must be approved by the Director of Procurement Services.

## **V. Procedures**

### **Obtaining Quotes**

Quotes are generally obtained when purchasing a product or service that is fairly straightforward (eg furniture orders, common consulting requests, etc). The department may call prospective vendors and ask for a quote or review material in catalogs or online.

In general, at least three written quotes should be obtained to ensure that best pricing/service is received.

### **Conducting an RFP Process**

An RFP is generally conducted for large, complex purchases (eg selecting a vendor to handle the university's banking services, complex consulting relationship or purchases that impact multiple areas of the university).

A typical RFP process includes:

- Selection of prospective vendors
- Drafting of RFP and purchase specifications/questions
- Distribution of RFP to prospective vendors or public posting
- Review and evaluation of vendor responses
- Follow-up meetings with finalists (if needed)
- Final selection and contract negotiation

Procurement Services provides general RFP templates online and is available to assist in these processes or in any case where purchasing assistance is needed.

## **VI. Division Collaborations**

None

## **VI. Contact Information**

### **Procurement Services**

(312) 362-7510

[procurement@depaul.edu](mailto:procurement@depaul.edu)

## **VII. Appendices**

- Purchases over \$25,000 Bid Form
- RFP and RFQ Templates



## DePaul University Policies & Procedures Manual

General Information		
<b>Title</b> Vendor Selection		<b>Category</b> Financial Affairs
<b>Responsible Department</b> Procurement Services	<b>Responsible Officer</b> Director	<b>Effective Date</b> July 1, 2009
<b>Last Reviewed</b>		<b>Date</b>
<b>Last Revised</b>		<b>Date</b>

Approval Process	
This section to be filled in by the Office of the Secretary	<b>Date</b>
	<b>Date</b>
	<b>Date</b>

### I. General Scope

The following categories of the University community should be familiar with this policy:

- Executive Officers
- Vice Presidents
- Deans
- Budget Managers

### II. Scope Details

This policy affects all individuals who have authority to spend university funds.

### III. Policy Summary

This policy details the vendor selection process, use of preferred vendors, minority/women owned vendors and the new vendor approval process.

### IV. Policy History

- **July 1, 2009:** Renamed to “Vendor Selection” and expanded upon the Preferred Vendors, Women/Minority Vendors and New Vendor sections
- **August 30, 2007:** Minor changes reflecting Diversity policies.
- **5/02/2006:** Policy updated by J. Bromberek and C. Einsele to combine the Use of New Vendors policy with the Vendor Selection and Preferred Vendors policy as well as update information on the new vendor process.
- **11/4/2002:** Controller
- **January 01, 2002:** Policy originally established

## IV. Policy

### Vendor Selection

Whenever possible, university departments should select a preferred vendor for their purchasing needs. These vendors provide a high level of value to DePaul and should be utilized for most purchases. If a preferred vendor is unable to fulfill the requirements of the purchase, departments may select an alternate vendor.

For purchases or contracts over \$25,000 the vendor selection process must take place through a bid or be an approved exception.

Procurement Services may, in rare cases and after consultation with the requesting department, choose an alternate vendor, re-evaluate costs, change delivery method, renegotiate general contract terms or alter other business terms so that they are more favorable to the university.

### Preferred Vendors

Procurement Services maintains relationships with preferred vendors who have negotiated contracts with the university and generally provide lower costs, higher quality or other benefits over competitors.

Using preferred vendors helps generate greater purchasing power for the university which helps with future negotiations. Additionally, preferred vendors are familiar with university processes and are generally able to provide easy, seamless purchases.

A complete list of preferred vendors can be found at the [Procurement Services website](#).

### Women and Minority Owned Vendors

In support of creating a diverse and representative vendor base which reflects DePaul's commitment to equal opportunity, Procurement Services maintains a listing of minority and women owned businesses that have been utilized in the past as well as instructions on how to search the vendor database for such vendors.

The list can be found at the [Procurement Services website](#) as well instructions on how to search the vendor database.

### New Vendors

For purchases that require individual or unique needs and are not offered by a preferred vendor, departments may select one that best meets their needs. When selecting a new vendor, departments should take into account factors that provide value, such as:

- Quality of products/services
- Price (including shipping, warranties, additional fees, etc)
- Services provided
- Delivery times
- Billing methods and payment terms
- Ownership structure

- Company stability
- Company location

All new vendors must be authorized by Procurement Services or Accounts Payable prior to use. New vendors are required to fill out a vendor information form that is used to determine vendor status (e.g. vendor, consultant, employee, etc.) and appropriate payment method. In general, the vendor is asked for the following information:

- Federal identification number
- Order and remit address information
- Minority business information
- Vendor tax-status determination questions

A completed and signed form from the vendor must be on file with Procurement Services or Accounts Payable before any payment can be authorized.

