

Butler University Procurement Policies

Latest Update effective March 1, 2020

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The following policies are offered to guide Butler University's procurement of goods and services, as well as travel and other reimbursable business expenses. The objectives of these policies are to establish and promote consistent guidelines, establish a better system of controlling costs, and to communicate the University philosophy regarding the use of University funds. These policies pertain to ALL University funds (operating budgets, gift funds, projects, grants, etc.). The policies will be revised periodically. The most current version may be obtained from the Business Office, Purchasing Services or at [\\bfiles\general\Forms\Business Forms\Business Policies](#).

I. Conflict of Interest Statement

The Conflict of Interest Statement is published on the Butler University Human Resource website. The statement is being included in the procurement policy to emphasize its importance in spending University funds:

“In conducting business on behalf of Butler University, the avoidance of conflict of interest or personal benefit is expected. Faculty/staff should be aware that their positions with the University should not be used to gain favorable treatment or self-enhancement unless such occurs as an incidental, secondary result of actions, the primary purpose of which is intended to benefit the University, its students and the public in general.”

II. Contractual Agreements

All contractual agreements made on behalf of the University must be signed by the President, the authorized Vice President, Dean or General Counsel as outlined in the Operational Delegation of Authority, found in [\\bfiles\general\Forms\Business Forms\Operational](#). This document states the following:

- Each Associate Vice President and Executive Director has the authority to sign on behalf of the University all contracts in which University funds are committed up to \$50,000.
- Each Vice President, Dean and General Counsel has the authority to sign on behalf of the University all contracts in which University funds are committed up to \$100,000.
- For amounts between \$100,000 and \$250,000, the authorized Vice President, Dean or General Counsel must sign and the Vice President for Finance and Administration or the Provost/Vice President for Academic Affairs must counter-sign.
- The Vice President for Finance and Administration and the Provost/Vice President for Academic Affairs have the authority to sign

on behalf of the University all contracts in which University funds are committed up to \$250,000.

- The President must sign all contracts and agreements above \$250,000.
- Each Vice President, Dean and General Counsel has the authority to sub-delegate signing up to \$25,000 to another member of his/her division. A Delegation of Authority form must be completed and submitted to the Vice President for Finance and Administration and the General Counsel by August 1 of each year.

III. Purchase of Goods and Services

A. Institutional contracts and agreements

The University has established institutional contracts and agreements with vendors for a number of goods and services. All purchases of these goods and services must be made with the vendors listed here:

- Bon Appetit – food services
- Office 360 – office supplies
- Enterprise Rent-a-Car – vehicle rental from Indianapolis
- Follett – bookstore
- Klines Quality Water – bottled water and cooler rental
- HP Products – janitorial supplies
- Jostens – Commencement items
- Herff Jones – diploma covers and honor cords
- Pepsi – Pepsi-Cola Products
- Ray’s Trash Services – trash hauling and recycling
- Sharp USA – copiers and printers
- M & H Protection – armed security (off-duty officers)
- ESG – unarmed security

Printing and copying should be coordinated through Campus Impressions, located in the basement of Holcomb (ext. 6495) unless it is provided at no cost to the University (e.g., promotional/trade arrangements).

B. Purchase Orders (PO)

1. The following items require a Purchase Order prior to ordering:

- Furniture
- Office equipment (including computer and technology/media related equipment)
- All other purchases of goods \$2,500 or more

- All services \$2,500 or more, with the only exceptions being arrangements for speakers and performers.

A requisition must be submitted through my.butler.edu by the authorized requisitioner for the department. This requisition must be fully approved and a PO created before the goods or services may be ordered.

Purchases made without the required Purchase Order may be at risk for payment.

2. All purchases of goods and services \$10,000 or more require three competitive bids unless existing vendor contracts or agreements are already in place. Purchasing Services will work with departments to provide assistance in obtaining qualified bids. A competitive bid is required in circumstances where a vendor will have an ongoing relationship with Butler and the vendor will receive more than \$10,000 on an annual basis. Contracts for periods of 1 to 3 years may be established for service providers when a longer term relationship makes sense. **ALL** bid responses, regardless of whether Purchasing Services sent out the invitation to bid, must be submitted with the online requisition. The Purchasing Manager will review the bids and award business to selected vendor in consultation with the requesting department.

