A QUICK REFERENCE TO
WESTERN KENTUCKY UNIVERSITY
SUPPLY SERVICES

WHAT YOU SHOULD KNOW ABOUT THE PURCHASING, RECEIVING AND ACCOUNTS PAYABLE PROCESS

August 2010
CODE OF ETHICS

Purchasing professionals must have a highly developed sense of professional ethics to protect their own and their institution’s reputation for fair dealing. Following are the items considered to be of primary importance for WKU purchasing professionals and other employees who are involved in transactions for the purchase of goods and services:

- Give first consideration to the objectives and policies of WKU.
- Strive to obtain the maximum value for each dollar of expenditure.
- Decline personal gifts or gratuities.
- Grant all competitive suppliers equal consideration insofar as state or federal statutes and institutional policies permit.
- Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
- Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
- Receive consent of originator of proprietary ideas and designs before using them for competitive purchasing purposes.
- Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier; be willing to submit any major controversies to arbitration or other third party review, insofar as the established policies of WKU permit.
- Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.
- Cooperate with trade, industrial and professional associations, and with governmental and private agencies for the purposes of prompting and developing sound business methods.
- Foster fair, ethical and legal trade practices.
To All of Our Customers:

We hope that this document “A Quick Reference to Western Kentucky University Supply Services” will help you find the information you need in order to use our services. If you need additional information or if you have any concerns, you can call our main number 745-3056 or you can call or e-mail any one of us directly using the contact information listed below:

Thank you.
Supply-Services Staff

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What about legal authority to Purchase?
Only those individuals specifically designated in writing by the Board of Regents can authorize purchases. State regulations (Kentucky Revised Statutes) must be followed at all times to insure that all purchases are legal. So, please involve the Purchasing Department before committing your department. Unauthorized purchases are a violation of University policy.

What Supply-Services are available?

- We buy material and expedite delivery.
- We provide information about products, prices and specifications.
- We receive, deliver and ship material.
- We process invoices, travel vouchers and other payment documents.
- We supply furniture & equipment moving services.
- We maintain inventory control of equipment over $2,000.00 and all computers.
- We control disposal of surplus and obsolete University property and equipment.
- We maintain Procurement Cards for the campus.

What Customer Services are offered?

- Buyer Visits- Call us if you would like to arrange a visit. We will be happy to discuss any problems you may have and provide assistance in solving them.
- Purchasing Orientation for New Personnel- Call us for an appointment and we will arrange a briefing at the Supplies-Services Building.
- Training- We will offer campus wide training at least once every year. Periodically, we will provide training for new employees. All training will be announced via WKU e-mail.
- Property Control- What happens after we own it? We tag and keep track of University assets. These assets are audited annually.
- Call Us First Campaign- If in doubt, “Call Us First” and we will help you through the purchasing process.
- Surplus Sales- We store, show, and sell surplus materials, furniture and equipment. Most items are sold via eBay; our eBay seller name is WKUsurplus.

How should departments deal with Vendors?

Departments are encouraged to seek information on products and services from vendor representatives who are a valuable source of information. Purchasing should also be advised of your needs so we can assist in locating vendors and developing a procurement
plan. To help you in dealing with vendors and to help you avoid some common pitfalls, the following guidelines are suggested:

- A written quote from the vendor is always the best source of information to prepare a requisition.
- Contact more than one vendor whenever possible. The more alternatives the better. Make it clear you are not purchasing at this time, only gathering information. A purchase order will be issued when a decision is made.
- Give the same information to all vendors, so each has an equal opportunity to compete.
- Discuss all aspects of your needs with the vendor.
- State on your requisition a complete description of the item and attach all pertinent information about the suggested vendor (name of company, representative, address, telephone number, product literature, etc.).
- Do not commit the University by telling a salesperson he or she has the order unless you have a Procurement Card and the order falls within the limits of our Procurement Card program. Beyond the Procurement Card only a **signed purchase order** can commit the University.
- **NEVER** accept payments or gifts from vendors.
- Guard against overreaction to a vendor created crisis—“price goes up after the first of the month,” etc.
- Don’t wait until the last minute to submit your requisition. The more time Purchasing (and the vendor) have to process the purchase the better the outcome will be.

**How can you help?**

- Plan ahead. Use a planning calendar.
- Provide all available information.
- Be realistic as to required delivery date.
- If you have a problem, call us.