New international vendors have special requirements associated with their approval and can take several weeks to be approved. Departments should contact Accounts Payable as early in the process as possible to begin the review.

#### **Related Policies**

Departments should also be familiar with the following policies relating to vendor selection:

- [Competitive Bidding](#)
- [Contract Requirements and Procedures](#)
- [Purchasing Guidelines](#)

#### **Exceptions**

Any exceptions to this policy must be approved by the Director of Procurement Services.

### **V. Procedures**

N/A

### **VI. Division Collaborations**

Accounts Payable

### **VI. Contact Information**

#### **Procurement Services**

(312) 362-7510

[procurement@depaul.edu](mailto:procurement@depaul.edu)

#### **Accounts Payable**

(312) 362-5336

[accountspayable@depaul.edu](mailto:accountspayable@depaul.edu)

### **VII. Appendices**

- [Preferred Vendors](#)
- [Women and Minority Vendors List](#)

- [Women and Minority Vendors Search Instructions](#)

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<b>Title</b> Cellular Telephones		<b>Category</b> Financial Affairs
<b>Responsible Department</b> Procurement Services	<b>Responsible Officer</b> AVP - Office of the Executive Vice President	<b>Effective Date</b> 5/2/2006

## I. General Scope

This policy affects the following groups of the University:

- Executive Offices
- Assoc. / Assist Vice Presidents
- Budget Managers
- Vice Presidents
- Deans

## II. Scope Detail

This policy affects all members of the above groups.

## III. Policy Summary

This policy identifies the requirements and responsibilities of the University's paid cellular telephone program.

## IV. Policy History

**May 02, 2006:** Minor changes, Jeff Bromberek

**November 4, 2002:** Controller

**June 08, 1990:** Policy originally prepared by B. Kalov

## V. Policy Approvals

Minor Changes/No Changes	05/02/2006
Presidential Approval	04/01/2003
Divisional Vice President	03/19/2003
Divisional Vice President	03/19/2003

## VI. Policy

Procurement Services has preferred vendor contracts with cell phone equipment and service providers that provide a means for departments to obtain reduced rates and increased services for employees who are required to have cell phones to successfully perform their job responsibilities. Although the University may establish lowered rates through those contracts, departments are encouraged to review pager and radio options, which may be less expensive, for off-campus or emergency communication needs.

1. In general, the University will only pay for cell service if an employee spends the bulk of his or her time off-campus or 'in the field.' Employees who have multiple offices and are required to travel

between campuses in a single day, may choose to use a personal cell phone as a convenience, but it will not be considered a necessity, nor should it be paid for by the University.

2. Employees who do qualify for university-paid cell phones must sign-up for service with the University's preferred provider. Cell phone charges must be paid with the University ProCard. Each cell-phone user must submit a monthly, itemized report showing detailed cell phone usage (provided as part of the monthly cell phone bill) to their ProCard Approving Official. Reports are subject to audit at any time.
3. Incidental personal use of university-paid cell phones is allowed. Personal cell phones, used occasionally for business calls, can be reimbursed upon presentation of a bill and written description of the call details. The University will only reimburse for the minutes used, and will not cover any monthly service fees.
4. All new service requests should be initiated by the departmental Budget Manager.

Any exceptions to the above policy must be approved by the appropriate department Budget Manager.

### **Personal Phones**

In addition to business related service, the University's contract includes the ability for employees to sign up for individual, personal service. The contract applies to all immediate family members. These orders should be initiated directly with the cell service provider and should be placed on a personal credit card. DePaul University will not be responsible for resolving any equipment or billing disputes on personal cell phones and cell phone service.

## **VII. Procedures**

See the links below for current procedural information

## **VIII. Divisional Collaborations**

None

## **IX. Contact Information**

### **Jeff Bromberek**

Director, Procurement Services

(312) 362-7510

[jbromber@depaul.edu](mailto:jbromber@depaul.edu)

## **X. Appendices**

Information on cellular telephones for business use:

<http://financialaffairs.depaul.edu/procurement/vendors.htm#preferredvendors>

Information on cellular telephones for personal use:

<http://financialaffairs.depaul.edu/procurement/vendors.htm#preferredvendors>



# DePaul University Policies & Procedures Manual

General Information		
<b>Title</b> Leasing (PCs and Other Property)		<b>Category</b> Financial Affairs
<b>Responsible Department</b> Procurement Services	<b>Responsible Officer</b> Director	<b>Effective Date</b> July 1, 2009
<b>Last Reviewed</b>		<b>Date</b>
<b>Last Revised</b>		<b>Date</b>

Approval Process	
This section to be filled in by the Office of the Secretary	<b>Date</b>
	<b>Date</b>
	<b>Date</b>

## I. General Scope

The following categories of the University community should be familiar with this policy:

- Executive Officers
- Vice Presidents
- Deans
- Budget Managers

## II. Scope Details

This policy affects all individuals who have authority to spend university funds.

