



PURCHASING & FINANCE MANUAL

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SECTION 1: INTRODUCTION

Purpose

This Gonzaga University Purchasing/Finance Manual is designed to explain to the University community a description of the roles of the Purchasing & Finance Departments.

Controller's Office

The Controller's Office and Accounts Payable hours are Monday through Friday 8:00 AM to 4:30 PM, closed from noon to 1:00 PM for lunch. The Controller's Office is responsible for the general accounting and internal financial control of the University as well as providing a General Cashier's Window for deposit processing. The Controller's Office monitors document retention destruction and post issuance compliance policies. Refer to <http://www.gonzaga.edu/Campus-Resources/Offices-and-Services-A-Z/Finance-Office/Controllers-Office/Policies-Procedures.asp> for detailed documentation.

The Accounts Payable Office has the responsibility for the review and disbursement of Gonzaga's funds in accordance with University policies and procedures. The Accounts Payable staff process invoices from external suppliers as well as all non-payroll payments to faculty and staff. Questions regarding payment of purchase orders, supplier invoices, and expense reimbursements should be directed to this office. For Accounts Payable Forms see <http://www.gonzaga.edu/Campus-Resources/Offices-and-Services-A-Z/Finance-Office/Controllers-Office/AccountsPayable.asp>.

Mailing Address for the Controller's Office:

Gonzaga University
Controller's Office
502 E Boone Ave
Spokane, WA 99258

Mailing Address for Accounts Payable outside the University:

Gonzaga University
Accounts Payable
PO Box 3464
Spokane, WA 99220

Accounts Payable Contacts

Email: gonzagaap@gonzaga.edu

Nancy Grasso | Accounts Payable Manager

313-6807 • grasso@gonzaga.edu

Cindy Bletcher | Accounting Assistant (vendors A-K)

313-6810 • gonzagaap@gonzaga.edu

Sara Clarkson | Accounting Assistant (vendors L-Z)

313-6802 • clarkson@gonzaga.edu

University Purchasing

University Purchasing hours are Monday through Friday 8:00 AM to 5:00 PM, closed from noon to 1:00 PM for lunch. University Purchasing is responsible for obtaining requested supplies, equipment and services for the University at the best prices available, consistent with the quality of goods required, in a timely and efficient manner. University Purchasing is always eager to assist departments in meeting their needs. The workload is distributed among the buyers by commodity. When you have a question regarding a purchase order, contact the buyer who handles that commodity. If you cannot find the correct category for the item you wish to order, feel free to call any of the buyers or the director for assistance. University Purchasing is located in the Plant Services building. For commodity distribution form and other purchasing forms see <http://www.gonzaga.edu/campus-resources/Offices-and-Services-A-Z/Purchasing/PurchasingandFinanceForms.asp>

Address for Purchasing

Gonzaga University
University Purchasing
502 E Boone Ave AD 81
Spokane, WA 99258

University Purchasing Contacts

Steve Lunden | Director

313-5624 • lunden@gonzaga.edu

Paula Baker | Purchasing Assistant

313-5953 • bakerp@gonzaga.edu

JoAnne Bruce | Buyer

313-5649 • bruce@gonzaga.edu

Lorrie Engle | Buyer

313-5672 • lengle@gonzaga.edu

Megan Self | Buyer

313-5671 • self@gonzaga.edu

SECTION 2: PURCHASING DEPARTMENT RESPONSIBILITY AND AUTHORITY

University Purchasing is responsible for the management of the acquisition by purchase, lease or rental of ALL materials, services and equipment required by various departments of the University, regardless of funding source.

General Policies

The basic purchase policies are determined by University administrative regulations. University Purchasing has primary responsibility for interpreting these policies and establishing appropriate guidelines. To assure compliance with all regulations, all purchases must have the appropriate prior approval from the Purchasing Department. **Any person making a purchase without prior approval must assume full responsibility for that purchase.**

The objective of University Purchasing is:

- To obtain specific goods and service for the requesting department.
- To ensure proper quality and quantity.
- To ensure timely delivery of goods.
- To comply with University regulations.
- To spend University funds wisely
- To achieve the acquisition at the lowest reasonable cost

The Purchasing Department contacts suppliers locally, in- and out-of-state to achieve these objectives. Price quotes are received through formal competitive bid process, as well as through informal quotations and purchasing comparison pricing tools available.

Grant and contract fund expenditures are subject to the same treatment as University funds. Therefore, the existing University administrative regulations, as well as applicable grant and contract guidelines, apply to all such purchases. See <http://www.gonzaga.edu/campus-Resources/Offices-and-Services-A-Z/Academic-Vice-President/sponsored-research-and-programs-office/contact-us.asp> for additional information about grants.

Purchasing will decide which type of transaction is the appropriate form for the purchase. A requisition may be developed into a regular purchase order, standing purchase order, or a credit card purchase at the discretion of University Purchasing.

The phrase “sole source” indicates that the requested vendor is the only available source of supply for goods and services. The goods and services must be unique or proprietary in nature, such as replacement parts for an existing piece of equipment. Excluding replacement parts, sole source purchases are discouraged due to lack of competition which may create potentially higher prices and terms more favorable to the supplier than to the University. Sole source purchase requests must be documented by memorandum from the requesting department.

The buyers provide assistance in obtaining information about any item. Employees with department purchasing responsibilities are encouraged to discuss questions about purchasing procedures with the Purchasing Department. Within University policy, procedures can be developed to meet special needs, expedite purchases and/or reduce handling costs.

SECTION 3: CONFLICT OF INTEREST POLICY

University employees may not participate in purchasing transactions which involve economic benefit to themselves, their immediate families, or businesses with which they are directly associated. All questions relating to specific transactions that may involve a conflict of interest shall be directed to University Purchasing.

SECTION 4: ETHICS

University Purchasing has adopted the National Association of Educational Procurement (NAEP) Code of Ethics.

NAEP Code of Ethics

- Give first consideration to the objectives and policies of the institution.
- Strive to obtain the maximum ultimate value of each dollar of expenditure.
- Decline personal gifts or gratuities.
- Grant all competitive suppliers equal consideration insofar as state or federal statute and institutional policy 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 the consent of the 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 and/or be willing to submit any major controversies to arbitration or other third-party review, insofar as the established policies of the institution 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 promoting and developing sound business methods.
- Foster fair, ethical, and legal trade practices.
- Counsel and cooperate with NAEP Members and promote a spirit of unity and a keen interest in professional growth.

SECTION 5: VENDOR RELATIONS

All suppliers are asked to visit University Purchasing first when they are on the Gonzaga University campus. Suppliers are required to complete IRS Request for Taxpayer Identification Number and Certification W-9 <http://www.irs.gov/pub/irs-pdf/fw9.pdf> before transactions are initiated with the University.

University Purchasing Department hours are 8:00 AM to Noon, and 1:00 PM to 5.00 PM, Monday through Friday. Appointments are recommended.