**How can you obtain material?**

Depending on the nature of your needs most items can be obtained by one of the means listed below:

1) **Purchasing Card:**

The Purchasing Card Program is designed to delegate the authority and capability to purchase low dollar value purchases directly from the desired vendor. You as a cardholder, get exactly what you want, when you want it, faster and with minimal paperwork. What may be purchased with the Purchasing Card depends on the card type and capability selected. For questions concerning the permissibility of a particular purchase, when not clear, please contact the Program Administrator at 54260. Policy and additional information on the Purchasing Card are available on the Purchasing Web Page.
2) **Interdepartmental Requisition:**

The College Heights Bookstore and Facilities Management are the two main areas where Interdepartmental requisitions are used. Products or services ordered from other campus departments are paid for by budget transfer with an Interdepartmental Requisition.

3) **On-line Requisition:**

WKU uses Sun Gard Banner to process all requisitions for goods and services. The person that enters on-line requisitions for my department is:

_________________________    _______________________    ___________________
Name    e-mail    phone #

For more details on how to obtain materials, contact the Department of Purchasing extension 53056.

**How do we follow up on Purchase Orders?**

Departments may request that an open order (not received) be traced by the Purchasing Department. We suggest that you send us an e-mail and reference the Purchase Order number, the Vendor’s name, and the item you wish to trace. We will contact the vendor and then provide you with an update on the status of your order. You can also check FOIDOCH for current order, receiving, and payment status.

**How are shipments received and delivered?**

Shipping and Receiving is responsible for receiving, recording and delivering all materials shipped to the University. Shipping and Receiving personnel will check for visible damage and will record the number of pieces received on a given shipment. Upon delivery to the requisitioning department, a departmental representative will sign for the number of packages received. It is the department’s responsibility to examine the contents of all packages as soon as possible (should be the same day as the shipment was received). The department should verify that:

- All items were received in good condition.
- Merchandise is the same as specified on the purchase order.
- The shipment is complete as indicated by the vendor’s packing list.
- Return the receiving document or enter the receiving data on line preferably the same day as received.

It is the Department’s responsibility to notify the Vendor of any shortages or damage immediately. Packing materials must be retained in the case of concealed damage. For
questions concerning incoming shipments call extension 54262. The Buyers are available to assist if the initial call to the vendor did not resolve the problem.

Why is timely submission of payment documents important?

_Receiving Reports-_ When products or services ordered have been received or performed, the Receiving Report should be entered in Banner immediately in order to effect prompt payment to the vendor. The date put on the Receiving Report should coincide with the date the product was received from the vendor.

When a vendor makes a partial shipment on an order, the quantity received should be recorded in banner. Keep the original to record future receipt of goods until complete.

If a Receiving Report is requested by Purchasing, the department should verify that the goods or services have been received. Use the date of receipt on the Receiving Report, not the banner receiving date entered.

Timely submission of accurate receiving information is essential to effect prompt payment. Late payments will result in a penalty being charged to the department responsible for the delay. This will also void any time discounts that you may have received.

_Invoices-_ We are all responsible for the prompt payment of invoices.

All original invoices are to be mailed to:

_Western Kentucky University_
_Department of Purchasing_
_1906 College Heights Boulevard #11099_
_Bowling Green, KY 42101-1099_

The only exception to this policy is invoices for goods or services ordered on a procurement card.

If a vendor mails an original invoice to your department, you can keep a photocopy, however the original invoice should immediately be forwarded to Purchasing.

_Supplements-_ When the cost of goods or services exceed the amount encumbered on the purchase order by $25.00 or more, Purchasing is required to notify the Department. If a quote or bid was obtained before the Purchase Order was issued prices must match exactly. The Buyer will work with the vendor to resolve any errors in invoices.
An invoice will not be paid until Purchase Order, Receiving Report, invoice prices and quantities all match. Enter partial shipment items in Banner or partial payments will be initiated when matched.

**What should I do if I receive a package that I did not order?**

Always contact Shipping and Receiving at extension 54262 so they can deliver the package to the correct location and have a record of where the package went in their tracking system. You may also contact one of the Buyers in Purchasing so we can check to see if it was delivered to the wrong place, if it needs to be returned to the shipper, or if the wrong item was shipped by the vendor.

**How are items shipped from the University?**

If you have something to ship from the University call Shipping and Receiving at 54262 for instructions or go to the Web Site.

