

ESC/EXPO/FAC PURCHASING & EXPENDURE DETAILS – BPC

Last Revised 04/2016

Purchases will be made using a KU approved P-Card (Procurement Card) held by Terri Hurtado, or ordered using the KUPPS online procurement system with Terri's assistance - see contact information at the bottom of this document. You will need to communicate **in advance** and work with the staff members to make your purchases. If one staff member is not available, there should be a backup in the ETE-SSC.

- **ALL office supply related items MUST be ordered through KUPPS/Staples, the KU mandatory office supply vendor.** This includes copy paper, markers, scissors, glue, name badge labels, etc. purchases. If office supply items are purchased without prior approval at Walmart or other vendor besides Staples, we are unable to use any form of KU funding, state or Endowment to pay for it.
- KU now requires several types of orders (ie, clothing, lab, office, maintenance, audio, media, plumbing supplies, and more) to be placed through **KUPPS**. Food orders pre-approved to be placed outside of KUPPS, should contain a PO # that the vendor will reference on the invoice. You should assign the group/event identifying PO yourself - i.e. 'EXPO' 'Frosh Frenzy', 'ESC Welcome', etc.
- We can **NOT reimburse or pay for items considered as cash** (ie, coupons, gift cards, etc.) without going to great lengths (must get each recipients name, social security #, address, relationship to KU, and complete additional paperwork, including information to tax the recipient) so SoE has predetermined this will **not be allowed**. Coupons donated by local businesses are acceptable.
- The purchase of **gifts are generally not allowed from FAC funds** or on P-card's including for guest speakers, or outstanding student, professor, 'human', etc.

All Engineering OUTREACH purchases **MUST BE TAX EXEMPT**. We cannot pay for sales tax in most cases. If you do not have one, please request at the ETE-SSC a tax exempt certificate. That certificate **must** be shown to the vendor where you are making purchases in person and **always** noted when purchasing online. **THIS DOES NOT APPLY TO GENERAL STUDENT ORGANIZATION EVENTS/PURCHASES.**

- Key issues to remember - you must always request, obtain, and submit an **original detailed itemized receipt** (can not be a credit card receipt that only shows the grand total of purchases). It is very important that you immediately forward receipts and invoices for prior approved orders to the ETE-SSC to avoid late payment penalties and problems with the State/KUEA. We **WILL NOT PAY FINANCE CHARGES OR LATE FEES** -

THE INDIVIDUAL WHO MADE THE PURCHASE IS RESPONSIBLE TO TAKE THE TIME NEEDED TO CONVINCING THE VENDOR TO REMOVE ADDITIONAL FEES IF NOT PAID APPROPRIATELY.

- Every receipt or invoice must be submitted to the ETE-SSC **with an event flyer or brochure**. If you email the event flyer to the SSC staff person prior to making purchases for the event, you do not need to attach the flyer to every related receipt/invoice.
- **TRAVEL** expenses (funded by FAC, school, or department) must be arranged through the appropriate department's travel coordinator at least one month (minimum) in advance. This requires obtaining a Travel Authorization number. Airfare, hotel, registration, and car rental charges must be arranged through the SSC travel coordinator and charged to their P-card. Food while traveling and personal vehicle fuel **cannot** be charged on P-card.
- Invoices for printing of brochures, booklets, fliers, etc. must contain a sample (if large, at least of the front cover).
- **Outstanding Senior, Overall Outstanding Senior & Advisor Award** recipients must be reported to the Engineering (SoE) Budget Director Beth Wehner and Engineering Public Relations Director Cody Howard. We must obtain signed documentation from the students, including social security numbers, addresses and visa information, if applicable, as well as arrange for publicity which all takes time, so this information is really **needed by end of April each year**.
- Please send a list of **new officers** and their contact information each spring to SoE Budget Director.

SOE PAYABLES CONTACT – TURN IN RECEIPTS/REQUIRED DOCUMENTS:

Terri Hurtado – ETE SSC Accountant, 2006 Eaton, engrpayable@ku.edu, 864-5239

ALTERNATE INFORMATION RESOURCES:

~~Dawn Hawkins – SoE Accountant, 1D Eaton, dawn.hawkins@ku.edu, 864-4512~~

Beth Wehner – SoE Business Manager, 1C Eaton, bwehner@ku.edu, 864-4511