

PROCUREMENT & PAYMENT SERVICES

2024 Faculty Training

April 26, 2024



INTRODUCTION

Procurement & Payment Services is the central hub to meet university purchasing, contract management, payment, and travel needs. With a focus on customer engagement, we aim to create value through professional service, transparency, and university buying power. We uphold the highest standards of ethics and integrity and are committed to mission accomplishment for Liberty University!

P-Card Services

- Year End Guidance
- P-Card Requirements and Updates
 - Requirements to obtain
 - What's different/the same?
- Dos and Don'ts for P-Card
 - A few numbers for you
- Demo
 - Per Diems
 - Reimbursements

Year End Guidance

- All Transactions must be submitted no later than June 24th EOD
- This allows time for them to go through all approvals and audits
- All ERs must be in "done" state by 6/30/24 to be considered on time for the FY24 budget
- Please also make sure that any of your P0s for P-Card payments are completed – closed in BuyLU and Banner – by 6/27 as well.



General P-Card Requirements



PDFN100, PDFN200 (if traveling), PDFN220, and PDFN221



Monthly Reconciliation (completed by 7th of each month)



Itemized Receipts (for ALL purchases except per diem)



Required to report fraudulent activity within 30 days of transaction posting to account.

Updated P-Card

- What's different?
 - New design
 - New access to view transactions online
- Any special requirements to pick-up the new card?
 - Completed PDFN221 with 100%
 - Cleared out Infor of all transactions
 - Turn in your current/old P-Card
- What's the Same?
 - How you use the card
 - What you use the card for
 - How you reconcile (in Infor)
- Why?
 - Providing better online capabilities for cardholders
 - Better risk management for the University
 - All current/old P-Cards are scheduled to be closed on May 1st.

Do's and Don'ts for P-Card



Do

- Use for travel expenses
- Use for office needs not available via BuyLU
- Make sure to ALWAYS have itemized receipt
- Make sure to ALWAYS include roster for food purchases
- Make sure to ALWAYS include business purpose for meals (that are not YouMatter)
- Make sure to ALWAYS use Tax Exemption

Don't

- Pay for personal purchases
- Split purchases over \$2,500
- Let others in office use your card
- Store on any website/device
- Wait to reconcile to the last minute
- Hesitate to reach out to P-Card Office with questions



Live Example:

- Submitting Per Diem
 - Must use "DALL" and "DIEM" on SAME ER.
- Submitting request for reimbursement
 - Should only be done when end-user does not have a P-Card
 - This is different than a cash advance request
 - Students should receive reimbursements via BuyLU – Student workers should receive reimbursements via Infor.
- Submitting Fraud ER
 - Should be done within 30 days to avoid penalties
 - Always H2000-60-Fraud – under Fraud expense type



Does thou
have any
questions?