Supplier representatives should realize that all purchasing transactions must be routed through University Purchasing. The sales representative must not accept a verbal order from University personnel without a valid purchase order number.

Suppliers who wish to leave demonstration equipment with University personnel must coordinate that demonstration with University Purchasing. The University assumes no risk or liability for a demonstration unit. If a department decides to purchase the demonstrated equipment, then the department must process the order according to standard purchasing procedures. University Purchasing reserves the right to request quotes, bids or proposals.

Every attempt is made to be fair and impartial in dealing with suppliers. University Purchasing strives to maintain the highest standards of business ethics, professional courtesy and competence in all transactions for the University. See <http://www.gonzaga.edu/campus-resources/Offices-and-Services-A-Z/Purchasing/VendorInformation.asp> for additional Vendor information and forms.

SECTION 6: EXPENDITURE AND AUTHORITY

A department chair (or equivalent administrator) is responsible for supervision of departmental funds. This responsibility is subject to approval of the Dean or other appropriate principal administrative officer. The department chair (or administrator) is also responsible for ensuring that all expenditures incurred in accounts under his or her authority are for appropriate and legitimate University purposes. An executive or principal administrative officer may approve expenditure documents for any budget under his or her jurisdiction.

The Controller's Office provides University Purchasing, on an annual or more frequent basis, a list of administrators or designated employees who are authorized to sign expenditure documents. University Purchasing will not accept expenditure documents unless the requestor is on the current list of authorized signatories. It is not acceptable to sign another's name and initial the signature, unless prior approval is noted on the current list of authorized signatories. For additional information on the Authorized Signature form contact Linda Wilson in the Controller's Office wilsonl@gonzaga.edu.

Upon the establishment of a Restricted or Agency Fund, the applicable agreement form (see attached examples) must be completed by the individual responsible for that fund (department chair, grantee, etc.) Should a new fund be established for a student group (i.e. CLUB) this group must follow the procedure established by Student Development <http://www.gonzaga.edu/Student-Development/Student-Activites/Clubs-Organizations/> .

Delegation of Expenditure Authority

A department chair (or equivalent administrator) may delegate expenditure authority to other departmental personnel, such as the departmental secretary or administrative assistant.

Only the department chair or administrator may delegate expenditure authority. A designated employee may not sub-delegate expenditure authority to another employee.

A department chair or administrator may limit the authority by dollar amount and/or expenditure type. This type of control is implemented by agreement between the department chair or administrator and the employee. Since the list of authorized personnel only includes names, University Purchasing is unable to monitor these types of limits.

SECTION 7: EXPENDITURE DEADLINES

All current unrestricted (budget) funds automatically lapse at the end of each fiscal year (May 31). As such, Gonzaga University departments are responsible for ensuring that all purchases which are meant to be charged to the appropriate fiscal year are completed by the indicated deadlines.

Deadlines

Requisitions

To ensure delivery to the University by the end of the fiscal period (May 31), submit requisitions for off-campus purchases prior to the annual purchasing freeze (May 1).

NOTE: Goods and services to be charged against the following fiscal year's budgets may be ordered prior to May 31, provided they are delivered and invoiced on June 1 or later.

Receipt of goods and services

The actual receipt of goods and services determines the fiscal period to which the expenditure is charged. Therefore, promptly sign, date, and return the green purchase order copies to University Purchasing for goods and services received.

NOTE: Departments are not to request invoicing in the subsequent fiscal year for goods received in the prior fiscal year.

To ensure an item is charged against the concluding fiscal period's allocations:

- The item must be received by Gonzaga University on or before May 31.
- The green purchase order copy must be returned to University Purchasing.

When only a portion of the goods/services are received, make a copy of the receiving (green) copy, and note on that copy the specific items received by circling those items. Sign and date the copy and send it to University Purchasing at AD Box 81. This will allow for partial payments on the purchase order in the proper fiscal year. When the balance of the order is received, sign and date the receiving (green) copy of the purchase order and return it to University Purchasing at AD Box 81.

SECTION 8: DEPARTMENTAL PURCHASE REQUISITION

All purchases of goods and services from outside sources (not within the University) are initiated with a departmental purchase requisition. The ordering department should determine quantities, minimum technical requirements and delivery requirements of goods and services. The department may suggest vendors and estimate pricing, but you can also seek assistance from University Purchasing for suggested vendors. The ordering department prepares a purchase requisition in one of the following two methods. The requisition should include the appropriate sales tax.

NOTE: The University pays either Washington state sales tax or Washington state use tax on purchases made outside of the state of Washington.

The ordering department is also required to supply justification if a sole source is recommended. See <http://www.gonzaga.edu/campus-resources/Offices-and-Services-A-Z/Purchasing/PurchasingFinanceManual.asp> Section 2: Purchasing Department Responsibility and Authority for additional information.

On-Line Requisitions

This method requires Banner Form access to use. If you are interested in being given access to this methods you will need to complete Banner Navigation and Banner Finance on-line at www.gonzaga.edu/gutrainng. Upon completion of these training courses the Budget Officer should send an email to Linda Wilson, Controller's Office at wilsonl@gonzaga.edu requesting access showing her a list of funds and organization codes you will need. She will work with the budget officer for any additional forms needed. University Purchasing will work with you on the training portion after this approval has been completed.

Instructions for completing an On-line Requisition:

1. At General Menu type: FPAREQN (Enter)
2. Type NEXT (Ctrl PgDn) (Ctrl PgDn)
3. Type Today's Date 00/MON/YEAR (Ctrl PgDn)
4. Type Your Major Organization Code (I.e., JCMA) (Ctrl PgDn)
5. Type SHIP (For General Campus Delivery or SINTO (For Warehouse Delivery (Ctrl PgDn)
6. Type Your Department AD Box # and Last Name (PS 81 Lunden) (Ctrl PgDn)
7. Type Vendor Code (Normally first three letters of first two names) or use PURCHASE (for Purchasing decides) (Ctrl PgDn)
8. Tab Once, Type Description of item (Tab)
9. Type Unit of Measure (I.e., EA, HR) (Tab)
10. Leave NT for No Tax or Type WAST for Washington State Tax (Tab)
11. Type Quantity (i.e., 1, 2, 3) (Tab)

12. Type each price (Tab) (Ctrl PgDn) (Tab 3 Times)
13. You can either leave Orgn Code or Change it (Tab Once)
14. Type in Account Code (Tab 7 Times)
 - a. If you have another item to enter (Ctrl PgUp) (Arrow down one line) (Tab Once) Repeat 8-14
15. If Done Ctrl PgDn
16. Click Complete

After completion write your requisition number on top of any backup documentation (i.e., quotes, contracts, invoices, packing slips) scan and email to purchasing@gonzaga.edu, or fax to (509) 313-5953.

