Date: August 15, 2019  
To: Distribution  
From: J. Mandel  
Subject: Procurement Procedure Changes  
Attachments:  
(1) Supplementary Spending Guidelines  
(2) Aramark catering request process  
(3) Outline Agreement Request form  
(4) Creating a personal vendor list  
(5) Food and Gift Approval Forms (revised)

Beginning this fiscal year (19/20) there are several changes to procurement procedures associated with Public Funds Spending Guidelines that will go into effect. These changes are designed to streamline processes and increase flexibility. Helpful information on outline agreements and creating personal vendor lists. Please contact the Procurement Department with questions.

PUBLIC FUNDS SPENDING GUIDELINES CHANGES

Supplementary Spending Guidelines

The Pennsylvania State System of Higher Education Expenditure of Public Funds-Guidelines, Standards, and Limits, Policies/Procedures and Supplementary Information, section L.5b Gifts and Awards to Students has been changed to raise the limit from $25 to $50 (see below)

Students (for outstanding service or achievement)

- Use of public funds is allowed to purchase certificates, plaques, and/or gift cards, preferably to the University Store (not to exceed $50). Certificates and plaques should specify the recipient and the type of recognition (through printing or engraving). Requests to purchase gifts and awards must be made via the Justification/Approval for Gift, Award, and Promotional Purchases form.

See approved guidelines in Attachment (1) and at link below.
https://intranet.bloomu.edu/documents/fin_bus_svcS/SpendingGuidelineSupplementary.pdf

Gift Form Submittals

Current Practice:  
1. Requester fills out form with request, cost, vendor and justification  
2. Approved by Dean/VP  
3. Sent to Procurement  
4. Procurement reviews for compliance with spending guidelines  
5. Provides requester rush order number (RO#)  
6. End user enters purchase requisition (PR) with gift form attached and sends original invoice to AP after items received.
New Process:

1. Requester fills out form with request, cost, vendor and justification
2. Spending Guideline compliance Verified & Approved by VP (approval indicates that the expenditure is in compliance with the spending guidelines; random audits will be conducted)
3. Enter a PR with approved gift form attached or utilizes Pcard to $50/transaction
4. Procurement issues PO to vendor
5. Invoice sent to AP (AP does not need copy of gift form)

The revised form can be found at: https://intranet.bloomu.edu/documents/fin_bus_svcsc/GiftAwardPromotionalForm.pdf

Food Form Submittals

Current Practice:

1. Requester fills out form with request, cost, vendor and justification
2. Approved by Dean/VP
3. Sent to Procurement
4. Procurement reviews for compliance with spending guidelines
5. Provides requester rush order number (RO#)
6. After event/meeting, requester enters purchase requisition (PR) and sends original invoice to Procurement Department

New Process:

1. Requester fills out form with request, cost, vendor and justification
2. Approved by Dean/VP (approval indicates that the expenditure is in compliance with the spending guidelines; random audits will be conducted)
3. Options (for Non-Aramark food purchases)
   a. Use Pcard or Food Card (attach food form with section 2 completed and receipt to reconciliation)
   b. Set up fiscal year blankets for specific vendors
      i. Enter purchase requisition (PR). When users enter a PR, send Accounts Payable the invoice and food form

The revised form can be found at: https://intranet.bloomu.edu/documents/fin_bus_svcsc/Approval_FoodPurch.pdf

If ordering from Aramark, please reference the revised Aramark catering request process – Attachment (2).

Outline Agreements

Attached is an outline agreement request form that should be utilized for new contracts where recurring services may be required. Some reminders – an outline agreement:

1. Does not encumber funds
2. By creating Service Purchase Outline Agreements, it is easier to increase purchase orders (POs) subsequently, if needed
3. The agreement can be created for multiple years (no more than 5 years)

See Attachment (3) for Outline Agreement Request Form.

**Creating a Personal Vendor List**

Several weeks ago we advised end users to submit a form accompanied W9 and ACH information. As a reminder, users can create their own personal vendor list for those used on a recurring basis. Please see Attachment (4) for instructions.
Pennsylvania State System of Higher Education
Expenditure of Public Funds-Guidelines, Standards, and Limits
Policies/Procedures and Supplementary Information

The Pennsylvania State System of Higher Education (PASSHE) Expenditures of Public Funds Guidelines, Standards, and Limits ("guidelines"), as referenced in PASSHE BOG Policy 2010-01-A: Expenditures of Public Funds, require PASSHE universities to develop certain policies/procedures related to the use of public funds. Bloomsburg University follows PASSHE BOG Policy 2010-01-A. The procedures and supplementary information outlined below are specific to Bloomsburg University and correspond to the section numbers contained in the PASSHE guidelines. For sections of the guidelines where supplementary information is not included below, refer directly to the guidelines.