**ACCOUNT NUMBERS**

If more than one departmental account number is used on a requisition does someone from each area have to do an on-line approval?

Yes, the individual having responsibility for each account number listed on the requisition must approve the requisition. Multiple on-line requisitions can be combined to create one purchase order.

**ADVERTISING – FACULTY AND STAFF EMPLOYMENT**

What is the proper procedure to follow in placing an ad for faculty and staff positions?

All requests for position advertisements must be approved through the Department of Human Resources.

**ADVERTISING-MISCELLANEOUS**

How can a department place an advertisement in a newspaper or journal or on radio and television for official University purposes?
Your request should be submitted to the Department of Purchasing on a requisition and must be accompanied by a copy of the ad.

**BOOK PURCHASES**

**What is the proper procedure to follow in purchasing books for departmental use?**

Single copies of textbooks to be used by an instructor in the classroom may be purchased from the College Heights Bookstore by using a Purchasing Card or completing an interdepartmental requisition. In most cases if the book is not available from the College Heights Bookstore you can use your Procurement Card.

**CATERING SERVICES**

**How do we obtain catering services? Can we have an outside contractor cater an on-campus event?**

All on-campus catering must be secured through the contracted firm that has the exclusive contract for all catering services on Western’s campus. Departments should contact Purchasing for the vendor awarded the Food Services Contract or contact 52416 for information on how to obtain catering services.

**CONSTRUCTION & REMODELING SERVICES**

**How can I arrange to have remodeling/construction done for my department?**

It is the policy of the University that all construction services and remodeling of any kind go through the Planning, Design & Construction. There is no project administration/management fees associated with any renovation of $600,000 or less. Please call 58708 to initiate project.

**COLLEGE HEIGHTS BOOKSTORE**

**Can I purchase from the Bookstore and if so, how? Are there any restrictions on what can be purchased from the Bookstore?**

The College Heights Bookstore is regarded as a retail business. You may purchase from the Bookstore with a Purchasing Card or on an interdepartmental requisition. Equipment such as computers should not be purchased from the Bookstore. Use an on-line requisition for all equipment requests.
CONSULTING SERVICES

How do we contract for and pay a consultant?

Refer to the section on PERSONAL SERVICE CONTRACTS for instructions on hiring a consultant.

COPIERS

How can I obtain a copy machine?

All leased and purchased copy machines should be obtained with the assistance of the Purchasing Department and should be based on either a State or GSA Contract. All billings should be directed to the Purchasing Department. All of the companies with State Contracts accept the Purchasing Card for maintenance.

DEVELOPMENT FUNDS

Do I have to follow purchasing procedures if I have Development Funds to spend?

The expenditure of all Unrestricted Development Funds must be in accordance with Commonwealth of Kentucky Purchasing Statutes and in accordance with the University’s purchasing policies as approved by the Western Kentucky University Board of Regents.

The expenditure of Restricted Development Funds will be in accordance with these same statutes and policies to the extent they do not conflict with restrictions placed on these funds by the donor.

EMERGENCY PURCHASES

What constitutes an Emergency Purchase?

Purchases necessary to alleviate bona fide emergencies may be made by the Department of Purchasing. Purchases under this category include those items necessary for continuity of operations or programs that arise suddenly and cannot reasonably be anticipated. In accordance with KRS 164.A575 (12), emergency purchases must be approved by the University President.

When an emergency purchase is necessary follow these procedures:

- Determine the items that are absolutely essential.
- Obtain 3 prices locally, if possible, for the items needed.
- Prepare a requisition listing the items needed, prices obtained (preferably written or by fax) and the vendor’s name and address. Submit the requisition along with a letter of justification signed by the department head to the Department of Purchasing.
Once the request has been reviewed and the best vendor and prices have been obtained by the Department of Purchasing, a purchase order will be issued. If an emergency situation arises call purchasing for assistance (53056).

FURNITURE & EQUIPMENT MOVES AND TRANSFERS

How do we get equipment moved from one room to another, from one building to another, from the department to surplus property or from one department or college to another?

You should fill out a “REQUEST FOR MOVING OF EQUIPMENT” form or an on-line move request form listing each item to be moved and forward the completed form to the Shipping Manager. The equipment will be moved by Shipping & Receiving and the inventory records of each department involved will be updated by Inventory Control.

FAXED OR EMAILED PURCHASE ORDERS

Can a purchase order be faxed to a company to save time in an emergency?

