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Office of Student Leadership, Involvement, and Civic Engagement (SLICE)

FY21 Authorized Signer Training  
Module 3: Purchasing and Spending





# Learning Objectives

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- ✓ Understand the different ways to spend org funds
- ✓ Learn the policies and procedures around each spending method
- ✓ Understand the resources available in SLICE to assist with purchasing
- ✓ Learn how to submit a good business justification
- ✓ Learn the requirements and process for giving prizes, gifts and awards





# Helpful Definitions

- ✓ PCard-University Credit Card
- ✓ Expense Reimbursement- repayment from the university for business expenses paid out of pocket
- ✓ Itemized Receipt- a receipt that shows the details of what was purchased, the date of purchase, the payment method, and the payment amount
- ✓ Purchase Order-a “promise to pay”, backed by CMU contractual language and terms and conditions
- ✓ Supplier-The company or person who is being paid for goods or services
- ✓ Journal Entry- A transfer of funds between two university accounts
- ✓ Business Justification- The who, what, where, when, and why of a purchase
- ✓ University Contracts Office (UCO)- Office within CMU that is responsible for protecting the university’s interest by reviewing and executing contracts on behalf of CMU





# Purchasing Options

There are many ways to make a purchase for your org...

- ✓ PCard (Purchasing Card)
- ✓ ER (Expense Reimbursement)
- ✓ PO (Purchase Order)
- ✓ JE Transfer (Journal Entry)
- ✓ On Campus Purchase



**NO VENMO or SQUARE payments!  
NO RAFFLES / GAMES OF CHANCE!**

## PCard – Purchasing Card >\$3,000

- ✓ University Visa Credit Card
- ✓ Must be able to order online or over the phone
- ✓ Have NO SALES TAX CHARGED
- ✓ Purchases can be made with a SLICE staff member in a PCard appointment (Zoom meeting)
- ✓ Please use the PCard appointment request form link to schedule a PCard appointment <https://calendly.com/pcard-meetings>

If purchasing a GOOD  
Typically no UCO requirement, but  
there are exceptions

If purchasing a SERVICE  
UCO is required to review and  
approve prior to purchase

## Examples-PCard Purchase

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- ✓ Registration for a virtual event
- ✓ Amazon Orders
- ✓ Annual website domain charges
- ✓ Monthly Google cloud storage
- ✓ Snacks ordered online
- ✓ Subscriptions



# Expense Reimbursement

- ✓ Pay out of pocket – SAVE YOUR ITEMIZED RECEIPTS
- ✓ \$3,000 limit per receipt
- ✓ Email [Expense Report Form](#) with receipt(s) and Authorized Signer signature approval to: [SLICEfinance@andrew.cmu.edu](mailto:SLICEfinance@andrew.cmu.edu)
- ✓ Can reimburse student, staff, faculty, parent, non-CMU person, but cannot be an organization/company
- ✓ [Expense Report Form](#) is located on the SLICE website

Food  
Supplies  
Registration fees  
Fuel/parking/toll

If purchasing a GOOD  
Make sure your receipt is itemized  
and shows proof of payment (how)

**NO SERVICES!**  
**NO EXCEPTIONS!**  
Services cannot be reimbursed



## Examples-Expense Reimbursements

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- ✓ Uber trips
- ✓ Target supplies
- ✓ Registration fees
- ✓ Walmart supplies
- ✓ Fuel for SLICE van or rental vehicle
- ✓ Mileage for personal vehicle
  - ✓ Fuel reimbursement for use of personal vehicle is prohibited

If using a personal  
vehicle for org  
business,  
reimbursement is  
\$.57 per mile





# Itemized Receipt

- ✓ An itemized receipt is required to receive an expense reimbursement
- ✓ At a minimum must Include:
  - ✓ What was purchased
  - ✓ Date of purchase
  - ✓ Vendor
  - ✓ Payment method
  - ✓ Payment amount
- ✓ Receipts from VENMO payments are not acceptable
  - ✓ Venmo receipts do not show what was purchased
  - ✓ Venmo receipts do not show the name of the company where they funds were paid to



# Purchase Order

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- ✓ A purchase order is a “promise to pay”, backed by CMU contractual language and terms and conditions
- ✓ Purchase orders need to be created **before** the purchase is made or the services are performed because the contractual language protects the buyer’s interest
- ✓ Check payment or electronic check
- ✓ Higher costs should be on PO because of the contractual language and terms
  - ✓ [Completed Bid Checklist](#) Form required for purchases >\$3,000
- ✓ Submit [Payment Request Form](#) with attached quote/invoice
- ✓ Allow 2-4 weeks for a purchase order payment to process through SLICE, University Contracts, and Accounts Payable



# Purchase Order-Purchasing Goods and Services

- ✓ Higher costs should be on PO because of the contractual language and terms
- ✓ Services on campus must have University Contracts approval PRIOR to submitting Payment Request Form
- ✓ [Bid checklist form](#) required for purchase over \$3,000 to ensure competitive pricing