Paper Requisitions

A blank form can be found <http://www.gonzaga.edu/campus-resources/Offices-and-Services-A-Z/Purchasing/PurchasingandFinanceForms.asp> in either excel or PDF Format.

Instructions for completing a paper purchase requisition

1. **Date Prepared:** Fill in the date the requisition was initiated
2. **Date Required:** This box should be utilized when it is essential for a product to arrive by a certain date: It is also recommended that you put the date required in the body of the text so that it will not be overlooked.
3. **Item:** Starting with 1, number each separate item on the order
4. **Quantity:** Total number of each described item
5. **Unit:** this is a single quantity description (ie. each, dozen, box, gallon, case ect.)
6. **Description:** Be specific and include any special instructions, part numbers ect.
7. **Unit Price:** price per unit
8. **Amount:** Total price of item (unit x unit price)
9. **Freight:** Include any freight or handling charges or an estimate of those charges.
10. **Tax:** Include all Washington state tax or Washington state use tax (8.7%).
11. **Banner Vendor Number:** For Purchasing use only
12. **Suggested Vendor and Complete Address:** Contact Purchasing for Assistance if you don't have this information.
13. **Budget Number:** Insert fund, organization and account codes as well as the total dollars to be charged. The account code is required even when using a restricted fund.
14. **Department:** Department that Purchasing will deliver goods and purchase orders to
15. **Ext.:** The extension Purchasing will call if there are any questions
16. **Box:** AD/MSB box where the purchase order will be sent to
17. **Please Select One of the Four Options Below:** check the box that most describes how you want the purchase order processed.
18. **Requestor:** Person who is requesting the order item

19. **Signature of Budget Officer:** Signature of the person who has been granted expenditure authority. See <http://www.gonzaga.edu/campus-resources/Offices-and-Services-A-Z/Purchasing/PuchasingFinanceManual.asp> Section 6: Expenditures and Authority for additional information.
20. **Purchase Order Number:** To be assigned by Purchasing

After completion you want to write scan and email your signed requisition and any backup documentation which can include: quotes, contracts, invoices, packing slips to purchasing@gonzaga.edu or fax to (509) 313-5953.

SECTION 9: ENCUMBERING GUIDELINES/FREQUENTLY USED ACCOUNT CODES

All expenditures are to be encumbered out of the appropriate Banner fund, organization and account code. You can access account codes by searching in the Account Code field of Banner or see the Controller’s Office Commonly Used Account Numbers <http://www.gonzaga.edu/Campus-Resources/Offices-and-Services-A-Z/Finance-Office/Controllers-Office/Resources.asp> . To keep account code integrity, University Purchasing may change the account code listed on the purchase requisition to reflect the appropriate account code that may be charged for that transaction. Some commonly used Accounts are:

Professional Fees and Contracted Services		
3361	Honoraria	Payments made to non-Gonzaga employees for their services in a voluntary capacity or for services for which fees are not normally required. For example, a payment made to a guest speaker or lecturer for which there is no set price or expressed time commitment. Honoraria payments should generally be for small amounts. If making payment for a contractually obligated fee-for-service, see account code 3371 and use standard purchasing processes.
3371	Other Services	Services performed by non-Gonzaga employees such as consulting or paid speaking engagements. Does not include accounting (3311) or attorney fees (3384).
Materials, Supplies, Printing, and Postage		
4A04	Supplies - Computer	Supplies include items that will ordinarily be consumed within one year or cost less than \$5,000. Computer supplies include monitors, keyboards, cables, and docking stations.
4A06	Supplies - Software	For purchase of software programs and licenses costing less than \$5,000 or payments made for annual subscriptions.
4A17	Supplies - Office General	Supplies include items that will ordinarily be consumed within one year. General office supplies include supplies related to conducting business in an office.
4A18	Supplies - Instructional	Supplies include items that will ordinarily be consumed within one year. Instructional supplies include all supplies directly related to classroom functions.
4A23	Supplies - Printers & Copiers	Supplies include items that will ordinarily be consumed within one year. Copier supplies include paper, toner, dry ink, developer, etc.
4A34	Supplies - Chemical	Supplies include items that will ordinarily be consumed within one year. Chemical supplies include all grades of chemicals and products that contain hazardous
4A35	Supplies - Labware	Supplies include items that will ordinarily be consumed within one year. Labware supplies include all general lab materials and supplies (except chemicals and gases)
4D10	Publication Produced	Expenses incurred for producing a brochure or magazine. For subscriptions, see 4F01.
4F01	Books & Subscriptions-Non Library	Non-library books, subscriptions for periodicals or journals for individual University business or departmental use.
4G01	Postage	Cost of stamps, mailing services, reloading stamp meters, express mail, etc.
6303	Instructional Equipment	Instructional equipment costing less than \$5,000 each.
6304	Office Equipment	Office equipment costing less than \$5,000 each.
6308	Computer Hardware Under \$5000 Each	Computer equipment costing less than \$5,000 each.
6311	Non Acad Clsrm Furnishings	Furniture costing less than \$5,000, each piece.
Occupancy, Telephone, Utilities, and Insurance		
4H07	Mobile Communications	Cell phone service. Contact Purchasing for University standards for data plans.
Maintenance and Rentals		
4B01	Rentals	Rental costs of equipment, furnishings, conference rooms, etc. Use this account for rentals less than 1 year or less than \$5,000.
8824	Lease Payments	Lease of equipment, furnishings, buildings. Lease is a non-cancellable contract greater than \$5,000 and longer than 1 year.
4C05	Third Party Maintenance/Repairs	Maintenance and repairs performed by non-Gonzaga employees for modifications that do not add value or extend the useful life of the asset. Restorations and upkeep to equipment,
Meetings, Travel, and Memberships		
4E01	Dues & Memberships	Fees to belong to a civic, business, technical or professional organizations. These require VP

4V03	Banquet Expense	Costs incurred for a large meal that serves a purpose such as a charitable gathering, ceremony, or a celebration.
4V08	Awards	Awards including costs for trophies, certificates, or service awards to staff.
4W08	Training	Fees for training, conferences, webinars, seminars, workshops, event entry, or continuing
4W11	Activities/Field Trips	Costs for retreats and recreational activities.
4W20	Meetings	All costs associated with conducting a meeting, including nominal food and beverage for an on campus meeting. Examples include occasional buffet-style coffee, small meals, or snacks served at group meetings on campus.
4W21	Entertainment & Meals	Business costs for amusement or social activities such as sporting events tickets, bands, or other entertainers. Employee working or social meals or fundraising meals with donors. A list of attendees is required for entertainment and meal expenses.
5510	Travel-Student Recruitment	Travel costs for student recruitment including airfare, car rentals, lodging, meals and
5511	Travel-Faculty/Administ Recruitment	Travel costs for faculty and administration recruitment including airfare, car rentals, lodging, meals and incidentals.
5513	General Travel	Travel costs include airfare, car rentals, lodging, meals and incidentals.
5514	Travel-Training and Development	Travel costs for training and development including airfare, car rentals, lodging, meals and incidentals.
5516	Travel-Faculty Development	Travel costs for faculty development including airfare, car rentals, lodging, meals and
Advertising, Promotion, and Recruitment		
4W22	Advertising	Costs of advertising include paid advertisements in newspapers and magazines, over radio or television, on billboards, etc.
Other Expenses		
4W58	Gifts	Items purchased to show appreciation or sympathy. Includes flowers, gift or fruit baskets. Gifts require additional reporting as these can have tax implications to the
Capital Items		
6403	Instructional Equipment Over \$5000	Gonzaga owned instructional equipment with a useful life of more than one year and a per item cost of greater than \$5,000. Costs include delivery, installation and tax. If parts or accessories are purchased
6404	Office Equipment Over \$5000 Each	Gonzaga owned office equipment with a useful life of more than one year and a per item cost of greater than \$5,000. Costs include delivery, installation and tax. If parts or accessories are purchased along with the major piece of equipment, then include those items
6412	Software over \$5,000	Software costing more than \$5,000 each with a useful life greater than one year