If a valid reason exists for non-competitive procurement of goods or services in excess of \$10,000, a request for exception may be made by submitting a Competitive Pricing Exception Request (Bid Exception) with the online requisition. The request will be reviewed by Purchasing Services and forwarded to the Vice President for Finance and Administration for approval. If the request is not approved, normal bidding procedures will apply.

C. Requests for Payment

1. Approved Vendors

All approved US vendors must have a signed W-9 form on file before payments will be made. W-9 forms may be obtained from the Business Office or at <\\bufiles\General\Forms\Business Forms\IRS Form W-9 10-18.pdf>.

The Accounts Payable Manager in the Business Office must be contacted **before** making purchases or other arrangements with a foreign vendor (entity or individual).

2. Independent Contractors

Payments to individuals must be made directly from the Business Office. Payments for services may not be made by faculty or staff regardless of the

form of payment (cash, personal check, Purchasing Card or gift cards). The Business Office will determine if payments must be made through payroll in cases where faculty or staff members are paid for services beyond their normal employment with the University. It should be noted that under IRS rules it is very rare that a faculty or staff member will qualify as an independent contractor.

3. Payments for purchases made with a Purchase Order

- The original invoice should be sent to poinvoices@butler.edu. Please remember to indicate the PO number in the email. Purchasing Services will create an AP voucher and tie it back to the PO.
- The AP voucher will automatically route for electronic approvals.
- Once the invoice is fully approved, the invoice will be paid according to the payment terms indicated.

4. Other requests for payment

- For all payment requests not connected to a PO, an AP voucher must be submitted through my.butler.edu by the authorized requisitioner for the department.
- The invoice and/or other backup should be uploaded into OnBase to support the AP voucher payment.
- The AP voucher will automatically route for electronic approvals.
- Once the invoice is fully approved, the invoice will be paid according to the payment terms indicated.

5. Authorized approval amounts

All payments of \$5,000 or more must be authorized by the responsible Vice President, Dean, General Counsel, Associate Vice President or Executive Director.

D. Foreign Visitors

Butler University is responsible for maintaining compliance with all federal, state, and local tax and immigration laws regarding foreign visitors that may be hosted by the Butler community. Butler must also properly report to the appropriate federal and state agencies any payments made to foreign visitors. Properly reporting payments that are made to foreign visitors will greatly reduce the potential for future tax or immigration problems for these visitors.

Faculty and staff members who plan to host short-term foreign visitors must contact the Accounts Payable Manager in the Business Office **before making final arrangements**. This communication will ensure the following:

- Visitors are eligible to be paid in the United States
- Visitors receive the appropriate payments

- Visitors do not have more taxes withheld than are necessary

Butler University will not be able to pay a Foreign Visitor who is not eligible to be paid in the United States. Therefore, it is critical that departments **must** contact the Business Office and begin planning for the visit as soon as possible, ideally 6-8 weeks prior to the visit. It is the responsibility of the foreign visitor to ensure all documents are prepared. The hosting department may assist the visitor in that endeavor and must verify that the visitor has the right documents and instructions to enter the US. Every circumstance (e.g., VISA type, country, type of work) has different requirements and paperwork. Please provide the following information when contacting the Accounts Payable Manager:

- The visitor's VISA type
- The visitor's immigration status (this may be different than their VISA type)
- The visitor's country of permanent residence
- The visitor's US tax identification number (if the visitor does not have one, we will be required to withhold 30% on any payments made).

The Accounts Payable Manager will work with departments to obtain the additional information and paperwork needed.

E. **Internal Butler purchases**

There are several areas on campus where a service code or a journal voucher may be used for purchases. Please use these options rather than submitting a payment request (requisition or AP voucher), Expense Report or charging it to a University Purchasing Card. These areas include Campus Impressions, the Mail Center, Bon Appetit, Follett Bookstore, Athletics (tickets) and Clowes.