Bloomsburg University Procedures and Supplementation Information

K. Expenditures for Food
All requests to purchase food for allowable events, as outlined in the guideline, must be made via the Justification/Approval for Food Purchases form. The purpose of this form is to ensure consistency, adequate documentation, and appropriate approvals.

K.8. Employee Recognition Events
The annual Faculty Staff Appreciation event coordinated by the Human Resources department is the only employee recognition event where the purchase of food with public funds is authorized.

K.11 Food and Kitchen Supplies in the Office
Water service will only be allowed in areas where potable water is unavailable or where it is provided expressly for the purpose of greeting students, parents, or outside visitors.

L. Gifts and Awards (includes promotional items)
All requests to purchase gifts and awards, as outlined in the guideline, must be made via the Justification/Approval for Gift, Award, and Promotional Purchases form. The purpose of this form is to ensure consistency, adequate documentation, and appropriate approvals.

L.2. Greeting Cards
Only the President will be authorized to use public funds to send official cards (greeting, holiday, sympathy, etc.) on behalf of the university.
L.2. Invitations to Official University Events
For purposes of this procedure, managers on the President’s Leadership Council may request use of public funds to send invitations to university events. Request must be made via the Justification/Approval for Gift, Award, and Promotional Purchases form and will require the President’s (or designee) approval.

L.3. Employee Awards
The annual Faculty Staff Appreciation event coordinated by the Human Resources department is the only employee recognition event where the purchase of awards using public funds is authorized. The maximum amount of an award may not exceed $100 and should be a university logo item or other non-cash award.

L.5b and c. Gifts and Awards to Students and Others
Students (for outstanding service or achievement)
• Use of public funds is allowed to purchase certificates, plaques, and/or gift cards, preferably to the University Store (not to exceed $50). Certificates and plaques should specify the recipient and the type of recognition (through printing or engraving). Requests to purchase gifts and awards must be made via the Justification/Approval for Gift, Award, and Promotional Purchases form.

Others (for outstanding service or achievement; honorariums for an unpaid speaker/performer; gift exchange with an international college or university)
• Use of public funds to purchase non-cash gifts and awards of no greater than $100 to recognize outstanding service or achievement by a volunteer, alumnus, community member, official visitor, or other friend of the university is allowed. Every attempt should be made to specify the recipient and the type of recognition (through printing or engraving). If recognition and award items are not engraved, they should include a Bloomsburg University logo and be relevant to the reason why the gift/award is being given. Requests to purchase gifts and awards must be made via the Justification/Approval for Gift, Award, and Promotional Purchases form.

S. Expenditures on Behalf of Student Associations
Departments may only use public funds to augment the activity (i.e. field trip or other activity) of the student government association (CGA) if the activity is part of an official university academic or student support program. Requests to fund student government association activities must be made in accordance with the Departmental Funding of Student Organizations procedures.

Approved:

Dr. Bashar W. Hanna, President

8/15/2019

Date
Food Catering – Aramark – As Is

1. Dept. desires Aramark catering for event
2. Dept. completes Food Request form
3. Dean/VP approves
4. Dept. admin requests RO# from Procurement
5. Procurement reviews Food Form
6. Approves
7. Dept. Admin completes CaterTrax request and provides RO# as reference
8. Aramark provides catering service
9. Dept. admin enters purchase req (PR) referencing RO# in header text (attach Food Form and invoice)
10. End user approves invoice and sends to Accounts Payable (AP)
11. Accounts Payable (AP) provides approved invoice to Procurement
12. Procurement creates Purchase Order (PO) (Procurement ref RO# on invoice and takes to AP)
13. Accounts Payable (AP) pays invoice (Check)
14. End

Food Catering – Aramark – To Be

1. Dept. desires Aramark catering for event
2. Dept. completes Food Request form
3. Dean/VP approves
4. Dept. Admin completes CaterTrax request (use any 10 digits in PO # field as PO issued later) (if <48 hours lead-time, Aramark enters)
5. Dept. enters Purchase Req (PR) (attach catering estimate and Food Form)
6. Aramark provides catering service
7. Aramark:
   1. Submits invoice to AP (via email with PO#)
   2. Updates CaterTrax request with PO#
8. End user approves invoice via email
9. Accounts Payable (AP) pays invoice (via ACH)
10. End

Notes:
1. If the cost of the event exceeds original estimate/quote, contact Dept. for confirmation and adjust PO accordingly.
Bloomsburg University
Outline Agreement Request Form
New / Renewal (circle one)

Department(s): __________________________ Cost Center: __________________________