SECTION 10: COMPUTER-RELATED PURCHASES AND REPAIRS

New Purchases

As hardware technology rapidly advances, it becomes very important for the University to remain as up-to-date as possible. In FY 2009 Information Technology Services (ITS) began using asset tags color coded to fiscal year. http://www.gonzaga.edu/Campus-Resources/Offices-and-Services-A-Z/Information-Technology-Services/Asset_Tag_Info.asp. This enables budget officers to quickly evaluate how many computers they need to budget for each fiscal year. ITS recommendation is to replace computers every 4 years and laptops every 3 years.

New computers and accessories are ordered on-line through Information Technology Services. <HTTPS://support.gonzaga.edu>

Software or supplies such as paper, toner, ink, ribbons, DVDs, etc. should be coordinated through University Purchasing to take advantage of group-purchase cost savings.

Repairs

Information Technology Services staff will make every effort to repair broken or malfunctioning equipment on site at no expense to departments.

- Computers within manufacturer warranty: ITS will coordinate repair efforts with the manufacturer whenever possible. If unable to make repairs, ITS will facilitate onsite repair with a manufacturer technician or return the device to the manufacturer for repair. There are no charges to the department for repairs covered under the manufacturer warranty. ***NOTE: If repairs are not covered by warranty or if the warranty is expired on the device it is the responsibility of the department to fund all repair or replacement costs. Non-warranty repairs can be broken laptop screen as a result of mishandling, liquids spilled into keyboards or devices, etc.***
- ITS cannot guarantee support for computers that are not ordered through the established process <http://www.gonzaga.edu/Campus-Resources/Offices-and-Services-A-Z/Information-Technology-Services/Policies.asp> .
- ITS recommends storing all data on the network and cannot guarantee recovery of data that is stored on the local hard drive of the computer.

Printing – Scanning - Faxing

ITS will facilitate the needs and coordinate with Preferred Vendors and Purchasing to identify appropriate equipment for departmental print, scan and fax needs.

Printing: Most department printing needs are met utilizing a Gonzaga University MFD Fleet device. An MFD is a single multi-function device that handles printing, scanning, faxing and copying.

Faxing: ITS has deployed RightFax, a desktop electronic faxing service. This service allows the user to fax a document directly from their computer without the need to print a physical sheet of paper. This service is not compliant with federal regulations such as HIPAA. If there is a need to fax a physical document, the departmental MFD can be utilized.

Scanning: In most areas an MFD from the fleet is sufficient for scanning purposes. For scanning that requires higher resolution (i.e. document imaging and storage using NOLIJ) ITS will collaborate with departments and Purchasing to identify appropriate hardware to meet the needs of the department.

Copying: Low volume copying can be accomplished using a fleet MFD. ITS recommends using Faculty Services for high volume print and copying needs or printing/copying that requires Pantone or Fire-ie color matching.

The recommended MFD standards can be viewed at www.gonzaga.edu/ITS .

SECTION 11: RECEIPT, INSPECTION AND ACCEPTANCE OF SHIPMENTS

Receipt by the Department

The requesting department receives the goldenrod and green copy of the purchase order through intra-campus mail. The goldenrod is retained for your records.

The green copies of the purchase order are sent to the receiving department. The receiving department should sign (not initial), date, and return the green to University Purchasing AD Box 81 to initiate payment. Attach any invoices you may have to the green copy of the purchase order before sending it to University Purchasing.

Incomplete, Incorrect or Defective Shipments

Upon receipt, departments should check all merchandise immediately to verify that it meets the specifications of the order and has not been damaged in shipment.

If the packing list indicated a partial shipment, make a copy of the receiving (green) copy, and note on that copy the specific items received by circling those items. Sign and date the copy and send it to University Purchasing at AD Box 81. This will allow for partial payments on the purchase order. When the balance of the order is received, sign and date the receiving (green) copy of the purchase order and return it to Purchasing at Ad Box 81.

NOTE: Do not hold the green copy until an order is completely filled. This will delay the company from receiving partial payments as the orders are shipped.

If the packing list indicates the item was shipped but it was not in the shipment, items were incorrect, or defective then the person who placed the order should contact the supplier immediately and explain the problem. You can contact University Purchasing for assistance. Attach a note to the copy of the green indicating whether the supplier will replace or cancel the item. When the replacement or missing item is received send the original green copy to University Purchasing AD81.

SECTION 12: ACCOUNTS PAYABLE

University policy requires that a purchase order be obtained prior to purchasing supplies or services. A purchase requisition will generate a purchase order. Vendors are required to have a purchase order number before an order is filled. It is imperative that the vendors are instructed to put the purchase order number on their invoice before they forward it to Accounts Payable. Please instruct the vendor to send all invoices to:

Gonzaga University
Accounts Payable
PO Box 3464
Spokane, WA 99220-3464
gonzagaap@gonzaga.edu

There are times that the vendor includes the invoice in the shipment. In that instance, it is the responsibility of the department to forward it on to Accounts Payable (AD Box 81) or scan and email to gonzagaap@gonzaga.edu. The same is true if the order is picked up, and the invoice is given to the person. Please verify that the PO number is on the invoice, and forward to Accounts Payable. All original invoices must be sent to Accounts Payable.

University Purchasing will forward the green and goldenrod copies of the Purchase Order to the department. When the items or services have been received, the green receiving copy of the purchase order should be signed, dated and forwarded to University Purchasing (not Accounts Payable) to initiate payment. (See Section 11: Receipt, Inspection and Acceptance of Shipments for additional receiving information.) University Purchasing will receive the order in Banner, and forward all green Purchase Order copies to Accounts Payable. Our payment policy is 30 days from invoice date.