IV. **Reimbursable Business Expenses**

Faculty and staff should ask vendors to invoice the University or use a University Purchasing Card for business purchases whenever possible. When this is not possible, the University will reimburse properly documented expenses. Per IRS regulations, all business expenses must be documented with the following 5 items:

- The date the expense was incurred.
- The amount spent.
- The place the expense took place.
- The business purpose for the expense.
- The business relationship of all individuals involved.

Receipts are required for all expenses being paid from federal or state grants. For expenses being paid from University funding (operating budgets, gift accounts, etc.), receipts are required for all expenses greater than \$50.

University departments have the authority to require receipts under \$50 for budgeting purposes if they choose.

IRS regulations stipulate that expenses must be accounted for within a reasonable period of time. Reimbursements will not be issued for receipts more than 90 days old.

A. **Business Meals**

The University will reimburse expenses related to faculty/staff meals and entertainment when there is an explicit business purpose documented. Local meals and/or entertainment for faculty/staff should be limited.

Per person maximums for meals (inclusive of taxes, tips and delivery fees) are:

Breakfast - \$20/person

Lunch - \$20/person

Dinner - \$30/person

Limits for business meals may be exceeded when authorized by the responsible Vice President, Dean, General Counsel, Associate Vice President or Executive Director.

If you are attending a conference where certain meals are provided as part of the conference fee, you are only eligible for reimbursement of meals not provided.

The University will allow the use of Federal per diem rates for foreign travel. Please contact the Business Office for information on the current rates. University departments have the authority to impose lower rates due to budget constraints.

A maximum of 20% should be used when calculating tips.

The University will pay for a spouse's or significant other's meal expense only when an explicit business purpose can be supported.

Local business meals and associated tips are prohibited when funded from federal sources, except when specifically meeting with out-of-town visitors and conducting business directly associated with the grant or project purposes.

B. **Alcohol**

The University prohibits the purchase and serving of alcohol to faculty and staff unless the alcohol is served during a business meal by a restaurant accepting primary liability, or as part of an officially sponsored University event (on or off campus) where the alcohol is served by a properly licensed and insured third-party who accepts primary liability. The University prohibits the purchase and serving of alcohol to students regardless of age unless the

event is officially sponsored by the University and the alcohol is served by a properly licensed and insured third-party who accepts primary liability. A Bartending Agreement form must be completed prior to an officially sponsored University event. This form may be obtained from the Business Office or at <\\bufiles\General\Forms\Business Forms\Bartending Agreement.docx>. Alcohol purchase is prohibited at all times on any grants and projects funded from federal sources.

C. Parties and Picnics

The University has established and funded a number of holiday parties, picnics, and special events during the year. Departmental parties and picnics will be allowed when authorized by the responsible Vice President, Dean, General Counsel, Associate Vice President or Executive Director. These parties and picnics are limited to \$35/person. The University will not fund personal parties, such as birthdays, wedding showers, baby showers, etc. Entertainment expenses are prohibited at all times on any grants and projects funded from federal sources.

D. Travel

Travel required for University business should be planned in such a way as to maximize the safety of the travel and minimize the cost to the University. This travel policy covers out-of-town business travel expenses for faculty/staff only. The University will pay expenses for actual days during which business is conducted. The University will only pay non-business day expenses when it can be demonstrated that early arrival or late departure is less costly, it doesn't impede work productivity, and/or early arrival/late departure is necessary for attendance. The level of direct benefit it has to the University should determine the necessity of travel. Consideration should be given to limiting non-essential travel, and limiting the number of faculty/staff sent to any one conference or event.

1. Hotel rooms and alternative lodging

The University will reimburse the cost of a standard/single occupancy hotel room. It is expected that the individual will secure lodging generally at no more than the mid-range rate for hotels in the particular city where traveling for business. Please see the GSA Travel Guide at <https://www.gsa.gov/travel/plan-book/per-diem-rates> for details.

If travel is for a conference held at a specific hotel the University recognizes the advantages of staying on location where the conference is held. The University will reimburse the cost of a standard single room. Please plan your conference travel to take advantage of any conference room discounts offered.