If purchasing a GOOD  
The invoice should be itemized  
and include no sales tax

If purchasing a SERVICE  
UCO must review and approve a  
quote or service contract PRIOR to  
submitting the payment request

# Steps in Purchase Order Process

<b>Step 1</b>	Check to see if there is a supplier with a Master Service Agreement with CMU <a href="#">here</a>
<b>Step 2</b>	If no Master Service Agreement, email SLICEfinance@andrew.cmu.edu to find out if supplier is set up in the system or if supplier forms are needed
<b>Step 3</b>	Send a completed payment request form, quote, and contract (if applicable) to SLICEfinance@andrew.cmu.edu
<b>Step 4</b>	If a contract is required, it must be signed before the purchase order is created
<b>Step 5</b>	SLICE will create a PO and send a copy of it to the supplier and student who submitted the payment request form
<b>Step 6</b>	Student will receive the goods/services
<b>Step 7</b>	Student will submit invoice to SLICE for payment
<b>Step 8</b>	SLICE will send invoice to Accounts Payable



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# Examples-Purchase Orders

## Goods

- Furniture for student org space
- Sound equipment for performances
- Large order of care packages for fundraiser
- Trophies to give as awards
- New TV for student org space
- Parts for buggy construction

## Services

- Catering for large social event
- Rental of Audio equipment
- Annual league dues
- Club sports referee services
- Licensing fees for performance rights
- Registration fees for competition
- Performer or guest speaker
- Photographer
- Instructor for dance lessons



# Supplier Forms

- ✓ If a purchase order is needed for payment, the supplier needs to be set up in the CMU system
- ✓ Check with SLICE if you want to find out if a supplier is set up by emailing [SLICEfinance@andrew.cmu.edu](mailto:SLICEfinance@andrew.cmu.edu)
- ✓ Supplier forms are tax forms and require verification of banking and tax information. This information is verified to prevent fraud and to ensure accurate tax reporting
- ✓ It can take suppliers some time to complete the forms
- ✓ Once the forms are completed, Accounts payable needs 2-4 weeks to establish the supplier

## US Citizen Supplier Packet

- Domestic Supplier Form
- W-9
- PA 1099 Withholding form

## International Supplier Packet

- Foreign National Information Form
- W-8 Form
- International Supplier Form





# Journal Entry Transfer

- ✓ Transfer funds from one on-campus account to another on-campus account
- ✓ Used to provide funding or payment to another org
- ✓ SLICE processes journal entries on a weekly basis
- ✓ Authorized signer for org providing the funding needs to sign the Journal Entry Request Form
- ✓ Submit completed [Journal Entry Request form](#) to: [SLICEfinance@andrew.cmu.edu](mailto:SLICEfinance@andrew.cmu.edu)

## **If you are paying/funding an org**

You will complete and submit the JE transfer form

## **Exceptions...**

AB Tech, cmuTV, and The Tartan provide invoices that are processed by SLICE office every other week





## Examples Journal Entries

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- ✓ Org A is receiving \$100 from Senate
- ✓ Org B is covering the food at a event that Org C is hosting
- ✓ Org D received funding from the SBVPF to cover an unexpected expense





# On-Campus Purchase

- ✓ Payment to on-campus vendor using a form with your Oracle string
- ✓ Submit On-Campus Purchase Request form to [slice@andrew.cmu.edu](mailto:slice@andrew.cmu.edu)
- ✓ Receive an Oracle String Form to take to on-campus vendor for payment
  - ✓ [On-Campus Purchase Request Form](#) is located on the SLICE website
  - ✓ Submit receipt from on-campus vendor to SLICE at [slice@andrew.cmu.edu](mailto:slice@andrew.cmu.edu) IMMEDIATELY after the purchase is complete
- ✓ Use for purchases at (to name a few)...
  - ✓ Bookstore
  - ✓ Entropy
  - ✓ Art store
  - ✓ TartanINK

## Plan ahead

If you need to make a purchase on the weekend or in the evening, the Authorized Signer should stop email their form during normal business hours to:

[slice@andrew.cmu.edu](mailto:slice@andrew.cmu.edu)





## Examples-On Campus Purchase

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- ✓ Snacks from Entropy
- ✓ Mug from bookstore
- ✓ Art Supplies from Art Store
- ✓ Poster printing from Tartan Ink
- ✓ T-Shirts from bookstore
- ✓ Coffee from Entropy





# Hazmat Purchases

- ✓ SLICE partners with Environmental Health and Safety (EH&S) to ensure all hazardous materials are purchased in accordance with University policy
  - ✓ SLICE has a hazmat PCard, that is approved to make hazmat purchases
- ✓ SLICE ensures safe shipping and receiving
- ✓ Materials are logged into Chemtracker system, a chemical tracking system with storage location and owner of all chemicals/materials that could potentially pose an environmental hazard risk
- ✓ Students must contact SLICE before any hazardous materials are purchased
  - ✓ Email [SLICEfinance@andrew.cmu.edu](mailto:SLICEfinance@andrew.cmu.edu)



## Examples-Hazardous Material

- ✓ Propane
- ✓ Epoxy
- ✓ Lighter fluid
- ✓ Acetone
- ✓ Aerosol sprays
- ✓ Paints/dyes
- ✓ Charcoal

SLICE can check to confirm if something is considered hazardous prior to purchase.

