Liberty University has official policies and procedures for the budgeting and purchasing process. These policies and procedures are provided in the following documents and should be available in each department for reference:

- Liberty University Budget Guidelines 2001-2002
- Liberty University Travel and Entertainment Policy July 1, 2001 Revision
- Liberty University Guidelines for Receiving Incoming Shipments, October 14, 1997
- Liberty University Purchasing Process Guidelines, October 13, 1997
- Liberty University Purchasing Policy and Procedure, October 13, 1997
- Liberty University Guidelines for Request for Quotations and Proposals, October 13, 1997
- Liberty University Guidelines of Receiving Incoming Shipments, October 14, 1997
- Liberty University Inventory and Capital Equipment Policy, October 15, 1997

This document provides general administrative guidelines that supplement the official policies and procedures. It outlines the general purchasing, travel, and budget process and should be used as an aid for department heads and budget officials when processing travel and purchase requests and ensuring that funding is available for these requests.

The travel and purchase requisition process normally requires 10 working days from the date the requisition is received by the Budget Office. Please use 10 working days as a general guide when planning necessary travel and purchases. More time may be required during peak requisition times such as the beginning the fiscal year, academic year, or semester, and the end of the fiscal year because of the volume of requisitions being processed. In addition, specific requisitions may require additional information and time.

I. DEPARTMENT’S ACTIONS

A. Identify Your Needs

> Does your need require an item or service to be purchased?

- If your need requires an item or service to be purchased, you may contact the Purchasing Department. They will be able to provide information about product pricing, delivery, terms, and quotes if necessary.
- If your need requires an item or service to be purchased of a technical nature, you may contact the Information Technology Department for information regarding your purchase.
- If your need is for maintenance, repair, renovations, etc., you may contact Field Operations.

> Once you have gathered the information regarding your item or service to be purchased, you are ready to complete a requisition form.

B. Complete a Requisition Form

> In order to expedite the approval process, it is necessary to submit a requisition form that is as complete and accurate as possible. The following items are helpful in completing your requisition:

- Specify the purpose of the item or service to be purchased.
- Include the cost of the item or service to be purchased. If you do not know the cost of the item or service you wish to purchase, include the maximum dollar amount you are willing to spend on the item or service to be purchased.
o Attach a copy of any quotes obtained regarding your purchase. If you must use a specific vendor (sole source provider), please note the requisition and provide a comprehensive explanation (specific brand, product compatibility, contractor, subscription, et cetera).

o If the purchase is related to travel or a specific event, list all dates related to the event on the requisition.

o If your purchase is related to travel or a specific event, include all supporting documentation (quotes, travel checklist, conference brochure, etc.)

o Be specific in your request!

o Attach any additional justification required beyond the original scope of your department’s budget or strategic plan (budget amendments, revised plan, et cetera).

o Provide the name of a contact person and number.

o Include the line item number with the budget number. If you do not know the line item, request assistance from the Authorized Budget Representative.

- When you have completed your requisition form as thoroughly as possible, you are ready to submit your requisition for approval to the Authorized Budget Representative for your department who will review your requisition and obtain the signatures necessary for the requisition to continue on in the process.

C. Submit Your Requisition to an Authorized Budget Representative (ABR)

- As an originator of a requisition, you must submit your completed requisition to an Authorized Budget Representative (ABR) for the appropriate signatures to be obtained.

- As an Authorized Budget Representative, you are responsible for verifying there is money in your overall budget and the appropriate line item.

  (See the line item definitions in the back of the FY02 Budget Process & Guidelines Handbook)

- After you have verified the availability of funds in your budget to purchase the item or service you are requesting, you must obtain the following signatures on your requisition:
  
  o ABR
  o Cabinet
  o President (if necessary)
  o The following expenses require prior written presidential approval:
    New personnel positions
    Salary increases
    Capital items
    Any item(s) $5,000 or greater
    Leases
    Contractual services
    Consultants
    Multi-year contracts or agreements
    New computer or technological equipment
    Cellular telephones
    Rental or lease agreements
    Change orders to existing contracts
    Furniture
  
  o Requests for technical and computer equipment must be signed by IS

- If the funds are not available in your department’s budget for the item or service you wish to purchase, you must submit a budget amendment. Budget Amendments should be used for unplanned expenses that are not covered in your budget or if you need to move funds from one line item to another to cover the expense.

- Operational line item budget amendments require the ABR’s and their immediate supervisor’s approval. Amendments that must be approved by the Cabinet member and President include:
  
  o New personnel positions
  o Salary increases
  o Capital items
  o Any item(s) $5,000 or greater
  o Leases
  o Contractual services
Draft – Review of Document in Process

- Consultants
- Multi-year contracts or agreements
- New computer or technological equipment
- Cellular telephones
- Rental or lease agreements
- Change orders to existing contracts
- Movements between areas of cabinet authority
- Movements from Personnel to Operational
- Requests for new funds
- Furniture

- Once you have obtained all signatures necessary, adjust the Budget Management System Worksheet. This will help you keep an ongoing account of your department’s budget and the funds that remain.
- Submit the requisition to the Budgeting Department. Keep a copy for your records.