## III. Policy Summary

Outlines the general requirements of the PC Leasing program and other lease agreements for property.

## IV. Policy History

**July 1, 2009:** Combined Leasing and PC Leasing policies together and updated to bring in-line with current practices.

**May 02, 2006:** Minor changes, Jeff Bromberek

**3/11/2003:** Controller

**February 01, 1995:** Policy originally prepared by K. Jones

## IV. Policy

On occasion, departments will find themselves in a position to consider leasing property (e.g. equipment, furniture, computers, etc.) as an alternative to an outright purchase. Procurement Services offers a standard leasing program for computers. All other lease transactions must be evaluated by Financial Affairs before they are finalized.

### PC Leasing

The PC Leasing program allows departments to lease computer equipment (e.g. desktops, laptops, monitors) for business use. The lease agreement generally lasts for three years.

Lease orders cannot be revoked or modified once the order is submitted. Procurement Services will charge the appropriate budget accounts for lease payments at the beginning of the lease. At the end of the lease, it will be terminated and the equipment returned to the leasing company. Leases cannot be terminated prior to that date.

Departments are responsible for any costs associated with lost or stolen machines as well as damages beyond normal wear and tear.

In certain circumstances, other equipment (e.g. printers, scanners) may be leased under this program. Contact Procurement Services to discuss these options.

### Other Leasing

Leases for other types of equipment must be reviewed by Financial Affairs, regardless of dollar amount, before they can be finalized. These reviews are designed to protect the department initiating the lease as well as the University and include a review of financing options, legal considerations, tax issues and proper accounting.

Upon completion of the Financial Affairs review, leases and other contracts should be forwarded to the Office of the General Counsel by the initiating department in accordance with the [Contract Requirements and Procedures](#) policy.

Once all reviews have been completed and the contract has been finalized, the lessor should return a signed copy of the lease agreement to the Controller's Office.

### Related Policies

Departments should also be familiar with the following policy relating to leasing:

- [Contract Requirements and Procedures](#)

### Exceptions

Any exceptions to this policy must be approved by the Director of Procurement Services.

Exceptions to leases not related to the PC Leasing program must be approved by the University Treasurer, without the need for approval by the Director of Procurement Services.

## V. Procedures

PC Lease orders can be initiated by contacting Procurement Services. Information regarding leasing, available computer models, etc. can be found at the Procurement Services website.

Near the conclusion of the lease, Procurement Services will contact the department to arrange (if needed) for the purchase or lease of a new computer to replace the expiring leased one. Additionally, Procurement will work with the department and Information Services to coordinate the removal of the leased PC so it can be returned to the leasing company.

All other lease agreements should be submitted to the Director of Treasury Operations in the Treasurer's Office for Financial Affairs review and approval prior to any review by the Office of the General Counsel.

The Director of Treasury Services will work with the Controller's Office, Procurement Services, Risk Management, and other areas within Financial Affairs to ensure all relevant business, tax, accounting, and related concerns have received the appropriate review and approval. Specific factors reviewed include:

- Does it qualify as an operating lease or should it be capitalized?
- Is the decision to lease justified economically?
- Does the lease conflict with any existing supplier relationships or internal standards?
- Have all tax and risk management issues been properly considered and accounted for?

Upon the successful completion of the Financial Affairs review, the Director of Treasury Operations gives authorization to the department to proceed with the lease. The department is then responsible, prior to lease finalization, for submitting the lease to the Office of the General Counsel as required by the [Contract Requirements and Procedures](#) policy.