If the items on the Purchase Order are being purchased at a higher price, please indicate this information on the green receiving copy of the Purchase Order. If it is a sizeable amount, University Purchasing should be notified for a change order. If you have purchased additional items, please write items on the green copy and contact University Purchasing to add to the Purchase Order on Banner. If a different vendor than the one on the Purchase Order is used, please contact University Purchasing so that a new Purchase Order can be typed.

A Standing Purchase Order is used when a department will be purchasing from the same vendor throughout the fiscal year. The amount is usually estimated, and should be enough to get through the fiscal year. It is the department's responsibility to monitor the balance on the Blanket Purchase Order so that sufficient funds are available to pay vendors. The balance of your purchase orders may be found on the Banner encumbrance screen (FGIENCD). If you notice that the Blanket PO needs to be increased, please contact University Purchasing to encumber more money on the purchase order.

FOIDOCH is a form in BANNER which will allow you to view the Purchase Order, receiving information, the Banner assigned invoice (“Inv”) number, and the check number . Complete FOIDOCH Instructions can be found at <https://cms.gonzaga.edu/entity/open.act?id=e1c7eb9593de180452636e13610a72a7&type=page> In order to use this form, it will be necessary for you to have one of the following: the “REQ” requisition number; the “PO” Purchase Order number, or the Banner assigned “Inv” Invoice number.

Additional Account Payable contacts, forms can be found at <http://www.gonzaga.edu/Campus-Resources/Offices-and-Services-A-Z/Finance-Office/Controllers-Office/AccountsPayable.asp>

SECTION 13: EXPENSE REPORT

Currently Under Construction



SECTION 14: BUDGET ADJUSTMENT REQUEST (BAR)

BARs are used to increase or decrease organizational budgeted line items. Some examples of appropriate BARs are:

- Adjusting a budgeted line item when actual expenditures are greater than the budget for a particular account. This is typically a reallocation from another account has excess budget.
- Creating a new account in your budget, i.e. “4H07” for a new cell phone. Again, this is typically a reallocation from another account that has excess budget.
- BARS are only appropriate for fund 1000. Non-fund 1000 funds are not budgeted (with a few exceptions).

Helpful Hints

1. BARs can NOT be used to transfer funding between funds. A journal entry is used for these types of transactions. (Example: moving funds from fund 1000 to fund 910000.)
2. Contingency line items (4V15) CANNOT be spent. You must do a BAR to move contingent budget to an appropriate expenditure account.
3. When doing a BAR, estimate the needs for the remainder of the year to minimize number of BARs which need to be processed throughout the year.
4. Salary BARs must have a position numbers.
5. All BARs must have Department Head and area Vice-President signatures before forwarding to the Budget Office (Ad Box 97).

For additional information on what form to use when transferring funds see JE Transfer Matrix at <http://www.gonzaga.edu/Campus-Resources/Offices-and-Services-A-Z/Finance-Office/Controllers-Office/Resources.asp>

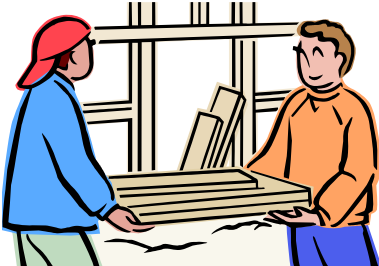
SECTION 15: JOURNAL ENTRY REQUEST FORM

Currently Under Construction



SECTION 16: DEPOSIT INFORMATION

Currently Under Construction



SECTION 17: EMERGENCY PROCEDURES

We understand that emergencies do happen. We are prepared to meet your urgent needs as they take place. Regardless of the cause, emergency purchases are expensive and should be avoided whenever possible.

Emergencies can be defined as follows: A dire situation that poses an immediate threat to life, health or property. Some examples of emergencies are water main breaks, fire, flood, severe weather, or a breakdown in equipment vital to the health and welfare of the university community.

In our day to day work routine “emergencies” are rarely so grave. Unfortunately, work place emergencies often mean something has been overlooked, planning failed to recognize a requirement, or unforeseen circumstances overtook us. The result is a need for expedited or immediate action to obtain goods or service in order not to jeopardize a class or a project. We can shorten bid times, secure verbal quotes, or waive competitive requirements and rush a Purchase Order through Banner when it is justified by the circumstance.

In case of emergency, contact the appropriate buyer for the commodity that needs to be purchased. <http://www.gonzaga.edu/campus-resources/Offices-and-Services-A-Z/Purchasing/PurchasingFiles/CommoditySplit.pdf> . Explain the circumstances: what is needed; date it is needed (delivery date) by the requisitioner; ship to (delivery) address; vendor name; telephone; fax; contact person; and any other special information. Make sure the Purchase Requisition is submitted by an approved method. See Section 8: Department Purchasing Requisition. A purchase order number will be assigned and the buyer will coordinate with you to expedite the order. Rush orders are given top priority, however, we ask for your assistance by planning purchases to keep rush orders at a minimum.

It is important that all University personnel realize that without prior approval to purchase, any purchases may, and have in the past, become personal liability of the employee who purchased the good or service. This is true regardless of the source of funds, and whether or not the purchase was in the name of Gonzaga University.

Exceptions to the policy regarding prior approval for purchases include repairs of an urgent nature that occurred after working hours, or over a weekend or holiday, which cannot be handled in any other manner. In these cases, the requesting department must obtain a purchase order number from University Purchasing the next working day.

SECTION 18: GONZAGA UNIVERSITY TRAVEL GUIDELINES - Effective 12/1/2009

18.1 General Guidelines

Since travel costs represent a sizeable portion of the University's total expenditures, appropriate efforts must be made to contain and control these costs. The University seeks the cooperation of all employees to maximize cost saving opportunities. While the University recognizes the need for flexibility in administering travel guidelines, expenditures which appear to be in conflict with the intent of these guidelines will be submitted to the employee's Department Budget Officer for review. These travel guidelines are meant to be used for general University travel purposes. Some departments of the University routinely travel as part of their departmental activity. They may have addendum guidelines that are specific to their departmental activity. These departments must submit any addendum guidelines to the Controller's Office so that the Controller's Office can properly audit the department's travel activity against the department's approved guidelines.

These guidelines are intended to provide employees (faculty, staff, and student), who are duly authorized by their Department Budget Officer to travel on behalf of the University, with adequate levels of transportation, lodging, meals, and other services necessary to conduct the University's business. The University intends that employees should travel in reasonable comfort when away from home on business. However, accommodations, meals, transportation, and services used should be in keeping with those to which the individual is accustomed in normal circumstances and should never be lavish or extravagant. Travel funds should be expended as though they were coming from one's own pocket.

Since departmental travel funds are limited, Department Budget Officers, at their discretion, may impose additional restrictions on expenditures and/or may authorize only partial reimbursement of travel expenses.

The University also has a Vehicle Use and Driver Control Risk Management Policy. This policy describes in more detail the criteria for being an approved driver, rental and use policies, driver responsibility, driving rules, and driving conditions. Please refer to this Vehicle Use policy for further information to supplement the information contained in the Travel Guidelines. You can go to [Microsoft Outlook, Public Folders, All Public Folders, Controller's Office, Documents, Travel Policy](#) or contact Marcia Bertholf, ext. 6139, for a copy.