Faculty or staff needing lodging for more than five nights in a given location may use *Airbnb*. We strongly encourage selecting *Airbnb Plus*

locations which provide stronger safety and security measures. We also advise choosing a Superhost. When booking *Airbnb* lodging, use the 'More filters' option to select the *Airbnb Plus* locations and Superhosts.

Students traveling for University purposes, regardless of duration of housing needs, should utilize traditional hotels or contracted housing services vetted through the relevant University office (e.g., Center for Global Education). Alternative lodging (e.g., Airbnb, VRBO) are not permissible for students.

Personal services such as in-room movie rental, fitness center charges, valet parking, laundry service, and in-room mini bars will not be reimbursed.

2. Rental Cars

All individuals renting cars for University business must be on the Approved Driver's List to be covered by Butler University Insurance. Enterprise Car Rental is to be used for all travel by car originating in Indianapolis. All rental car travel originating in Indianapolis should be coordinated through Purchasing. Please refer to the Enterprise Requisition form located at [\\bufiles\General\Forms\Purchasing_Forms\Enterprise Request Form.xlsx](#) for current prices.

The EHI Direct car rental booking tool is to be used for best rates and convenience when booking rental cars outside of Indianapolis. Sign up and general questions should be directed to Purchasing Services.

Butler will reimburse expenses for the cost of a standard size vehicle for 1 or 2 passengers or the cost of a full size vehicle for more than 2 Butler passengers. Exceptions will be made if the number of Butler travelers dictates the need for a minivan. Strong consideration should be given to the use of cabs, Uber, Lyft and shuttles in major cities where convenient and cost effective.

For insurance purposes, the rental contract must include Butler University's name along with the individual renting the vehicle. If the individual is using a University Purchasing Card to pay for the rental (preferred), the address on the contract should be 4600 Sunset Ave., Indianapolis IN 46208. If the individual is using their own personal credit card, the address on the contract will need to be the billing address for their credit card. It is not necessary to purchase the Loss Damage Waiver or other optional coverages offered by the rental company. Failure to include the University's name in the rental contract however, could jeopardize the University's insurance coverage, and the renter could be held personally responsible for liability or physical damage claims.

Liability and Physical Damage Insurance must be purchased for vehicles rented outside of the United States.

Any incidents or accidents involving rental vehicles must be reported to the Business Services Coordinator in Operations and the Director of Risk Management.

The renter is responsible for all personal belongings.

3. Airline Reservations

All air travel must be in Coach class. Reservations should be made as early as possible to take advantage of all potential discounts. Faculty/staff are encouraged to utilize web-based services to obtain the lowest logical airfare.

The University will cover the cost of one checked bag. In flight Wi-Fi will also be covered if necessary for business. Butler will not cover the following airline fees:

- Travel protection for domestic flights
- Early check-in
- Seat upgrades
- Seat selection fees

Any reservations made for projects with federal funding must be in accordance with the Fly America Act and must be booked on a domestic carrier unless no alternative exists.

Whenever feasible and appropriate, it is recommended that senior administrators, or a substantial number of employees from the same organizational unit, avoid group travel by the same mode of transportation. In addition, it is recommended that the President avoid traveling with more than 2 vice presidents by the same mode of transportation.

4. Travel to/from Indianapolis Airport and Airport Parking

Faculty/staff may utilize a taxi or car service (Lyft/Uber) to/from the airport. However, the reimbursement for the cost of the taxi/car service cannot exceed the cost that would have been incurred for personal mileage to/from the airport and airport parking for the trip.

Indianapolis Airport parking is limited to \$14 per day. Faculty/staff are encouraged to use the Economy or Park & Walk lots at the airport, or Fast Park & Relax (<https://www.thefastpark.com/airport-parking/indianapolis-ind>). This parking offers covered, long-term parking and complimentary transportation to/from your vehicle and the terminal 24 hours a day, 7 days a week.

Faculty/staff should exercise judgment by weighing cost against other factors when considering the duration, type and location of alternate types of parking. If the traveler chooses to use garage or valet parking at the airport for personal convenience, reimbursement for garage or valet parking will not exceed this approved rate.

5. Frequent Flyer Miles and Other Rewards Programs

Faculty/staff may retain frequent flyer and other reward program benefits. However, participation in these programs must not influence flight, hotel or automobile rental selection that would result in any incremental cost to the University beyond the lowest available airfare or rate.