D. Stock Removal Form

All office supplies must be requested using a stock removal form. This form should include a maximum cost allowed as well as the signatures of the ABR and their supervisor. Budget Office approval is required. The items needed will be acquired by the Purchasing Department.

E. Important Information:

- NEVER COMMIT THE UNIVERSITY BY ORDERING A PRODUCT OR SERVICE OR BY IMPLIED A PRODUCT OR SERVICE WILL BE PAID!
- WHEN IN DOUBT, CALL:
  - Purchasing for information about products (pricing, delivery, terms, quote) and office supplies;
  - Information Services for information about technical needs for information technology, telephone charges, and computer maintenance charges;
  - Budget Office for questions about budget amendments, budget process, availability of funds, status of purchase or personnel requisition;
  - Accounting Office for questions about charges or process for requesting transfer of erroneous expenses;
  - Print Shop for questions about printing allocations;
  - Sign Shop for questions about Sign Shop allocations;
  - Post Office for questions about postage charges;
  - Transportation for questions about transportation charges.

- KEEP THE BUDGET MANAGEMENT SYSTEM UPDATED
- REVIEW MONTHLY REPORTS AND DISPUTE ANY PROPOSED DISCREPENCY BY THE END OF THE MONTH IN WHICH THE REPORT WAS DISTRIBUTED – No adjustments will be made after the end of the month
- TRUE EMERGENCIES CAN BE HANDWALKED FOR IMMEDIATE HANDLING
- EXCEPTIONS TO POLICY REQUIRE A MEMORANDUM TO THE PRESIDENT FOR HIS WRITTEN APPROVAL

*Any obligation of University funds made without prior written approval is not an authorized expense and will be considered an unapproved purchase and payment for the item will be the personal responsibility of the individual making the purchase.

II. BUDGET OFFICE ACTIONS

It is the goal of the budget office to process all requisitions and stock removal forms within two business days of receipt. The Budget Office will verify all information is received and ensure all university policies were followed during the requisition process. The Budget Office will return all incomplete requisitions to the ABR or cabinet member with an explanation. Requisitions will be returned for the following reasons:
Once the Budget office has approved the requisition, the Encumbrance System will be updated to reflect the purchase. The requisition will then be forwarded to the appropriate department for a Purchase Order or Check.

- Purchasing – purchased goods or services, et cetera
- HR – payments for additional services rendered by employees, continuing education, et cetera
- AP – standing order/reorder, et cetera
- Accounting – travel advance, honorariums, et cetera

Allocations
- Office supplies, printing charges, technical services, Sign Shop charges, postal charges, transportation, et cetera can be charged to the departmental budgets via the accounting reports from these areas.
- Orders to these areas require the appropriate authorizing signatures. Funds must be available in the budget.
- If a charge must be added and line item funding is not available, the budget will need to be amended within 5 business days.

III. PURCHASING DEPARTMENT ACTIONS

It is the goal of the Purchasing Department to process all requisitions within 2 business days of receipt. Stock removal orders may take more than 2 days if the items requested are not in stock, however all orders will be placed the same or next business day. The Purchasing Department reviews completed requisition forms to ensure university standards are met. If necessary, the Purchasing Department will obtain competitive bids or contact vendors for verification of prices and delivery. (If competitive bidding is required, multiple vendors are contacted.) Please note that the requestor may obtain quotes or note “sole source” providers on the requisition form when appropriate.

The originating department will be contacted if changes are required, and the process will be explained. If the change exceeds the amount of budget authority, the Purchasing Department will:
1. Contact the Budget Office to determine if funds are available in the appropriate budget line. This does not constitute an agreement to process the purchase requisition, but determines the actions required by the ABR;
2. If funds are available, email the ABR copying the Budget Office and Cabinet Member requesting approval by all appropriate parties to purchase the item(s) requisitioned. If funds are not available, the purchase requisition is returned to the Budget Office. The Budget Office will contact the ABR and return the purchase requisition;
3. When all email approvals are received, copy the Budget Office and continue the purchasing process;
4. Attach any applicable emails to the purchase order and requisition provided to Accounting.

Orders are placed with vendors via telephone and confirmed with fax.

Follow up is done with the vendor for critical items.

IV. CENTRAL RECEIVING OFFICE ACTIONS

Typically, all items purchased by the University using the above process will be received in the Central Receiving Office. These items are distributed by that office through delivery or by the LU Post Office.