## VI. Division Collaborations

Office of the General Counsel  
Office of the Treasurer

## VI. Contact Information

**Procurement Services**  
(312) 362-7510  
[procurement@depaul.edu](mailto:procurement@depaul.edu)

**Treasury Operations**  
(312) 362-8848  
dstanfo1@depaul.edu

## VII. Appendices

None



## DePaul University Policies & Procedures Manual

### General Information

<b>Title</b> Support and Maintenance Services		<b>Category</b> Financial Affairs
<b>Responsible Department</b> Procurement Services	<b>Responsible Officer</b> Director	<b>Effective Date</b> July 1, 2009
<b>Last Reviewed</b>		<b>Date</b>
<b>Last Revised</b>		<b>Date</b>

### Approval Process

This section to be filled in by the Office of the Secretary	<b>Date</b>
	<b>Date</b>
	<b>Date</b>

### I. General Scope

The following categories of the University community should be familiar with this policy:

- Executive Officers
- Vice Presidents
- Deans
- Budget Managers

### II. Scope Details

This policy affects all individuals who have authority to spend university funds.

### III. Policy Summary

This policy provides guidelines and responsibilities associated with vendor support and/or maintenance contracts.

### IV. Policy History

**July 1, 2009:** Policy was changed to provide a comprehensive set of maintenance and support services and renames the "Equipment Services or Repair Contracts" policy.

**May 2, 2006:** Edits made by J. Bromberek to remove IS service fees information (which are stated in the PC & Printer Warranty policy)

**November 4, 2002:** Controller

**February 1, 1995:** Policy originally prepared by K. Jones

## **IV. Policy**

Much of the equipment that DePaul University owns or leases is covered under a maintenance agreement. Preferred vendors generally have contracted warranty and other support options available as well as including direct access to representatives who can assist with support when needed.

Some specific areas include:

### **Computers**

Procurement Services and Information Services maintain a list of standard computers that are compatible with DePaul systems and software. They are also capable of supporting future upgrades that the university may make to its technology infrastructure. The Technology Contact Center is certified to maintain these machines in case of repairs.

All computer hardware purchased through DePaul's preferred vendors include a standard three or four year agreement. While optional, it is highly recommended that accidental damage coverage be purchased for laptops.

Support for standard computer equipment should be done by first contacting the Technology Contact Center. Non-standard computer equipment in need of repair should be done by contacting the original manufacturer.

### **Furniture**

Most furniture purchased through a preferred vendor comes with long-term support. Contact the furniture vendor directly or Procurement Services for assistance.

### **Copy Machines**

Most copy machines are maintained through the Document Services department. Contact them directly with any support issues.

### **Other Equipment**

For other equipment check with either the Procurement Services office, the vendor it was purchased from, or the original manufacturer. Most products carry a warranty period and can provide support if the needed repairs fall into that period.

### **New Maintenance Agreements**

When considering entering into a service agreement for equipment, departments should contact Procurement Services prior to entering into the contract. Procurement Services will assist in determining if it is covered by another agreement and if the proposed agreement is necessary.

Factors that are taken into consideration when evaluating a service agreement include the complexity of the equipment, the nature of its use, the age of the equipment, how critical its availability is to your operation, and contract cost vs. time/materials cost vs. replacement cost.

### **Related Policies**

Departments should also be familiar with the following policy relating to support agreements:

- [PC and Printer Warranty Policy](#)

**Exceptions**

Any exceptions to this policy must be approved by the Director of Procurement Services.

**V. Procedures**

N/A

**VI. Division Collaborations**

Document Services  
Information Services

**VI. Contact Information**

**Procurement Services**

(312) 362-7510

[procurement@depaul.edu](mailto:procurement@depaul.edu)

**Document Services**

(312) 362-8217

[msherman@depaul.edu](mailto:msherman@depaul.edu)

**Technology Contact Center**

(312) 362-8765

**VII. Appendices**

[DePaul University Preferred Vendors](#)



## DePaul University Policies & Procedures Manual

General Information		
<b>Title</b> Vehicle Acquisition		<b>Category</b> Financial Affairs
<b>Responsible Department</b> Procurement Services	<b>Responsible Officer</b> Director	<b>Effective Date</b> July 1, 2009
<b>Last Reviewed</b>		<b>Date</b>
<b>Last Revised</b>		<b>Date</b>

Approval Process	
This section to be filled in by the Office of the Secretary	<b>Date</b>
	<b>Date</b>
	<b>Date</b>

### I. General Scope

The following categories of the University community should be familiar with this policy:

- Executive Officers
- Vice Presidents
- Deans
- Budget Managers

### II. Scope Details

This policy affects all individuals who have authority to spend university funds.

### III. Policy Summary

This policy explains the basic responsibilities and requirements associated with acquiring or leasing vehicles for University use.