Purchase orders can be faxed or emailed upon special request. Include with your departmental purchase requisition when delivery is needed and the FAX number or email address of the company. Depending on the value of the purchase, quotations or bids may still have to be solicited. Call us first if you have questions.

FLOWERS AND DECORATIONS

When can flowers and decorations be purchased with University funds?

University funds may be used to purchase flowers and decorations for use as table centerpieces and as decorations for official University functions only.

University funds shall not be used to purchase flowers for funerals, illnesses or for congratulatory purposes.

University funds shall not be used to purchase decorations for individual offices.

FOOD PURCHASES

How do we purchase food products?

It is not an allowable use of state funds to purchase food products for office parties, meetings for Western employees, and/or other personal use by employees. The purchase of grocery store and deli type food products and coffee when used for public
consumption only such as for visitors or students can be purchased. However, this should be done sparingly.

It is not an allowable use of state funds to purchase bottled water for departmental use. Drinking fountains are provided in each building for this use.

**GIFTS**

Can our department use University funds to purchase gifts for friends, guests or retiring employees? No.

**GRANT FUNDS**

If I am awarded a special or research grant by the University, State or Federal government, must I follow purchasing procedures?

Regardless of your source of funds Commonwealth of Kentucky Purchasing Statutes and University purchasing policies must be followed to the extent they do not conflict with the terms contained in the grant. If your grant contains special terms or restrictions call us first.

**HONORARIUMS**

What is an honorarium and when can an honorarium be paid?

An honorarium is defined as an amount of money or other remuneration paid for services rendered and for which, either by custom or propriety, there is no established price, wage or fee. Honorariums may be paid for the services of lecturers, academicians, performing artists, commencement speakers, etc., in an amount not to exceed $1000.00. Travel expenses cannot be paid in addition to an honorarium payment.

With an honorarium there is no formal contract agreement and no invoice issued after the services are completed. An honorarium may not be paid to a University employee.

In order to pay an honorarium, first obtain and complete a Determination of Contractor Status form. Then have it approved by the Payroll Supervisor. If approved and payment is less than $1000.00, prepare a Payment Authorization form and attach the Contractor Status Form and a signed and fully completed W-9 form (companies must indicate, sole proprietor, corporation, partnership or other) from the payee. Send all of the above to Accounts Payable.

For further information, please contact Purchasing (53056).

**INVOICES-PROMPT PAYMENT**

What are the guidelines on getting an invoice paid?
Pursuant to KRS45.453 (Kentucky Law) all invoices must be paid within 30 working days after receipt of the invoice or receipt of the goods depending upon which one is later. A penalty of 1% per month will be assessed for any invoice not paid within the 30-day guideline unless there is written documentation of improper performance or improper invoicing.

The penalty shall be assessed against the appropriate department budget responsible for the delay in payment.

In case of Federal and State grants, the penalty is not allowable per OMB Circular A-21. The corresponding home department shall be assessed the penalty. The penalty charge will be applied by the account code 71935 (Late Payment Penalty).

**MEMBERSHIP DUES IN ORGANIZATIONS**

What types of dues can and cannot be paid from University funds?

The University may pay “Institutional” dues to professional organizations related to the employee’s specific field. All dues and memberships must be in the name of the University; however a representative’s name may be supplied. Under no circumstances will a personal membership be paid from State or University funds. You can process an on-line requisition as a prepayment (see prepayment section).

**MINORITY AND WOMAN OWNED BUSINESSES**

How does the University support disadvantaged businesses?

It is the policy of Western Kentucky University to work with KMBC (Kentukiana Minority Business Council) and KEPC (Kentucky Education Purchasing Consortium) to find small, minority and woman business enterprises and others disadvantaged business enterprises to solicit quotes and bids from. The university will take an active role in attempting to develop these types of businesses.

**PERSONAL SERVICE CONTRACT**

When must we use a personal service contract and how do we establish one?

State law permits the purchase of professional, technical, scientific, or artistic services by means of Personal Service Contract if state personnel are not available or it is not feasible for state personnel to perform the service. State agencies shall determine whether another state agency or state university can reasonably provide the needed service prior to initiating the Personal Service Contract procedure. **Personal service contracts must be established and approved prior to the services being performed.**
There are two types of personal service contracts:

- Contracts over $10,000.00: 1) Must be approved by the Government Contract Review Commission, 2) Requires a proof of necessity, 3) Contractor Status Form (for individuals), 4) W-9 Form (all contracts).
- Contracts $10,000.00 and under: 1) Submitted to the Government Contract Review Commission, 2) Contractor Status Form (for individuals), 3) A signed and fully completed W-9 form (companies must indicate, sole proprietor, corporation, partnership or other) from the payee (all contracts).