Requested by: __________________________ Current Contract Amount: $______________

Previous or Current Year OA #: __________________________

Effective Date: _______________ Expiration Date: _______________

Dollar Amount needed for one (1) year: $________________________
(Note: No funds are encumbered on an OA)

Vendor Information (Name/Address/Contact Person/Phone/Fax/Email):

Name: __________________________ Contact Person: __________________________

Street: __________________________ City: ______________ State/Zip Code: ____________

Email: __________________________ Phone#: ______________ Fax#: ______________

Vendor Terms & Conditions (must be attached if applicable): YES____ NO____

Statement of Work:

[Blank space for statement of work]

Justification (for non-encumbered service contract):

[Blank space for justification]

Dean/Director: __________________________

(Signature & Title)

Date: __________________________

Signature of Person Requesting Services: __________________________
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Setting up a Personal Vendor List

This can be done by using any of the following transactions:
  ➢ Display Vendor (MK03)
  ➢ Display Purchase Requisition (ME23N)
  ➢ Create Purchase Requisition (ME51N)

For purposes of this instructional document, we’ll follow the steps by using transaction ME23N (display purchase requisition).

Search for a Vendor to Add to your Personal List

  ➢ Open ME23N
  ➢ Open a previous purchase requisition.
  ➢ Click on the search button in the Vendor field, as circled below.
Search for a Vendor to Add to your Personal List (Continued)

When the following window appears, search for the vendor you wish to add to your personal list. In the example below, we’re searching for Miller’s Office Supply in downtown Bloomsburg.

- Be sure you are using the Vendors: Purchasing tab. (See tip below.)
- You can enter a vendor name in the Name field with an * before and after the name.
- Press Enter or click the green icon to proceed with your search.

**Tip!** Click on the icon all the way to the right to see a listing of all available top tabs. For this exercise, use the Vendors: Purchasing tab.

*If you need a refresher on doing vendor searches, please refer to the purchasing training manual section called Creating A Purchase Requisition. This can be found on page 18 of this document* [http://ot.bloomu.edu/Documents/SAP/PDF/Purchasing062005.pdf](http://ot.bloomu.edu/Documents/SAP/PDF/Purchasing062005.pdf)
Highlight the Vendor You Wish to Add to Your List

Note: Call Purchasing Department to be sure the vendor is one we use or verify using ZM08 report.

After highlighting the vendor you wish to add, click on personal list icon (circled below).

How Your Personal List Displays

The next time you go into vendor search, your personal list will automatically be displayed.

Click on the bar with the down arrow if you need to do a new vendor search. That will open the search field so you can search as usual.

Add as many vendors to your personal list as you like. These will carry through to other transactions where you do vendor searches (MK03, ME23N, ME51N).
Justification/Approval for Food Purchases

Complete this form and obtain approval prior to purchasing meal services for university functions. Please use commitment item 665114 for food services contracted with Aramark or 665130 for other allowable food and restaurant purchases on all payment documents. For meals in conjunction with sit down business meetings with external parties please use the Business Meeting Meal Payment Voucher.

SECTION 1
Complete prior to the event and forward to the Vice President (VP)/Dean for esignature.

Responsible Employee: ____________________________ Date Prepared: ____________
Requesting Dept: ____________________________ Requesting Dept Funds Center: ____________

Event Information

Event Title: ____________________________ Event Date: ____________
Event Place: ____________________________ Event Start Time: 6:00 AM
Event Type: Business Meetings with External Parties (pg 4 - Sect)

Business Purpose of Event:

Justification:

SECTION 2
Complete after the event and include with payment request.

Actual Participant Information

<table>
<thead>
<tr>
<th>Participant Name</th>
<th>Affiliation/Group</th>
<th>Participant Name</th>
<th>Affiliation/Group</th>
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Approximate number in attendance if more than 10:

* For groups larger than 10 please attach a brief explanation of attendees.

Signature of Employee Responsible for Request:
I certify funds were spent according to university guidelines and not for personal benefit of the employee or other individuals. I understand the misuse of university funds may result in disciplinary action.

Signature: ____________________________ Date: ____________

Version 8/15/19
**Instructions for Justification/Approval for Food Purchases Form**

* **Responsible Employee** is defined as the individual responsible for the event.

1. This form should be completed and approved **prior** to purchasing food for university functions.

Form must be used for the following events. The associated Spending Guideline page and section are referenced next to each event type:

   a. Official University Function (pg 4 - Sect 1);
   b. Evening Reception (pg 4 - Sect 3);
   c. Staff Retreat, Workshop, and Training (pg 4 - Sect 4);
   d. Overtime and Extraordinary Circumstance (pg 5 - Sect 5);
   e. Meeting and Other Event with students (pg 5 - Sect 6);
   f. Holiday Reception and Employee Picnic (pg 5 - Sect 7);
   g. Employee Recognition Events (Human Resources Only) (pg 5 - Sect 8).