### IV. Policy History

**July 1, 2009:** Minor changes to bring policy up to date with current practices and other existing policies.

**May 02, 2006:** Minor Changes, Jeff Bromberek.

**11/4/2002:** Controller

**January 01, 2002:** Policy originally established

#### **IV. Policy**

Because of special legal and financial requirements, all requests for vehicle purchases or leases must be approved by Procurement Services prior to purchase. Departments are responsible for selecting a vehicle that meets their needs, obtaining paperwork and forwarding original documents to Procurement Services for review, approval and signing.

Procurement Services will coordinate with the Office of Risk Management and Environmental Health & Safety to ensure that insurance, registration and other matters are resolved prior to taking possession of the vehicle.

Departments are responsible for ensuring compliance with all university insurance, licensing, and driver qualification policies. For additional information, see the [University Vehicle, Driver and Travel Safety](#) policy.

##### **Personal Use**

University owned/leased vehicles may not be used for personal business. All university vehicles must be housed on university property when not being used for business purposes. The respective Dean or Vice President must approve any exception to this policy. Any employee exempted from this policy will be subject to IRS income tax reporting. For additional information, see [Vehicles Provided by the University](#) policy

##### **Exceptions**

Any exceptions to this policy must be approved by the Director of Procurement Services. Exceptions relating to personal use of university-owned vehicles must be approved by the Tax Manager in the Controller's Office.

#### **V. Procedures**

N/A

#### **VI. Division Collaborations**

Office of Risk Management and Environmental Health & Safety  
Tax Accounting

#### **VI. Contact Information**

**Procurement Services**  
(312) 362-7510  
[procurement@depaul.edu](mailto:procurement@depaul.edu)

**Office of Risk Management and Environmental Health & Safety**  
(773) 325-4201  
[jgraham5@depaul.edu](mailto:jgraham5@depaul.edu)

#### **VII. Appendices**

None



## DePaul University Policies & Procedures Manual

General Information		
<b>Title</b> Salvage of University Owned Equipment		<b>Category</b> Financial Affairs
<b>Responsible Department</b> Procurement Services	<b>Responsible Officer</b> Director	<b>Effective Date</b> July 1, 2009
<b>Last Reviewed</b>		<b>Date</b>
<b>Last Revised</b>		<b>Date</b>

Approval Process	
This section to be filled in by the Office of the Secretary	<b>Date</b>
	<b>Date</b>
	<b>Date</b>

### I. General Scope

The following categories of the University community should be familiar with this policy:

- Executive Officers
- Vice Presidents
- Deans
- Budget Managers

### II. Scope Details

This policy affects all individuals who have authority to spend university funds.

### III. Policy Summary

This policy explains the liquidation process for assets no longer used by a department within the University.

### IV. Policy History

**July 1, 2009:** Policy updated to provide examples of salvageable equipment and rename” to “Salvage of University Owned Equipment”

**May 02, 2006:** Policy updated by J. Bromberek to reflect that disbursement of funds gained from the salvage program may be distributed to departments only at the discretion of Procurement Services.

**June 01, 2003:** Further revisions by J. Bethke in elaborating on appropriate methods of disposal, outlining how salvage credits are distributed, and referencing a newly revised form

**March 2003:** Substantial revisions by J. Bethke

**February 1988:** Policy originally prepared by K. Jones

## IV. Policy

Equipment and assets purchased with university funds, or with funds obtained by a department because of its connection to DePaul (e.g., donations or grants), are the property of DePaul University and Procurement Services holds responsibility for their disposal.

### Types of Equipment

Items that are no longer needed are evaluated by Procurement Services to determine the appropriate method of disposal through the Salvage Program. Typical items that may be disposed of through this program include:

#### Artwork

All artwork must be disposed of in accordance with the [University Art Museum Deaccession](#) policy. Artwork not maintained by the University Art Gallery may be submitted through an Asset Disposal form and Procurement Services will work with the Art Gallery to ensure it is properly handled.

#### Audio/Video Equipment

Audio/video equipment (e.g. televisions, DVD players, cameras) must be disposed of through the Salvage Program.

#### Cell Phones

All cell phones (e.g. cell phones, smart phones, PDA's) must be disposed of through the Salvage Program. Desk phones (e.g. Meridian, Nortel land-line phones) should be salvaged through Information Services

#### Computers and other technology

All technology (e.g. computers, printers) purchases must be put through the salvage program. Procurement Services will ensure that any sensitive data is erased prior to disposal.

Note that all leased equipment must be returned to the leasing company and should not be salvaged. Procurement Services facilitates the return process and will contact the department near the end of the lease.