All services regardless of amount must be submitted to the Commission.

The procedures for the establishment of personal service contracts vary depending on the amount of the fees to be paid and the type of services to be provided. Call 3056 well in advance for specific instructions and assistance in establishing your personal service contracts. For specific guidelines go to the Purchasing web site www.wku.edu/dept/support/FinAdm/Purchasing/purch1.htm

**PERFORMANCE CONTRACTS**

Performance Contracts are used for visiting speakers, expert witnesses, and performing artists. Performance Contracts must be signed by the Chief Financial Officer of the University. Along with the signed contract, a signed and fully completed W-9 form (companies must indicate, sole proprietor, corporation, partnership or other) from the payee, and an on-line requisition are to be submitted to the Department of Purchasing for processing. If payments are to be made to an individual, an approved Determination of Contractor Status form is also required.

**PETTY CASH**

May I pay cash for an item and get reimbursed from the University?

Yes, however, purchases are limited to $50.00 and must be supported by receipts. Sales tax will not be reimbursed. You must have your Budget Manager’s approval. The petty cash fund is maintained by the Department of Purchasing only. Individual Departments are not allowed to have a petty cash fund. Call 53056 if you have any questions.

**PLAQUES, TROPHIES AND AWARDS**

How do we go about purchasing plaques, trophies, certificates or other award or recognition items?

The University has price contracts on trophies, plaques and awards. There is a link to the contract vendor’s web site on the Purchasing web page.

http://www.wku.edu/Dept/Support/FinAdmin/Purchasing.htm
POSTAGE STAMPS

How can we obtain postage stamps for departmental use?

Postal stamps may be obtained by preparing an on-line requisition, payment authorization, or you may use your Purchasing Card.

PREPAYMENT ORDERS

How can I process a prepayment?

All orders that are required to be prepaid should consist mainly of University membership, registration, and subscription fees. The University does not prepay for equipment. You must submit to Purchasing an invoice or order form clearly marked “must be prepaid” attached to your departmental purchase requisition.

PRICE CONTRACTS

What is meant by price contracts and how do they influence what we purchase?

Price contracts are established at the State and/or University level for certain frequently required commodities and services. Prices are established with a single vendor for a specific commodity or service and orders are placed for these items as needed.

Any department having an on-going need for items that are not on a price contract should contact the Purchasing Department to see if one can be established. An established price contract will eliminate the requirement of requesting quotations or bids each time an item is purchased.

PRINTING

I do not have time to wait for the Print Shop to complete a job. Can I have the printing done off campus by a private printer?

To see established contracts for printing please go to the following web page.

http://www.wku.edu/Dept/Support/StuAffairs/CSF/Printing/Home.html

The Kentucky Revised Statutes (57.091) require that each printing job performed by an outside contractor receive the specific approval of the Governor of the State of Kentucky. The University cannot have printing performed by an off campus printer without first going through the bidding process and receiving the approval of the governor. This process is very time consuming and makes the need for advance planning even more important. All printing must go through Purchasing before requesting bids.
PURCHASING FROM UNIVERSITY EMPLOYEES

Can I buy directly from a member of the University faculty or staff?

Kentucky Revised Statute 164.390 specifically forbids the University from purchasing goods or services from an employee.

REGISTRATION FEES

How do I pay a registration fee that is required to attend a meeting or conference?

You may use a Purchasing Card or submit an on-line requisition along with the registration form to Purchasing for processing. Payment authorizations may also be used with the approval of the Controller’s Office.

REGULAR ORDERS

What is a regular order and how do I do one?

A regular order is the placement of a departmental purchase requisition with Purchasing in advance for supplies, equipment or services. From this requisition a purchase order is written and sent to the Vendor in advance. Regular orders are signed by a Buyer in the Department of Purchasing creating a legal and binding contract with a vendor.

STANDING ORDERS

What are standing orders and how is one completed?