Email

[SLICEfinance@andrew.cmu.edu](mailto:SLICEfinance@andrew.cmu.edu)



# Donations

- ✓ There are instances where orgs wish to make external donations to a specific cause or non-profit organization
- ✓ Some recent examples have included donations to the Center for Disease Control and the Greater Pittsburgh Community Foodbank, in response to the covid-19 pandemic
- ✓ Email a completed [payment request form](#) to [SLICEfinance@andrew.cmu.edu](mailto:SLICEfinance@andrew.cmu.edu)
- ✓ SLICE will analyze your account balance to determine the amount your org has available to donate
- ✓ After SLICE analyzes your account, we will determine the most appropriate payment method to get the funds to the organization

## Can be donated

- Fundraiser proceeds
- Ticket sales revenue

## Cannot be donated

- JFC Funding
- Senate Allocation
- Departmental Funding
- University Funding





## Examples-Donations

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- ✓ Donate proceeds of a fundraiser to a local hospital
- ✓ Donate ticket sales revenue to an animal rights organization
- ✓ Donate proceeds from a fundraiser to the Center for Disease Control
- ✓ Donate ticket sales to the Red Cross in response to a natural disaster

# Every Purchase needs a Business Justification



<b>WHO</b>	<b>Provide the first and last name of who the purchase was for</b> <b>For food, provide the number of people who attended if more than 5</b> <b>Provide the first and last names when food purchased for less than 6</b>
<b>WHAT</b>	<b>Be as specific as possible in describing the item or service you paid for</b>
<b>WHEN</b>	<b>List the exact date of the meeting, purchase or event</b>
<b>WHERE</b>	<b>List the location of the meeting, purchase or event</b>
<b>WHY</b>	<b>Be as specific as possible in describing the connection the purchase has to your org mission</b>





# Examples of Business Justifications

**BAD** 😞

Food for General Body Meeting

Equipment for Members

**GOOD** 😊

**3 Pizzas from Pizza Perfecta for 12 people attending General Body Meeting held on 9/7/19 in Cohon Center 318G to discuss membership outreach.**

**10 helmets from REI for members to wear while biking during club trips. Helmets are needed for safety.**





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# PRIZES / GIFTS / AWARDS

If you would like to purchase any prizes, gifts, awards, Schedule a meeting with SLICE @ <https://calendly.com/pcard-meetings>

- ✓ All prizes, gifts, and awards require the names of the winners to be submitted
- ✓ Any prizes, gifts, or awards over \$75 require a completed PRIZE FORM and a completed tax form
- ✓ Gift cards of any value require a completed PRIZE FORM and a completed tax form
- ✓ Tax forms are required for cash and gift cards because they are considered taxable income
- ✓ Completing the forms allows Tax Department to report any amounts that exceed the taxable income threshold of \$600 per calendar year

Prize/gift recipient must provide their tax forms before receiving the prize/gift



# Examples-Prizes and Gifts

## Tax Forms Required

- \$25 Amazon Gift Card
- \$100 Cash Prize
- \$15 Uber Eats Credit
- \$50 Target Gift Card
- \$200 headphones
- \$75.01 gift basket

## Tax Forms Not Required

- \$20 desk lamp prize
- \$40 book
- \$15 teddy bear
- \$74.99 gift basket
- \$25 Bluetooth speaker
- \$5 thank you greeting card



# Drawings

- ✓ Under Pennsylvania state law, 50/50 raffles or raffles of any kind are prohibited without a license
- ✓ Please contact SLICE prior to your event if you plan to give away prizes or awards. Specific documentation may be required to ensure that the University remains compliant with IRS tax law.
- ✓ If all participants have an equal statistical chance of winning, a **drawing, not a raffle**, may potentially be permitted.
- ✓ Orgs interested in doing a drawing, should email [SLICEfinance@andrew.cmu.edu](mailto:SLICEfinance@andrew.cmu.edu) to ensure that the drawing is compliant with University policy.





# Printing

- ✓ When purchasing print materials or custom clothing with any of CMU's registered trademarks, approval from the trademarks office is required
- ✓ Please review the [University's trademark policy](#) if printing any of the University's registered trademarks
- ✓ Email Director of Trademark Licensing, Jay Marano for approval at [marano@andrew.cmu.edu](mailto:marano@andrew.cmu.edu)

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- "My heart is in the work"
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