2. **SECTION 1:**
   a. Responsible employee completes section 1 prior to the event;
   b. The completed form is then emailed to the appropriate Vice President (VP)/Dean for esignature approval;
   c. Enter a purchase request
   d. Attach signed form along with catertrax request form to purchase request;
   e. Purchasing will issue purchase order; and email it to Aramark.

3. **SECTION 2:**
   a. Responsible employee completes section 2 after the event;
   b. Forward all payment documentation (invoice(s), itemized receipt(s), etc.), including the completed form, to accounts payable.
   c. Purchase Request:
      1. Forward all supporting documentation to Accounts Payable department for processing;
      2. **Failure to include a completed Justification/Approval for Food Purchases Form will delay payment.**
   d. Food purchasing card purchases:
      1. Attach the Justification/Approval for Food Purchases Form to the corresponding receipt;
         a. Each form does not need to be signed for each purchase;
         b. The prevailing approval will be the signed purchasing card reconciliation;
         c. A completed Justification/Approval for Food Purchases Form is necessary to maintain the appropriate documentation as required by the Spending Guidelines.

4. **NOTE:** If actual attendance/costs are significantly different from the estimates, the purchasing department may contact the responsible employee for further justification.

5. Proper authorization must be obtained; the responsible employee of the form cannot be the approver.

6. Contact Procurement Department x3415 with any questions concerning this form.

* **Please attach any documentation available that substantiates the event as an official university event, i.e. flyer, agenda, email, etc.**
Justification/Approval for Gift/Award/Promotional Purchases

Complete this form and obtain approval prior to purchasing gifts, awards, or promotional items for official university business. Please use commitment item 660700 for approved gifts or awards and commitment item 660715 for promotional clothing.

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<th>Responsible Employee*</th>
<th>Date Prepared</th>
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<th>Requesting Dept</th>
<th>Requesting Dept Funds Center</th>
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### Expenditure Justification

**Expenditure Type:**

- **Invitations to Official University Event (President Only) (pg 6)**

  Link to expenditure description (Spending Guidelines)

**Business Purpose of Expenditure:**

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### Vendor and Cost Information and Description

**Vendor Name:**

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**Estimated Cost:**

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**Description of Expenditure:**

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- Check here if items have BU Logo.

Link to approved vendors

### Approval

I authorize this expenditure and certify that it is for official business purposes and is in compliance with University spending guidelines.

**President/Vice-President (print name):**

Note - if related to grant, request must be approved by Grant Accountant (Waller 22)

**Signature:**

Link to esignature instructions

Version 8/15/19
Instructions for Justification /Approval for Gift/Award/Promotional Purchases Form

* Responsible Employee is defined as the individual responsible for the budget that will be used to make the purchase.

1. This form should be completed and approved prior to purchasing gifts, awards and/or promotional items for official university business.

   Form must be used for the following expenditures, the associated Spending Guideline page and section are referenced below:
   a. Floral Tribute (President Only) (pg 6 - Sect L1);
   b. Greeting Cards (President Only) (pg 6 - Sect L2);
   c. Invitations to Official University Event (President Only) (pg 6 - Sect L2);
   d. Employee Awards (Human Resources) (pg 6 - Sect L3);
   e. Gifts and Awards to Students and Others (pg 6 - Sect L5);
   f. Promotional Items (pg 7 - Sect M);
   g. Promotional Clothing (pg 7 - Sect M).

   (1.) For items a. - f., please use commitment item 660700.

   (2.) Promotional clothing is defined as that which has the university logo and/or event designation for employees, students, and volunteers who are serving as official representatives of the university for student orientation events, sporting events, or other official university events. Please use commitment item 660715.

   (3.) Bloomsburg University owns and controls the use of its name(s) and other marks, logos, insignias, seal, designs, or symbols that are associated with the University through a federally registered trademark. Please review the updated list of approved vendors when using the BU logo. [List of Approved Vendors]

2. Steps to complete form:
   a. Responsible employee completes prior to purchase;
   b. The completed form is then emailed to the appropriate Vice President (VP) for e-signature approval;
   c. Attach completed/signed form to purchase request
   d. Purchasing will issue purchase order to vendor.

3. NOTE: If actual costs are significantly different from the estimates, the purchasing department may contact the requestor for further justification.

4. Proper authorization must be obtained; the responsible employee of the form cannot be the approver.

5. Contact Procurement Department x3415 with any questions concerning this form.