18.2 Substantiation and Documentation

The Internal Revenue Service imposes specific requirements for travel and entertainment reimbursements and advances to be considered as nontaxable to the employee. For reimbursement of incurred expenses, the following must be documented in the space provided on the travel expense form:

- A. The business purpose
- B. The dates and amounts of each item of expense
- C. The business relationship to Gonzaga of those entertained, if such entertainment is required.

The University requires that original receipts be submitted for all expenses. In the case of hotel bills, the folio account which details room service for meals, beverages, and incidentals, from the hotel is necessary. Credit card statements/slips alone are not adequate documentation. All purchases of gasoline or other supplies for rental cars should be documented with a receipt. For business entertainment, one must indicate in the appropriate space the names and affiliation of those entertained, the purpose and justification of the entertainment, and when and where the business discussion took place. It is expected that business entertainment will be kept to a minimum.

Employees must substantiate all travel and entertainment expenses within fifteen (15) days after incurring the expense. In cases where an advance was obtained for travel, all items not substantiated within sixty (60) days of the expenditure will be reported to Payroll as taxable income.

18.3 Air Transportation

Air transportation can be reserved and ticketed through one of the travel agencies designated by the University. The approved agencies are Travel Leaders (formerly Carlson Wagonlit Travel) at 327-8749 or Egencia Corporate Travel (formerly Expedia Corporate Travel)@ www.egencia.com

Tickets purchased through these agencies must be placed on a purchase order. You will need to contact Purchasing to set up an Egencia account in order for you to be able to access their website.

For air transportation arrangements other than listed above, a preapproval from the Department Budget Officer in your area is required. Payment is on a reimbursable method or as a corporate credit card expense.

All domestic and foreign travel should be booked in excursion class. Airfare booked at other than the lowest available class will be charged back to the employee to the extent that it exceeds the lowest available fare.

The following links describe in-depth travel processes prepared by the Purchasing Department. You can go to [Microsoft Outlook, Public Folders, All Public Folders, Plant and Construction, Purchasing, Travel, GonzagaUniversityTravel.ppt.](#) or www.gonzaga.edu/Campus-Resources/Office-and-Services-A-Z/Purchasing/Travel and double click on “PowerPoint Presentation on Travel Procedure.”

To maximize discount fare possibilities, air travel arrangements should be reserved as far in advance of the travel date as possible. Restricted fares provide opportunities for saving funds but the traveler should weigh carefully the savings potential against the risk of change or cancellation. To be a cost effective traveler, one should plan early and carefully. Acquaint yourself with the airline’s/agencies policies of missed, delayed, or cancelled flights.

Due to the change in airline policy, the employee may be responsible for any additional luggage charge over the designated one luggage piece. (See Section 18.8) Special circumstances may apply such as carrying on supplies or brochures. Check with your Department Budget Officer for specific guidelines.

The University’s guidelines allow frequent flyer awards to be retained by the employee. If the IRS classifies these awards to be an additional tax burden, the employee will be responsible for the resulting tax liability. If an employee uses **personal** frequent flyer award miles for a business trip, the trip will not be reimbursed for cash. The trip should be recorded in University Relations as a gift in kind. Any employee found to be incurring unnecessary travel expense (additional trips, circuitous routes, unwarranted use of high cost airline, etc.) for purposes of building bonuses, will be considered to be defrauding the University and will be subject to disciplinary action.

18.4 Ground Transportation

Airport Transfers: The airport shuttle service should be the preferred method of transportation to a hotel or meeting site. Taxis and private limousines should be used only when they represent a more reasonable alternative or are essential because of time constraints.

Taxis: Taxi use should be limited, with preference given to public transportation. If public transportation is unavailable or inadequate for local travel, then taxis may be used. Trips should be of minimal length and each trip should be separately identified on the travel expense form. Receipts should be obtained whenever possible.

Car Rental: Whenever possible, use Budget Car Rental which is the preferred vendor for travel outside of Spokane. These arrangements can also be made through Egencia. Make certain that the Washington State contract number (V515846) is on the Budget billing and use a Gonzaga “authorized representative” card. The Controller’s Office has these cards for the following vendors: Budget/Avis, National, and Alamo. A completed Car Rental Request Form with the Budget Officer’s signature is required for a car rental card to be checked out.

You may make reservations directly with Budget or through your travel agent. Please follow these instructions:

1. Budget Telephone Reservations :
 - Call Budget (800-527-0700)
 - Tell the reservation agent that you want to make a reservation using your Gonzaga corporate discount number, **V515846** and use your corporate rates.
 - Reservation agents may ask if you want a promotional rate such as those offered through a Costco, Sam’s Club or Triple AAA. Do NOT take promotional rates – they void all of the coverage’s provided under the State of Washington agreement such as Loss Damage Waiver.

2. Budget.com Reservations:
 - Go to www.Budget.com
 - Enter in pertinent pick up and drop off information for your trip under the section that says, “Step 1 of 4”.
 - You MUST include Gonzaga’s discount number, V515846 where it says “Optional Offer Code (BCD)” to ensure that you are given rates and benefits under Gonzaga’s discount.
 - If you have a Fastbreak number, please also include your Fastbreak number where it says, “RapidRez #/online ID” so that you receive your Fastbreak service for your rental.
 - For Fastbreak information – contact the travel buyer in the Purchasing Department.
 - Click on “Continue” and follow instructions to complete your reservation.

3. Travel Agency Reservations:
 - Tell the agent that you want to use your Gonzaga corporate program and rate.
 - Provide the agent with your BCD number, V515846.

*** Please note that our Budget rates include insurance coverage as long as you are renting on University business and are using the corporate rates. Therefore, please do not book a promotional rate even if they are cheaper, as these rates do not include insurance.

Avis Budget Group has stated they are on the exception list that states there is no underage fee for anyone less than 25 years of age and the requirement to meet age requirement of 25 years old

to rent is no longer applicable. Consequently, 21 to 24 year olds can rent standard cars and SUV's through the Avis Budget Group. Vans are not approved unless prior authorization is given.

If you are departing from Spokane and need to rent a vehicle, there are several local vendors that accept University purchase orders: Enterprise (509-328-0173), Dollar Rent A Car (509-462-4981) and Thrifty Car Rental (509-838-8223). Travel Leaders (327-8749) can also make car rental arrangements.

Always rent the automobile in the name of **The Corporation of Gonzaga University**. Do not rent it in the traveler's name. Should the automobile be rented in the name of the individual and not the Corporation of Gonzaga University, insurance coverage is NOT automatic. Should the automobile be rented in the name of an individual, it is HIS OR HER responsibility to assure that insurance coverage is purchased at the time of rental or that proper coverage is available through the individual's personal automobile insurance.