#### Furniture and Appliances

Departments with unneeded furniture items should contact Facility Operations first to see if it can be reallocated. If there is no need for the furniture within the university, an Asset Disposal form can be filled out and the furniture disposed of through Procurement Services.

Regardless of the above, Facility Operations is authorized to reallocate, store, or dispose of unneeded furniture.

#### Vehicles

All vehicles must be disposed of through the Salvage Program.

### **Other Equipment**

If you are unsure about how to properly dispose of equipment, contact Procurement Services.

Small office supplies (e.g. binders, staplers, pens) can be disposed of per department procedures. They are not required to go through the Salvage Program.

### **Donated Items**

All items that were donated to the university should be marked as such when filling out the salvage form. Either the disposing department or Procurement Services will check with the Tax Manager in the Controller's Office prior to disposing of such items, as there may be tax reporting obligations.

### **Grant Items**

All items that were purchased on a grant should be marked as such (with the grant number) when filling out the salvage form. Procurement Services will work with Restricted Accounting or the Office of Sponsored Programs & Research to ensure proper disposal methods.

### **Capitalized Items**

Procurement Services will coordinate with Financial Accounting to ensure that the disposal of capitalized assets is accounted for appropriately.

### **Disposal Methods**

Once received, Procurement Services will review the items and determine the appropriate method of disposal based on the item's nature, condition, and estimated value. Common methods of disposal include:

- Reallocation to another department within the university
- Sale via the online Salvage Store
- Donation to an appropriate non-profit charity
- Discard or recycle in a manner consistent with local, state and federal guidelines.

Departments are not at liberty to sell, donate, or discard equipment or assets without the prior authorization of Procurement Services. Inappropriate methods of disposal include:

- Placing items in the trash
- Taking equipment or assets home for personal use
- Giving items to students or faculty or staff members
- Donating equipment or assets without appropriate approval
- Selling equipment to faculty, staff, or students without appropriate approval

### **Related Policies**

Departments should also be familiar with the following policy relating to the Salvage Program:

- [Leases \(PCs and Other Property\)](#)
- [University Art Museum Deaccession](#)

### **Exceptions**

Any exceptions to this policy must be approved by the Director of Procurement Services.

## **V. Procedures**

Departments with items they no longer need should fill out the Asset Disposal form, found on the

Procurement Services website.

Once received, Procurement Services will either authorize disposal by the department or move the equipment to its office for evaluation and determination of an appropriate method of disposal.

## **VI. Division Collaborations**

Facility Operations  
Office of Sponsored Programs & Research  
Restricted Accounting  
Tax Accounting  
University Art Gallery

## **VI. Contact Information**

**Procurement Services**  
(312) 362-7510  
[procurement@depaul.edu](mailto:procurement@depaul.edu)

## **VII. Appendices**

[Asset Disposal Form](#)  
[Salvage Store](#)

[Back](#)

<b>Title</b> Procurement Card		<b>Category</b> Financial Affairs
<b>Responsible Department</b> Procurement Services	<b>Responsible Officer</b> AVP, Office of the Executive Vice President	<b>Effective Date</b> 2/6/2009

## I. General Scope

This policy affects the following groups of the University:

- Executive Offices
- Full-Time Staff
- Full-Time Faculty
- Budget Managers

## II. Scope Detail

This policy affects all members of the above groups.

## III. Policy Summary

This policy outlines the basic requirements, limitations, and responsibilities associated with the university Procurement Card program.

## IV. Policy History

### February 05, 2009:

Minor changes - Approval Timeline updated to include IRS regulations.

### October 02, 2007:

Policy revised to better clarify the ProCard program, its rules and responsibilities and bring the policy up to date with the ProCard Handbook

**June 29, 2006:** Policy updated by Jeff Bromberek with changes to restrictions, responsibilities and consequences

**May 02, 2006:** Minor changes, Jeff Bromberek

**March 23, 2004:** Jeff Bethke - Director of Procurement

**August 05, 2005:** Changes made by Jeff Bromberek, Procurement Services, to increase ProCards limits to \$2,500 and allow travel/entertainment expenses.

**March 01, 2004:** Policy revisions by Cheryl Einsele, Payment Manager. The policy is being revised to accommodate the additional set of reviews needed for university employee expenditures. An employee's supervisor is responsible for reviewing and giving written approval for expenses incurred by his or her employees.