Q&A



Contact Us

Purchasing Services

- procurement@liberty.edu
- (434) 592-3012

Enterprise Sourcing

- enterprisesourcing@liberty.edu
- (434) 592-5058

Contract Services

- contracts@liberty.edu
- (434) 582-7839

Payment Services

- acctspay@liberty.edu
- (434) 592-3166

P-Card Services

- pcard@liberty.edu
- (434) 582-2266

Travel Services

- travel@liberty.edu
- (434) 582-8760

Procurement Planning Timeline

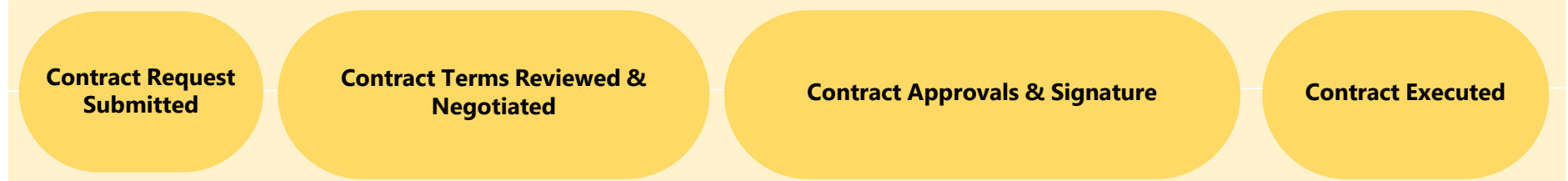
Supplier

Typical processing time: 1-3 business days



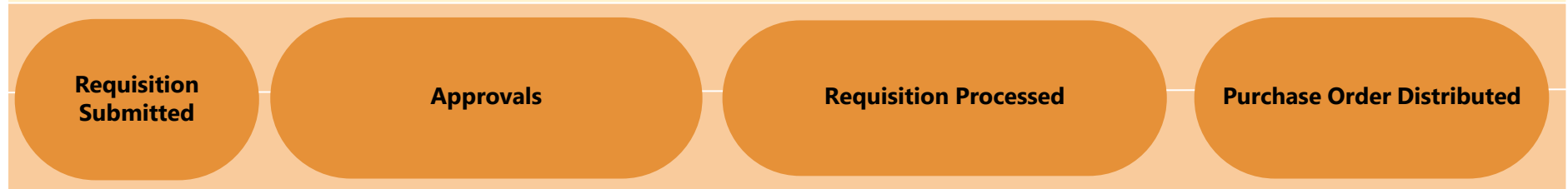
Contracts

Typical processing time: 30+ business days



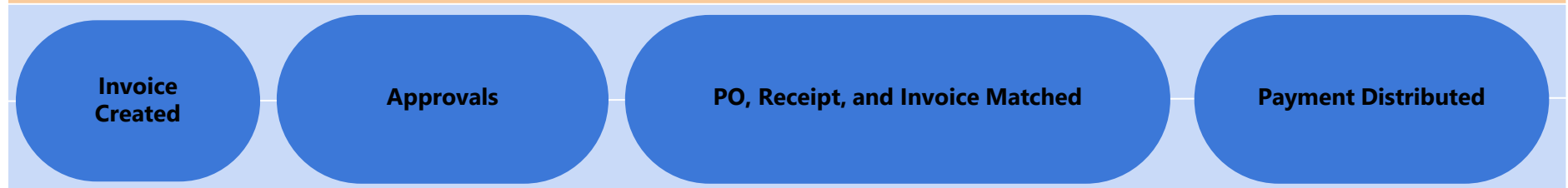
Purchasing

Typical processing time: 1-3 business days

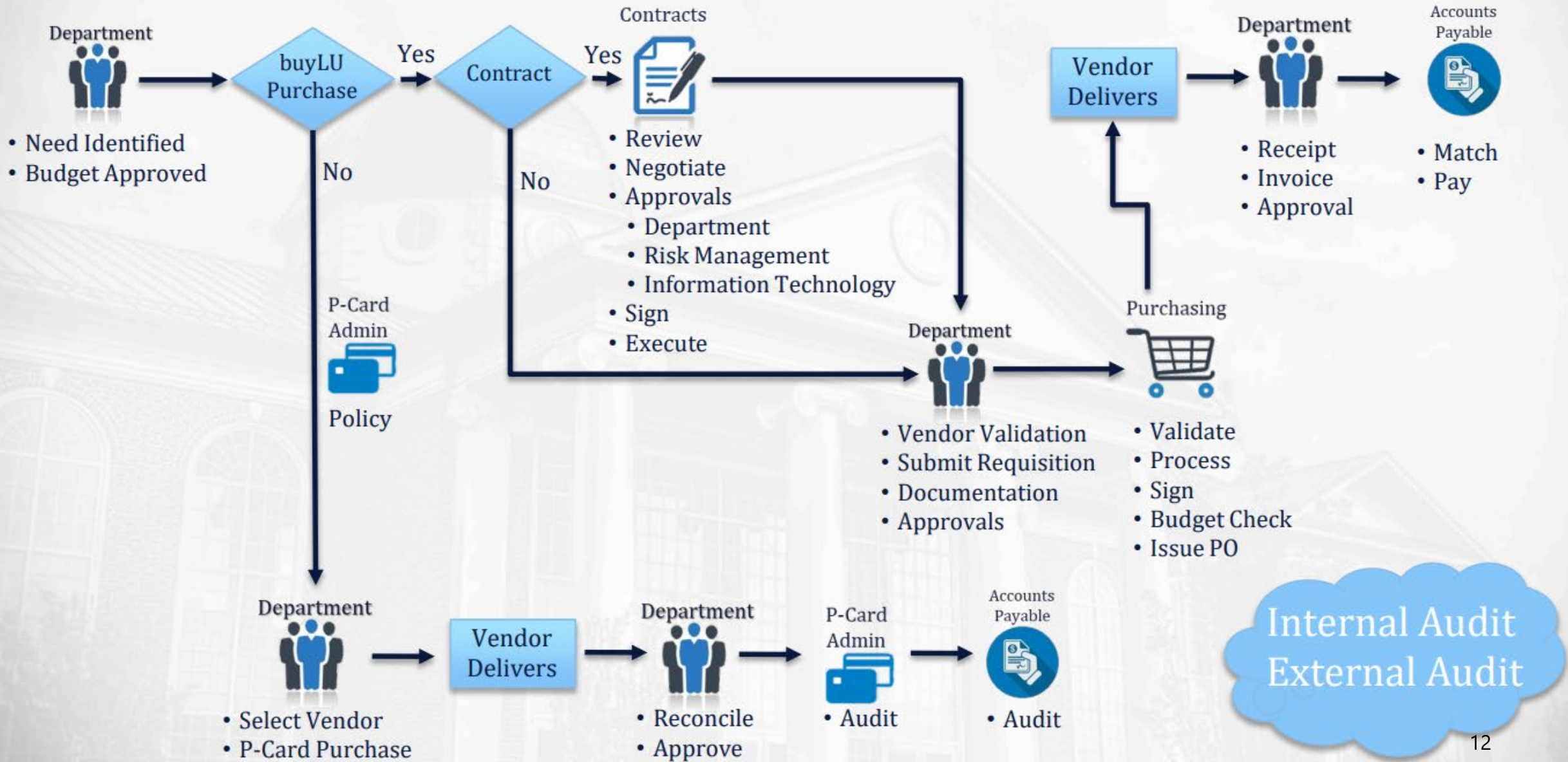


Invoicing

Typical processing time: 1-3 business days



Procure-to-Pay (P2P) Walk Through



Procurement Planning Checklist

PROCUREMENT PLANNING CHECKLIST

Use this checklist to keep track of all required documentation and forms required for your purchase.

- **Procurement Policy & Forms** are located on the Procurement & Payment Services website:
www.liberty.edu/finance-admin/procurement/policy-forms/
- **Got questions?** Contact Procurement by email or phone:
 - Email: procurement@liberty.edu
 - Phone: (434) 592-3012

SUPPLIER

- ☐ Check to see if supplier is registered in BuyLU:
Suppliers > Search for Supplier