Rental of 12 to 15 passenger vans is not approved unless you are renting a van directly from the University. You will need to rent standard vehicles or mini-vans only. Depending on the type of vehicle, a SUV may be acceptable as many of these are now the equivalent of mini-vans from a wheel base standpoint. For further clarification, please contact Marcia Bertholf (509-313-6139).

Do not purchase physical damage insurance (CDW or Collision Damage Waiver). As long as the automobile is rented in the name of The Corporation of Gonzaga University, the University is covered for rental car physical damage for rentals of less than 30 consecutive days. This is true for autos and vans with a value of \$50,000 or less. Coverage for a bus or vehicle exceeding \$50,000 value should be arranged with Marcia Bertholf, Assistant to the Vice President for Finance (509-313-6139).

Prior to taking possession of a rental vehicle, employees should make a thorough inspection to assure that any existing damage is noted on the rental agreement. Employees are encouraged to plan their travels to return rental cars to the renting location to avoid unnecessary drop-off charges. Such charges can substantially increase rental costs.

Employees should always attempt to refill the gas tank before returning the car. Service station prices for fuel are considerably less than the charge imposed by rental companies.

Employees who continue on a trip for personal reasons must transfer the rental to a personal credit card.

Personal Automobiles: Staff members must use University vehicles whenever available. If a personal automobile is used, reimbursement will be based on the following:

The University authorizes reimbursement at the current IRS rate. The rates and the effective dates can be found in Public Folders/All Public Folders/Controller's Office/Documents/Mileage Rate Log. A log, with date, destination, travel purpose, and mileage must be submitted to the Controller's Office along with the Reimbursement Request.

Mileage from home to work is considered a personal expense and is therefore not reimbursable by the University. However, if an employee leaves from home to go to another business place (such as an airport), the mileage that exceeds the distance from home to work can be reimbursed.

If an employee is authorized to use a personal automobile in lieu of alternative transportation, reimbursement will be based on the least costly of the normal public transportation or the automobile allowance. Should two or more employees travel together in one personal automobile, reimbursement will be made only to the employee whose vehicle is used for the travel.

Corporate credit cards should not be used to fill a personal vehicle with gasoline. Employees required to use their personal vehicles while engaged in University business are eligible for mileage reimbursement consistent with this policy and subject to the approval of their Department Budget Officer. The mileage reimbursement rate is determined by the IRS and includes gas, oil, maintenance, insurance, and depreciation costs. Any changes in the IRS reimbursement schedule will be automatically implemented by the University. The current mileage reimbursement rate is listed in Public Folders/All Public Folders/Controller's Office/Documents/Mileage Rate Log .

If an accident occurs when a University staff member is driving his or her privately owned vehicle, that individual's insurance is primary and will be utilized prior to Gonzaga's possible provision of any excess liability protection.

Reporting Accidents

In the case of an accident involving a rental vehicle refer the rental company, injured party, or anyone claiming injury to Marcia Bertholf (509-313-6139). Be prepared to furnish the following information:

Rental Vehicle

1. Driver's Name
2. Make, year, and license number of vehicle
3. Rental contract number
4. Name, address, and phone number of passengers
5. Renter's home and business phone numbers
6. Damage incurred
7. Date of loss

8. Time of loss
9. Address where accident/loss occurred

Other Vehicle or Property

1. Driver and owner's name
2. Address and phone number
3. Make, model, year, license number, state of registration
4. Name of insurance company
5. Name, address, and phone number of passengers
6. Damage incurred

General Information

1. Police officer's name and badge number
2. Name, address, and phone number of witnesses
3. Explanation of accident, including description of accident
4. Street names, weather and road conditions, direction moving, date, hour and location
5. File an accident report if required by law.

The employee should use good judgment to minimize the situation as if it were her/his own problem.

18.5 Hotel Accommodations

The University's policy is to use quality commercial grade hotel facilities. Some hotels will request the University's tax ID number (91-0236600). While hotel rates vary significantly from city to city, a range of \$70-\$150 per night is suggested. Federal guidelines for major cities are available in the Controller's Office.

Check with the hotel if you will be arriving late. Most hotels require you to check in before 6:00 pm. If you are arriving later than this, it may be necessary to guarantee late arrival. The employee is responsible for any changes or room reservation cancellations. Any "no show" charges will normally be the direct responsibility of the employee. To avoid incurring such costs, employees are encouraged to cancel in a timely manner and record the cancellation number assigned when the room is released.

Reimbursement is limited to a single room rate unless the room is to be shared with another University employee. Any additional charges incurred as a result of non-approved spousal, companion, or family accompaniment should be deducted before submitting a Travel Expense Request. Room service charges are discouraged but not prohibited and should be at the Department Budget Officer's discretion depending on travel circumstances.

If an employee continues a trip for personal reasons, hotel reservation must be transferred to the employee's personal credit card or be paid personally.

Additional detailed processes for hotel stays can be accessed at [Microsoft Outlook, Public Folders, All Public Folders, Plant and Construction, Purchasing, Travel, GonzagaUniversityTravel.ppt.](#) or www.gonzaga.edu/Campus-Resources/Office-and-Services-A-Z/Purchasing/Travel and double click on "PowerPoint Presentation on Travel Procedure."

18.6 Meals

It is the University's policy to provide a per diem meal allowance of \$35 per day. If an employee starts and ends the travel period with a partial day (see guidelines for actual reimbursements below), the following per diem breakdowns are requested to be used:

Breakfast	\$ 7	(20%)
Lunch	\$11	(30%)
Dinner	\$17	(50%)

If meals are included with the conference/registration fee, an adjustment based on above rates is required from the per diem rate.

The University also recognizes that actual meal costs vary widely throughout the country. Therefore, with Department Budget Officer approval, the University may reimburse meal expenses which exceed the per diem allowance. Actual receipts are required for reimbursement of all such meal expenditures. Department Budget Officer may choose to use the IRS Per Diem guidelines for high cost city travels.

The University depends on its employees to exercise prudence in the selection of restaurants. Meals should always be commensurate with the traveler's normal eating practices. The University will not reimburse meal costs that are deemed to be lavish or otherwise extravagant.

- The following guidelines apply in situations where reimbursement of actual meal expenses is authorized: Breakfast reimbursement permitted if travel begins earlier than 7:00 a.m and no meal is served on the transportation.
- Lunch costs will be reimbursed on all out of town assignments.
- Dinner costs will be reimbursed when the traveler is out of town for the evening meal or returns after 7:00 p.m. and no meal was provided by the transportation company enroute.

Any meal costs which appear to be excessive will be referred to the Department Budget Officer in charge for final approval. Departmental Budget Officers may authorize expenditures for alcoholic beverages as stated in the individual department policies.