Use of personal frequent flyer miles or reward program points for business travel is optional for faculty/staff. The University will not reimburse travelers for personal frequent flyer miles or reward program points used for business travel.

6. Mileage vs. gas reimbursements vs. airfare

Please consider the cost of driving a personal vehicle vs. renting a car or flying when making travel arrangements in order to identify the most efficient and cost effective option. A mileage calculator, which compares the cost of driving a personal vehicle to the cost of renting a vehicle, is available. This calculator may be obtained at <\\bfiles\General\Forms\Business Forms\2019 Mileage Calculator-Tax Exempt.xlsx>. The Business Office will review expense reimbursement requests for trips over 100 miles and may adjust the reimbursed amount if it is significantly higher than another travel option.

The University will reimburse mileage at the approved IRS rate when a personal vehicle is used and a University-approved rate when a University-owned car is used. For personal vehicles, this rate includes the cost of gas, maintenance, insurance and wear and tear. Please contact the Business Office or see the Expense Report form on Forms Central for the current rates.

The University will reimburse gas expenses for rental cars and University Pool Cars. A receipt is required for reimbursement.

7. Gratuities not related to meals

The reasonable cost of gratuities to bus drivers, taxi drivers, bellhops, porters, and other service personnel associated with business travel expenses are reimbursable. A signed receipt is required for all gratuities given in excess of \$20, excluding tips related to meals. Please consult <http://www.itipping.com> for tipping guidelines.

8. Personal expenses

The University will not pay for personal and incidental expenses for faculty/staff. This includes expenses for spouses, significant others, and other family members. These expenses must be kept separate from business-related expenses.

9. Foreign travel exchange rates

The Business Office uses <https://www.xe.com> to calculate exchange rates for travel expenses outside of the U.S.

E. Gifts, awards, and prizes

All cash gifts, awards and prizes are considered taxable income. “Cash” includes gift cards and prepaid purchasing cards. Immaterial tangible gifts may be tax free if the value is less than \$200.

The University will not pay for personal gifts, birthday cakes or other personal items for University faculty/staff. The only exception will be for retirement gifts, which must be authorized by the responsible Vice President, Dean, General Counsel, Associate Vice President or Executive Director. Flowers for faculty/staff births, hospitalizations, and bereavement should be coordinated centrally through Human Resources, and will be purchased on behalf of the University.

F. Cell phones and Smartphones

If a cell phone or smartphone is required for a University position for business purposes, the business use portion for equipment and/or monthly service can be reimbursed nontaxable. A Cell Phone/Smartphone Reimbursement Request Form must be completed and approved by the President, responsible Vice President, Dean, General Counsel, Associate Vice President or Executive Director.

A cell phone/smartphone reimbursement is set up for a 12-month cycle, starting in September each year. The Cell Phone/Smartphone Reimbursement Request Form must be filled out each year of participation in the reimbursement cycle. Cell phone or smartphone purchases are limited to one phone purchase per two years. Only the cost of the phone will be reimbursed, up to \$200. Accessories will not be reimbursed. Equipment costs will be reimbursed in total, rather than spread out over 12 months.

Due to the variability of cell phone plans, the University has implemented a standardized reimbursement amount based on current individual cell phone plans from major carriers. This standard amount is \$65 per month.

You must also input a business percentage use (not to exceed 70%). The standard cell phone monthly amount will be multiplied by the business

percentage to determine the monthly reimbursement amount. This percentage will also be applied to any phone purchases.

Part-time employees may request a partial cell phone reimbursement based on business percentage use and average number of hours worked each week. For more information, please contact Accounts Payable.

G. Moving expenses

Please contact Human Resources.

V. Purchasing Cards

Faculty/staff that travel frequently for the University or who can demonstrate a legitimate ongoing need may be eligible for a purchasing card. The Vice President for Finance and Administration or Controller will approve all Purchasing Card Requests. Purchasing Card Request forms may be obtained directly from Purchasing Services or at <\\bufiles\General\Forms\Purchasing Forms\Purchasing Card Request.xlsx>.

