

University of Kentucky, College of Nursing Purchasing Procedures

All purchases made on the behalf of the University of Kentucky must be made in accordance with the University of Kentucky Business Procedures Manual <http://www.uky.edu/ufs/business-procedures-manual> . The Business office will interpret these policies & procedures and ensure the College is in compliance with University requirements.

The following procedures are to be used for all purchases made within the College of Nursing.

- A) **Prior to order placement, a purchase request form must be completed and submitted to the CON business office for approval.** This policy is in place to ensure that the College is in compliance with University purchasing guidelines and to ensure funding is available. The interactive PDF purchase request can be found on the CON website under faculty/staff resources. <http://academics.uky.edu/ukcon/pub/Documents/CON%20Order%20Form.pdf>
- a. To ensure the timeliest processing of your order request be sure all of the information requested on the purchase request is complete. You will be contacted by the business office if there are any concerns regarding your request.
 - b. Complete/sign the purchase request form electronically and submit via email to conorders@uky.edu. Signature authority can be delegated if the program or project leader chooses. The business office must have documentation of the delegated signature authority on file. If you wish to delegate signature authority please contact Christie Henson or Karen Minton.
 - c. The responsible party or delegate of the funding source will need to sign as the Division Approval. If grant funds are being used the PI or delegate must sign the PI approval line.
 - d. The purchase request must include the source of funding that will be used for the expense.
 - e. The purchase request must include a statement regarding the business purpose and/or benefit to the grant funded project. Your order request will be returned if this information is not included on the purchase request.
- B) **The CON business office will review the request, the source of funding and will determine who in the CON business office will be reviewing your request.** Sarah Alegria will review all requests for grant accounts (304xxxxxxx or 32xxxxxxx), Christie Henson will review all other requests.
- C) **Once your request has been approved by the business office it will then be forwarded to the appropriate CON purchasers for processing, please allow 2-3 business days for your order request to be completed.** We will make every effort to send an email confirmation once your request has been processed.
- D) **Pre-approval Requests: If your purchase requires you to personally complete the purchase you will need to follow all purchase request guidelines and also check the Pre-approval**

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box in the upper right hand corner of the form. Be sure to note in the special instructions box that you will need to use the CON Procard for this purchase. You will receive an email notification of your approved request along with the approval confirmation number. Once you receive the approval confirmation you may proceed with the procard check out process from the CON business office. Please have your order approval number on hand. The Procard and receipt for the purchase will need to be returned to the business office the same business day.

- E) **The internal purchase order number or University requisition number will be used as a tracking number for all purchases.** It should be noted on all correspondence relating to the purchase. **All packing slips must be signed/dated and turned into the CON business office.** In the event that a vendor did not include a packing slip please send an email or note to the business office stating that the items have been received and be sure to reference the purchase order #. All invoices must be submitted to the business office to ensure proper payment processing. In efforts to ensure we are in compliance with the policies for document retention we must have all of these documents. If you need copies of any of the documentation please contact the business office and the information will be provided to you.
- F) **Shipping packages from CON:** If you are sending a package via UPS/Fedex submit your purchase request form per normal procedures and be sure to note the expected shipping date. Please sure to list the preferred shipping company in the Vendor section. If shipping same day please bring the prepared package to the CON business office Room# 315W no later than 2:00pm. Alternatively you can provide the requested information below and we can email you the airbill for placement on the package and the requestor can coordinate getting the package to a local shipping office or dropbox.

Please be sure to include the following information on your request form:

- 1) Ship To address and contact information
- 2) Your contact information
- 3) The dimensions of the package
- 4) The weight of the package
- 5) If applicable the amount you want to insure the package for
- 6) The airbill will be completed as directed and the package will be shipped per the instructions. You will be contacted asap in the event there is problem with the information provided.

If you will be using the USPS service please take your completely prepared package to the mail room. If you will be using a postal code that is related to a specific account you will need to complete a mail card and use the appropriate account number and corresponding postal code.

Postage stamps can also be purchased from the University post office, this process can take 2-3 business days to complete.

G) Printing

- a. Business Cards
 - i. **To order business cards, the business card order form needs to be completed and submitted to Christie Henson for processing.** This form can be found on the CON website under faculty/staff resources <http://www.uky.edu/nursing/faculty-research-practice/faculty/facultystaff-governance-resources> The CON uses Southland Printing Company for our business card needs.
To update your business cards please provide your current card with any updates/changes that need to be made. You will receive a proof of your business card which will need to be approved by you prior to printing
- b. Presentation Posters
 - i. **The CON recommends Ricoh printing services for printing of presentation posters.** James Hayhurst james.hayhurst@uky.edu will assist Faculty/Staff/Students with preparation of the poster layout and submit the order to Ricoh for processing. A pre-approved purchase request will need to be on file prior to the order placement. See above

H) Food Orders

- a. Once you determine the vendor you would like to use for your meeting/event you will need to contact the vendor to obtain a quote and verify that the vendor will accept a PRD (a promise to pay) from the University of KY. On-campus events that will be catered you must chose a UK approved caterer, <http://www.uky.edu/Purchasing/catererslist.htm>
- b. Complete the CON Purchase Request form (see above) and submit to the business office preferably no later than 7 business days prior to your meeting/event
- c. Once the purchase request has been approved, you will receive a PRD from the business office via email. This document will need to be presented to the vendor at the time of pick-up/delivery/setup. You may proceed with your order placement/reservation with the vendor at this once you have the PRD document from the CON Business Office. Please be sure the contact information section on the PRD is completed prior to presenting the document to the vendor.
- d. To ensure timely payment of the expense the following documentation must be submitted to the CON Business Office:
 - 1) Original itemized receipt or itemized invoice
 - 2) List of Attendees with UK affiliation listed for each
 - 3) Meeting Agenda

***** Please Note: Expenses for food purchases are NOT allowable on the University procard with the exception of Kroger, Walmart, Meijer.

For all your purchasing needs please contact the CON Business Office with any questions you may have

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