

Delegated Procurement Policy for Departments

All University Departments are delegated limited procurement authority for ordering goods and services. Departments are required to use Price Contracts established by the Purchasing Division and may order directly from these vendors.

Delegated purchases must be made with the University of Kentucky Procurement Card except for certain merchant and commodity categories listed herein. These exceptions may be purchased with the Departmental Authorization and Voucher (DAV) form within categories specified, or by processing an on-line requisition to the Purchasing Division for requirements that are not authorized by either process.

Payment Procedures

General

Prompt payment for purchases will ultimately result in better vendor relations, improved service and lower prices. The electronic receiving reports should be completed promptly upon satisfactory completion of the order or upon receipt of a scheduled partial delivery. See Section B-3-3-3, "Purchase Order Processes" for specific information about receiving and payments on purchase orders.

Requests for payment must be properly documented, including a complete detailed description of the activity and detailed original receipts and/or invoices.

A. Payment for Delegated Purchases

The Procurement Card or the Departmental Authorization and Voucher (DAV) form is the document to be used to request approval and to authorize payment by the Office of Controller and Treasurer for delegated purchases made in accordance with Section B-3-2, "Delegated Procurement Authority for University Departments". See Section B-3-2-1, for "Procurement Card Authorization and Limits", Section B-3-2-2, for "Departmental Authorization and Voucher (DAV) Procedure", Section B-3-2-3 for "Honoraria and Contracts for Visiting Speakers and Performing Artists", Section B-3-2-4, for "Imprest Cash Authority", Section B-3-2-5 "Recruitment of Faculty and Administrative Staff", Section B-3-2-6 "Payments to Research Subjects" and Section B-3-2-7 "Payment for Meals". Specific procedures for submitting documents for payment are contained in the "E" section of the Business Procedures.

The department head or administrative officer authorizing a purchase or expenditure under the Delegated Procurement Authority is responsible to assure funds are available for payment of all obligations made under

this authority.

The responsible administrative unit will refer to the Purchasing Division any questionable matter relating to Delegated Procurements, nature of the transaction, expenditure amount, interpretation of the delegated authority or any other issue that needs additional clarification or approval.

B. Personal Services completed by University Employees

Personal Services may NOT be performed by University employees. However, in those instances where University employees are allowed to perform certain services, payments must be made in accordance with University Administrative Regulations and established payroll policies and procedures. An employee may not be paid for personal services rendered to any department of the University, including research projects sponsored by the University of Kentucky Research Foundation, except through the regular payroll procedure and by use of the Payroll Authorization Record (PAR) form.

C. Travel Expenses

Reimbursement may be made for travel expenses in accordance with policies and procedures established in Business Procedures Manual Section E-5-2, "Reimbursement of Travel Expenses." Payment for a travel advance may be made in accordance with Procedure E-5-3, "Travel Advances and Repayments."

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