Bourns College of Engineering, Dean's Office

Purchasing Authorization Policy
Policy Owner: BCOE, Dean's Office
Date: February 22, 2011

Objective:

The following are control standards for the pre-approval authorization procedures for the BCOE Dean's Office. Pre-approval authorization needs to be obtained from the Administrator (i.e., program director, Associate Dean, Assistant Dean, or Dean) responsible for the related fund. Pre-approval authorization is needed on all entertainment, supply/service requests, reimbursements, and all other expenses (payroll and travel are addressed separately). Pre-approval authorization requests can be sent via email and attached as PDFs in the Campus system being used or for systems that don't allow attachments, the PDF is saved electronically in a "read-only" shared server folder to reduce printing and physical storage needs. Pre-approval authorization can also be obtained via the electronic routing and/or check-out feature in Campus systems that have these function. These processes are used to increase efficiency, eliminate redundant signatures, and reduce the amount of paper printed and stored. In addition to pre-approvals being required for purchases, it is also strongly recommended that purchase orders or the UCR Procurement Card (Pro Card) be used rather than the reimbursement method as this ensures that proper policy is followed for vendor use and allowable purchases. Reimbursements should occur rarely and only when a vendor cannot be set up in the eBuy purchasing system or when the Pro Card cannot be used for the purchase.

Procedures:

1. Once it has been established that supplies, services, and/or entertainment are needed, the requestor completes the appropriate "pre-approval" email or initiates the requests in the appropriate system as a sub-requestor/requestor or transactor at least 10 days prior to the need. Separate instructions on how to access and use the systems are available. Depending on what is needed there are 10 campus systems to choose from with different roles available, and one Pro Card:
    - eBuy – subrequestor, requestor, or transactor
    - ePay – requestor or transactor
    - P&R, Mail Services, Facilities, MediaWorks, Fleet Commander & Web Recharge – transactor
    - Communications & Capital Programs – requestor or transactor
    - Pro Card – transactor

2. Completion of the pre-approval email or initiation of the requests requires specific information, including, but not limited to:
    - Vendor name, address, phone
    - Items or services needed, reimbursement item, etc.
    - Justification for expense and purpose
    - FAU to be charged

3. If the expense is going to require exceptional approval due to overages on the per person meal rate, spousal attendance, etc. a BCOE Request for Exceptional Approval must be completed 15 days prior to the event/purchase and sent to the Dean's Office Analyst for review and discussion with the Dean for approval.

4. For UCR systems that do not currently allow attachments (Fleet Commander, P&R, Communications, Web Recharge, Mail Services, MediaWorks, and Facilities) and for special check requests that cannot be done via ePay, the email approval route is used:
    - The completed pre-approval email is sent to the responsible Administrator by the requestor. The Administrator reviews the pre-approval email, ensuring all required fields are complete and that the request is reasonable, appropriate, and allowable on the selected FAU.
    - The Administrator approves the pre-approval request by replying to the requestor or forwarding to the Purchasing Assistant stating the request is approved. If the Administrator has questions regarding the request or decides to deny the request, the email is returned by the Administrator with questions or is marked "not approved".
    - Once the Purchasing Assistant receives the approved request via email, it is saved on the ENGR server in a "read-only" folder that is established strictly for housing pre-approval requests, quotes, and invoices. This creates a shared repository for all approvals and allows for easy retrieval later for the approval to be attached in the appropriate Campus system and for PAN review. Now the Purchasing Assistant can now move forward with processing the related request.
    - This method can also be used for the systems that allow attachments if the electronic routing is not used.
    - Please see the separate procedures for initiating and processing requests in the systems.

5. For UCR purchase requests, the steps above can be used or the preferred method of electronic routing:
    - The sub-requestor initiates a new requests in eBuy. The requests is routed electronically to the Administrator (requestor) who reviews the requests in the system, ensuring all required fields are complete and that the request is reasonable, appropriate, and allowable on the selected FAU.
    - The Administrator (requestor) approves the request by routing it to the Purchasing Assistant (transactor). If the Administrator (requestor) has questions regarding the request or decides to deny the request, the eBuy request is returned by the Administrator (requestor) to the sub-requestor with questions or is marked "not approved".
    - Once the Purchasing Assistant (transactor) receives the approved request via electronic routing from the requestor, it is processed and any further documentation such as invoices or packing slips are attached in the system.
    - There is also the ability to "check-out" the PO to another user for review, approval, or questions.
    - Documentation is now available in the system for PAN review.
    - Please see the separate procedures for initiating and processing requests in the systems.

6. For UCR ePay and Capital Planning requests, the steps from #4 can be used or the preferred method of electronic routing:
    - The requestor initiates a new requests in ePay or Capital Planning. If the requestor is not the Administrator on the fund, an approved authorization email needs to be attached. If the requestor is the Administrator then he/she will route the request to the Purchasing Assistant (transactor).
    - Once the Purchasing Assistant (transactor) receives the approved request via electronic routing from the requestor, it is processed and any further documentation such as invoices or packing slips are attached in the system.
    - Documentation is now available in the system for PAN review.
    - Please see the separate procedures for initiating and processing requests in the systems.

7. For UCR Pro Card purchases, the first two steps from #4 should be used before completing the following additional steps:
    - Once the Purchasing Assistant (transactor) receives the approved request via email, they can move forward with processing the related request. After the purchase is complete, the Purchasing Assistant (transactor) combines the receipt and approval into one document and saves it in the "read-only" folder on the ENGR server.
    - The Purchasing Assistant (transactor) must also record the purchase on the Deans Master Pro Card Expenses Log saved on the ENGR server.
    - Documentation is now available on the server for PAN review.
    - Please see the separate campus policies and procedures for utilizing the Pro Card.