- ☐ If you need a new supplier, request one by
going to BuyLU > Suppliers > Request >
Request New Supplier
- ☐ New supplier request requires current year
W-9 and COI (if required)

CONTRACT

- ☐ Ensure supplier is registered in BuyLU. If not,
submit a supplier request before submitting
contract request
- ☐ Submit contract request in BuyLU
- ☐ Quote
- ☐ Agreement (contract, terms & conditions, etc.)
 - ☐ If ICA, need ICA and ICA Questionnaire
- ☐ COI (if required)
- ☐ Supporting Documentation (as needed)
- ☐ Receive request from Contract Administrator to
submit requisition

CREATE A REQUISITION

- ☐ Determine whether purchase can be made via
a BuyLU catalog. If not offered via catalog,
submit non-catalog requisition
- ☐ Confirm supplier is active in BuyLU. If not,
Request New Supplier
- ☐ If a contract is involved, submit new contract
request in BuyLU. Wait for request from
Contract Administrator to submit requisition
- ☐ Submit non-catalog requisition
- ☐ Attach corresponding documentation (Quote
from vendor, contract, statement of work,
proposal, etc.)
- ☐ For requisitions valued at over \$10,000,
multiple formal bids are required. For
promotional products, multiple formal bids
are required, and the threshold is reduced to
\$1,000

RECEIVING

- ☐ Once item arrives, create receipt on PO in BuyLU

PAYMENT

- ☐ Instruct vendor to email invoices to Payment
Services at acctspay@liberty.edu