18.7 Local Business Meals and Entertainment

Expenses with original itemized receipts incurred for local business meals and entertainment (meetings, employer/employee relations, etc.) may be reimbursed with approval of the Department Budget Officer. Meal costs which appear excessive will be referred to the Department Budget Officer for final approval. Good business practice may include the necessity from time to time of hosting business contacts under conditions conducive to business discussion but removed from University offices. Such entertainment must not be lavish or extravagant and must be reasonable and appropriate to conduct business. Expenditures for alcoholic beverages must have Department Budget Officer approval before submission to the Controller's Office. The practice of a quiet meal with a business associate that includes no discussion of business is not allowable. The IRS requires documentation to support each instance of business entertainment. Included with the expense report should be a receipt that identifies the establishment and includes the city and the date on which the entertainment occurred. It also must contain the name and affiliation of those entertained and the business purpose. Credit card payment forms or statements alone are not considered itemized receipts.

18.8 Travel Related Expenses

Parking and Toll Charges: Necessary parking and toll charges incurred on University business are reimbursable in addition to mileage allowance and other transportation expenses. If you have extended your trip for personal time, and you parked your vehicle at the airport, you need to prorate the cost between business and personal.

Baggage Fee: Some airlines recently added an additional fee (approximate \$15 each way) for checked baggage. The University will cover the cost of one checked baggage per business trip. Receipt is to accompany reimbursement or travel advance.

Tips and Gratuities: Tips and gratuities should be reasonable. Receipts are generally not required.

- A. Waiters: Up to 20% of the check may be included with the meal charge on your Travel Expense form.
- B. Taxis: Up to 20% of the fare may be included with the taxi charge.
- C. Bellhops/porters: \$1.00 per bag may be identified in the miscellaneous expense column on the travel expense.
- D. Housekeeping: \$1.00 per day.
- E. Valet Parking: \$1.00-\$2.00 when car is returned.

Always write the tip amount on the receipt for record tracking. If using a per diem rate, tips are included in daily rate.

Telephone: When using the phone, be aware of excessive hotel fees which vary from one hotel to another. Expenditures for personal long distance calls will not be reimbursed.

Personal Service: Laundry, cleaning and pressing charges are allowed only when a traveler will be away from home base more than seven days. Reimbursement for such charges will be limited to \$25 for each seven-day period.

Personal expenses are payments for activities that primarily benefit the individual and will not be reimbursed. The following is a sample list of such expenses (this list is not intended to be all-inclusive):

- Movies or video rentals
- Premium TV channels
- Car washes
- Toiletry items
- Barber and hairdresser expenses
- Medical expenses
- Hotel health club fees
- Personal reading materials (magazines, books, newspapers, etc.)
- Traffic fines or penalties
- Repairs, maintenance, or towing of personal vehicles
- Personal credit card fees or penalties
- Lost or theft of personal property
- Alcoholic beverages without Department Budget Officer approval
- Spousal, companion, or family travel

Any exceptions to the above list must have prior approval of the Department Budget Officer.

The University will not be responsible for costs incurred as a result of illegal actions by an employee, even if the employee is conducting University business. This includes vehicular violation.

Passport and Visa Fees: Fees for passports and visas are reimbursable, if specifically obtained for the business trip

Registration Fees for Conferences and Professional Meetings: Whenever feasible, registration fees for conferences and professional meetings should be paid in advance to obtain available discounts.

18.9 Credit Cards

University issued credit cards may be used for business meals and travel. Charges for retail items or services need prior approval by the Department Budget Officer and should be for emergencies only. The traveler will be charged for purchases that are not in compliance with this policy or for purchases for which receipts are not provided. Original detailed receipts, not credit card slips, are required for reimbursement. Should an employee require a credit card for extended travel, the Controller's Office has gasoline, telephone, and car rental cards available for check out. These cards must be returned within two business days following completion of a trip.

Should a credit card be stolen or misplaced, inform the Controller's Office (509-313-6371) immediately. If you cannot reach anyone in the Controller's Office (ie. on a weekend) cancel the card with the company immediately by calling the 24-Hour Customer Service number (1-800-344-5696 for inside the U.S.) and (701-461-2010 collect for outside the U.S). Always remember to keep the card number and phone number separate from each other.

18.10 Companion Accompaniment

As a general rule the University does not reimburse for spousal, companion, or family accompaniment. Under no circumstances will expenses for spousal, companion, or family travel be reimbursed unless Department Budget Officer approval has been granted in advance. If a spouse, companion, or family member accompanies an employee for personal purposes, the difference in hotel charges, if any, for a double room must be deducted before the expense report is submitted. If breakfast or other meals are charged to one's hotel account, only the amount for the employee's meals can be charged to the University. If travel is incurred by two Gonzaga employees together but from separate departments, it is very important to track the expenses separately and report separately to each Department's Budget Officer.

18.11 Travel Advances

Normally, requests for travel advances should be limited to approximately \$125/day. Such request may be submitted to Accounts Payable when making travel arrangements but not less than ten full working days in advance of the date the funds are needed. A check or an ACH advance will normally be issued approximately one week before departure date.

The expense record (travel advance/request for reimbursement) should be submitted within 15 working days of the last day of the trip to the Controller's Office. Without timely and proper documentation, the advance may be turned into the Payroll Office for W-2 taxability of amount received. This is an IRS requirement for accountable plans such as Gonzaga's. A second travel advance may not be approved if a prior expense report is overdue. The University retains the right to deny travel advances to any individual who has not submitted documentation in a timely

manner for a previous advance. All persons requesting reimbursement or reporting expenditures incurred on behalf of the University must submit the appropriate documentation (reimbursement request, expense report, etc.) to their Department Budget Officer for approval prior to submission to the Controller's Office.

18.12 Department Addendum

All Gonzaga Departments may add addendums to the University travel policy for their specific areas.

Please forward the addendum to the Controller's Office for prior approval before distributing to department.

Section 19 - INSTITUTIONAL MEMBERSHIPS

PURPOSE:

As an educational institution and as a corporate citizen, Gonzaga University holds membership in a wide variety of organizations. These institutional memberships range from the Association of Jesuit Colleges and Universities, the Independent Colleges of Washington, the West Coast (athletic) Conference, and the Association of American Law Students to the Spokane Area Chamber of Commerce and the Sister Cities Association to name a few.

In addition to these institutional memberships, a significant number of Gonzaga faculty and non-faculty belong to professional, civic, and community organizations. When deemed to be in the best interest of the University, funding is at times made available for these individual memberships as well.

PROCEDURE:

In an effort to control increases in expenditures for institutional and University-funded individual memberships, specific approval of institutional or University-funded individual memberships must be secured from the appropriate area vice president. Approval is required for both annual membership renewals and requests for new organizational or individual memberships. University Purchasing will not accept a requisition nor will the Controller's Office make payment without such approval. In addition, Academic Departments, the signature of the Dean is required before forwarding the purchase requisition/payment voucher to the AVP Office.

Questions regarding this policy should be directed to the appropriate area vice president.