**January 01, 2002:** Policy originally established

## V. Policy Approvals

Minor Changes/No Changes	02/06/2009
Minor Changes/No Changes	05/04/2007
Minor Changes/No Changes	06/29/2006

Minor Changes/No Changes	05/02/2006
Deferred Approval	08/08/2005
Divisional Vice President	
Presidential Approval	08/24/2004
Divisional Vice President	07/22/2004
Presidential Approval	04/01/2003
Divisional Vice President	03/19/2003

## VI. Policy

### Background

DePaul University makes a ProCard available to university employees to provide them with the flexibility to quickly and easily obtain goods and services while allowing departments to maintain control over these purchases. The program streamlines small dollar-value purchases to improve efficiency and reduce administrative costs.

### Enrollment in the ProCard Program

Full-time faculty and staff are eligible to enroll in the ProCard program by filling out an application with an appropriate signature from their approving official. Additionally, applicants must submit to a criminal background check, in accordance with the [Criminal Background Checks - Pre-employment policy](#), where prior felonies of a financial nature may disqualify the applicant from ProCard eligibility.

All new cardholders must complete ProCard training (which includes usage of the card, rules and restrictions, and the Pathway system) before the card is released.

### Rules and Restrictions

Acceptance and use of the ProCard requires that the cardholder abide by all rules and restrictions listed in the Procurement Card policy and in the Employee Acknowledgement of Responsibilities. These include restrictions on spend and transaction counts, purchasing restrictions, receipt retention requirements and proper documentation of transactions.

#### Spend and Transaction Counts

In general, the ProCard is limited to \$2,500 per transaction and \$10,000 per cycle and limits the number of transactions at 25 per day and 50 per cycle. These limits can be changed at the written request of the approving official and approval by Procurement Services.

#### Purchasing Restrictions

Restrictions relating to purchases placed on the ProCard include:

- q The ProCard is only authorized for DePaul expenses and cannot be used for personal expenses
- q Card sharing is not allowed
- q Technology purchases (desktops, laptops, printers, networking equipment, software and related accessories) are limited to \$500. Items above \$500 require a requisition
- q Gift cards or other taxable expenses (e.g. parking passes, club memberships, etc) cannot be purchased via the ProCard unless pre-approved by Accounts Payable
- q Splitting purchases to circumvent transaction limits is not allowed
- q Sales tax generally should not be applied to ProCard transactions as DePaul is a not-for-profit institution
- q ProCards cannot be used for consulting services
- q ProCards cannot be used for leasing expenses
- q Cardholders may not purchase travel/entertainment items for their approving official's individual use
- q Purchases that cross fiscal years must be reported to Financial Accounting via the ProCard Prepaid form available online
- q Cardholders are not to use the ProCard to purchase items that will be charged against a sponsored program unless they are in accordance with the terms of that specific grant or contract

Additional details and examples of the above restrictions can be found in the ProCard Handbook.

### Receipt Retention Requirements

Original receipts for all transactions must be kept on file for a minimum of seven years.

### Proper Documentation of Transactions

All transactions on the ProCard must be properly documented within the Pathway system in order to comply with DePaul policy and IRS rules. This includes documenting any credits/refunds and transaction fees. Some specific guidelines for documentation include:

- q All transactions require a business purpose
- q Travel, hotel stays and conference registrations also require the dates of the trip or event
- q Meals and entertainment expenses also require the names/titles/company/DePaul affiliations for all attendees

### **Cardholder Responsibilities**

The role of the cardholder is to make purchases according to the established restrictions listed above. The responsibilities of the cardholder include:

- q Ensure all purchases are appropriate and fit the university's needs
- q Ensure all restrictions and appropriate policies are followed properly
- q Ensure receipts are maintained in accordance with departmental procedures
- q Contact the bank immediately if a card is lost or stolen
- q Properly document all transactions within the Pathway system
- q Review default allocation of transactions to the PeopleSoft chartfield combination and make appropriate changes
- q Submit reports online to the approving official for review of transactions
- q Submit receipts to the approving official when requested or when online supporting documentation provided by vendor is not sufficient to ascertain the nature of the transaction
- q Surrender the ProCard upon termination of employment, whether for retirement, voluntary separation, resignation, or dismissal; ProCards are not transferable
- q Protect and secure the ProCard just as any other asset. The ProCard exposes the university to liability for all transactions made up to the date and time it is reported lost or stolen

### **Approving Official Responsibilities**

The role of the approving official is to ensure cardholder's compliance with university policies and ProCard restrictions. These responsibilities include:

- q Review and approve all forms with respect to the enrollment of the Procurement Card program by a cardholder
- q Review submitted reports for proper documentation, appropriateness of expenses and proper chartfield allocation
- q Review submitted reports for appropriate online documentation provided by vendor (or request receipts when online documentation is not sufficient to ascertain nature of transaction), proper documentation, appropriateness of expenses and proper chartfield allocation
- q Ensure that cardholders adhere to the guidelines outlined in the Procurement Card policy and provide disciplinary action whenever necessary
- q Follow up with cardholders who have not submitted their report for review
- q Reject reports that do not meet these requirements and approve reports that do
- q Report any suspected fraud to Procurement Services and Internal Audit
- q Obtain the ProCard upon termination of the cardholder's employment, whether for retirement, voluntary separation, resignation, or dismissal and notify Procurement Services within two business days

### Responsibilities of Approving Officials for Cardholders on Leave

If a cardholder goes on leave (maternity, FLMA, military, etc.), the approving official is responsible for notifying Procurement Services so that the card can be temporarily suspended. Once the cardholder returns, the card will be restored to its normal privileges.

If charges occurred on the card prior to the leave, but before the cycle closes, the ProCard Coordinator will submit statements on the cardholder's behalf so the approving official can enter comments and approve the statement.

### **Approval Timeline**

All transactions should be submitted by the cardholder and approved by an approving official in a timely fashion. In general, this should take place within two weeks following the close of a cycle. Procurement Services regularly distributes deadline information and publishes these dates online as well.

Notwithstanding the above requirements, all transactions must be commented with a valid business purpose and be submitted online within 60 days of the date the expense(s) were incurred to meet IRS regulations.

### **Lost/Stolen Cards**

To report a card lost or stolen, contact the bank immediately at (800) 316-6056. Cardholders may be held liable for charges made on the card if it was not reported in a timely manner.

### **Rejected Statements**

Approving officials who do not approve of any or all transactions on a cardholder's statement should reject it. However, all statements must eventually be approved. To meet this requirement, one of the following scenarios should take place:

1. The concern is fixed (eg comments are entered, expense is explained)
2. The cardholder reimburses the university for an unapproved expense, and Procurement Services is notified
3. Disciplinary action is taken in accordance with Human Resources policies

### **Violation Consequences**

A ProCard may be revoked for failure to adhere to this policy or the Agreement to Accept form. ProCards may also be revoked at the discretion of the Director of Procurement Services at any time.

Cardholders may be held personally responsible for any inappropriate expenses and may be required to pay back the university. Misappropriation of university funds may also result in further disciplinary action, up to and including termination of employment.

### **Determination of Approving Official**

Approving Officials are determined as follows:

- **President's Expenditures:**  
Review of Employee Expenditure Reimbursements, ProCard expenses and Travel & Entertainment for the President will be approved by either the Provost or Executive Vice President.
- **EVP/Provost Expenditures:**  
Review of Employee Expenditure Reimbursements, ProCard expenses and Travel & Entertainment for the Provost and Executive Vice President will be approved by the President. In his/her absence, the Provost may approve for the Executive Vice President and vice versa.
- **University Officers, Vice President & Dean Expenditures:**  
Review of Employee Expenditure Reimbursements, ProCard expenses and Travel & Entertainment for the Vice Presidents and Deans will be approved by the Provost/Executive Vice President of their respective areas or their designee. The President will approve expenses for his/her direct report reports.
- **All Other Management or Budget Managers:**  
Review of employee expenditure reimbursements, ProCard expenses and travel & entertainment for all other levels of management or budget managers will receive approval from a supervisor. Officers may have a designee in place to facilitate the review and approval process

## Exceptions

Any exceptions to this policy must be approved by the Director of Procurement Services.

## VII. Procedures

Information relating to using the ProCard, the Pathway system and reporting tools available to departments is included in the ProCard Handbook.

## VIII. Divisional Collaborations

Accounts Payable

## IX. Contact Information

### Jeff Bromberek

Director, Procurement Services

(312) 362-7510

[jbromber@depaul.edu](mailto:jbromber@depaul.edu)

## X. Appendices

### ProCard Handbook

<http://financialaffairs.depaul.edu/procurement/documents/ProCard-Handbook.pdf>

### Transaction Notes Best Practices Guide

<http://financialaffairs.depaul.edu/procurement/guides.html>

### Application and Other Forms

<http://financialaffairs.depaul.edu/forms/forms-procard.html>

### Procurement Services Website

<http://financialaffairs.depaul.edu/procurement>

### Procurement Services Calendar (including ProCard edit deadlines)

<http://financialaffairs.depaul.edu/calendar.html>

### Criminal Background Checks - Pre-employment Policy

<http://policies.depaul.edu/policy/policy.aspx?pid=225>