The purchasing card is a privilege granted to the cardholder by the University. All cardholders have a duty to ensure Butler University resources are spent in a responsible and efficient manner. The University will seek repayment for any inappropriate charges made to the card. Fraudulent or intentional misuse of the card will result in immediate revocation of the card.

All purchases using the purchasing card must be made in compliance with Butler University procurement policies.

Although the purchasing card is issued in the cardholder's name, it remains the property of Butler University. Use of the card is restricted to Butler University business. Use of the card for personal purchases is strictly prohibited and may result in immediate cancellation of the card.

Only the authorized cardholder may use the card. No card is ever to be loaned.

The program does not affect personal credit ratings.

All purchases greater than \$50 or using federal or state funds must be documented with an original, itemized receipt. University departments have the authority to require receipts under \$50 for budgeting purposes if they choose. The business purpose for each purchase should be written on the monthly purchasing statement before submitting the purchasing statement, credit card statement, and receipts to Purchasing Services. The monthly purchasing statement must be approved by an authorized budget manager. It is the responsibility of the cardholder to ensure the report and documentation are turned in within the stated deadlines.

The Business Office will review cardholder reports and receipts on a monthly basis. Emails will be sent to cardholders not complying with University Procurement Policies, as well as to cardholders who do not submit paperwork in a timely manner. Cardholders receiving 3 compliance emails over the course of a year risk cancellation of their purchasing cards. If a card is canceled, reinstatement will be considered after a period of one year from the date of cancellation.

VI. Travel Advances

Travel Advances will be issued for student/athletic travel per diem and non-purchasing cardholders for travel of 2 or more business days, and greater than \$100. Travel Advances may be obtained by submitting a properly authorized Request for Travel Advance to the Business Office 2 weeks prior to departure. Travel advance checks will not be issued more than five (5) days prior to the trip. A Request for Travel Advance form may be obtained from the Business Office or at <\\bufiles\General\Forms\Business Forms\Travel Advance Form.xls>.

Accounting and/or return of Travel Advances are required to the Business Office with all receipts and documentation within 30 days of returning from travel. Advances not returned or accounted for within 30 days of returning become a loan to the faculty/staff and will incur interest of 18% APR until the advance is returned or cleared. **This interest must be paid by the employee, not the department.** Accounting for advances is done by submitting a properly completed and authorized Expense Report to the Business Office with all receipts and documentation of business purpose attached. An Expense Report form may be obtained from the Business Office or at <\\bufiles\General\Forms\Business Forms\2020 Expense Report Forms.xlsx>. Travel Advance privileges may be suspended for lack of timely accounting and/or return.

VII. Petty Cash

Petty Cash reimbursements may only be used for the Butler community (faculty/staff/students). The maximum amount for petty cash is \$200/person per day.

All purchases greater than \$50 or using federal or state funds must be documented with an original, itemized receipt. The business purpose for each purchase should be written on a Petty Cash form. This form must be approved by an authorized budget manager. A Petty Cash form may be obtained from the Business Office or at <\\bufiles\General\Forms\Business Forms\Petty Cash Form.xls>.

If the reimbursement is for meals, gas, mileage or payments to individuals, submit the petty cash form to the Business Office for review and approval. Please allow 3 days for these forms to be processed. The Business Office will email the individual when the form is approved. The approved Petty Cash form may be

picked up from the Business Office and taken to the Student Account windows (Jordan Hall 102) for reimbursement.

All other petty cash reimbursements may be taken directly to the Student Account windows. A Butler ID must be presented before the reimbursement is given.

VIII. University Computer and software purchases

Information Technology will establish and/or approve all specifications and standards; establish and/or approve vendor agreements and contracts for hardware, software and services; and establish and/or approve frequency of desktop turnover. Purchasing Services will work with Information Technology to facilitate the purchase of all computer systems, services and peripheral equipment. Please see <http://www.butler.edu/it/> for further information about computer purchases.

IX. Appeal procedures

Appeals for exceptions to the policies in this document must be made in writing to the Vice President for Finance and Administration.

X. Update procedures

Updates of the Procurement Policies will be coordinated by the Vice President for Finance and Administration.