Standing orders should be issued in advance for all monthly charges that are acquired for a given year. For orders which are to be paid monthly on a continuing basis, such as rental or maintenance of copiers, or items that must be purchased on a repetitive basis, such as radio pagers, animal food, gasoline, etc., Purchasing will issue standing orders to the vendor. The department must initiate a purchase requisition to encumber funds in an amount estimated to be used in the current fiscal year. The requisition must state the period of time the order is to cover and the location. If the order is for maintenance, state the model and serial numbers of the equipment. Receiving reports on standing orders are retained in the Purchasing Department. Invoices are posted for payment and a copy of each is mailed to the originating department. The department should notify Purchasing immediately if goods were not received or were unacceptable.

SUBSCRIPTIONS

How do I subscribe to a newspaper, magazine, journal or periodical?
If for a single year use a pro-card as long as it is within the limits set on the card.

Otherwise, enter a requisition on-line and send the order form to Purchasing with the Requisition number clearly marked on it. The requisition must also have the appropriate electronic approvals before the payment can be made. Payment authorizations may not be used for subscriptions.

SURPLUS EQUIPMENT

How do we dispose of equipment and materials no longer needed by our department? Can University employees purchase items which are surplus to the needs of the University?

Fill out a “REQUEST FOR MOVING OF EQUIPMENT” form on-line listing each item to be disposed of and forward the completed form to the Shipping Manager. The material will be picked up by Shipping and Receiving personnel and moved to SSB. From there it will be made available for transfer to other departments, sold to the public or disposed of.

Surplus materials may only be sold via eBay. Private sale to University employees is not authorized, however employees are welcome to bid on items via eBay. Employees can find out about surplus items by contacting the Department of Inventory control at extension 57017.

TRADE-IN OF EQUIPMENT

Our department has an old, outdated piece of equipment. Can we use it as trade-in on the purchase of new equipment?

For the University to consider the trade-in of State owned property on the purchase of new equipment advance approval must be obtained from the Board of Regents or the University Administrator who has been delegated this authority. Any items with an inventory control number must be reported as “trade-in” to Inventory Control.

A letter of justification must be submitted to the Director of Purchasing prior to any trade-in/purchase. If the new purchase is a result of a bid, the trade-in must be listed as part of the bid specs. Call 53056 for additional information and answers to your questions.

TRAVEL EXPENSES, NON-UNIVERSITY

What is the correct procedure for paying travel expenses to non-state employees (students, etc.)
Individuals, other than employees, representing the University in an official capacity and traveling at the request of the University may be entitled to reimbursement of their travel expenses. Reimbursement will be subject to the travel regulations and procedures of the Commonwealth of Kentucky and Western Kentucky University. Receipts are required for any expenditure ten (10) dollars or more. Contact the Controller’s Office at extension 55327 for procedures to follow and the proper forms to use or go to the web site at: http://www.wku.edu/Dept/Support/FinAdmin/AFS/trav

**USED EQUIPMENT**

**Can my department purchase used equipment?**

Pre-owned, reconditioned and demonstrator-type equipment may sometimes meet the needs of the University when available at current and fair market prices. If your department wishes to purchase used equipment please contact the Purchasing Department for the proper procedures to follow before making a commitment.

The University may elect to purchase this type equipment provided a written determination is filed outlining the following:

- The purchase is fully justified.
- It is of proven value to the University.
- Bona Fide statements of the condition of the equipment are included.
- If the total purchase is estimated to exceed $5,000.00, independent appraisals of all items attesting to current market value must accompany the request. Complete description, age, model number, serial number, manufacturer and accessories must also be included.
- In every circumstance the vendor must provide a minimum 30 to 60 day warranty and/or return provision if the items are not in the condition as represented.

The Department of Purchasing will review the request and determine whether or not the purchase is in the best interest of the University.

**VIOLATION OF PURCHASING POLICY AND UNAUTHORIZED ACTS**

**What happens if I violate the Purchasing Policy or the KRS?**

The University Purchasing Policies are based upon the provisions of KRS45, 45A, 57, 164A and KAE Title 740. They further embody sound business principles. Faculty and Staff who violate Purchasing Policies or otherwise act outside their authority do so at their own personal risk.
Purchases made without proper authority may become binding upon the University only upon ratification by the Department of Purchasing. Such purchases must be fully explained in writing.

If the purchase is not ratified by the Department of Purchasing, the obligation remains the personal obligation of the person(s) making the purchase who shall act immediately to remove the name of the University as being party to the transaction.

Under no circumstances shall the tax-exempt number of the University be used except when an official University purchase order or procurement card is used.
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