

Delegated Procurement Policy for Departments

I. Purpose

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

II. Policy

Delegated purchases may 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 Payment Request Document (PRD) form within categories specified, or by processing an on-line requisition to the Purchasing Division for requirements that are not authorized by either process. See [E-7-15 Disbursement Request](#) for exceptions to this policy.

III. Responsibilities

Prompt payment for purchases will ultimately result in better vendor relations, improved service and lower prices. Online receiving 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 Payment Request Document (PRD) 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](#) and Section [B-3-2-2, for Payment Request Document \(PRD\) Procedure](#). Policies and procedures related to specific items such as honoraria, recruitment, and meals can be found in Accounts Payable *Section E-7 Disbursement*.

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.

Delegated Procurement Policy for Departments

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 Regulation 3: 9 Human Resources Policy # 30, and established payroll policies and procedures. An employee must be paid for personal services rendered to any department of the University, except for participation in research projects, through the regular payroll procedure and by use of the Payroll Authorization Record (PAR). Employees functioning as research subjects are paid in accordance with [E-9 Compensation to Research Subjects](#).

C. Travel Expenses

Reimbursement may be made for travel expenses in accordance with policies and procedures established in Business Procedures Manual [Section E-5-1, Reimbursement of Travel Expenses](#). Payment for a travel advance may be made in accordance with Procedure Section [E-5-2, Travel Advances and Repayments](#).

D. Personal Reimbursement

Any use of personal funds with subsequent reimbursement is highly discouraged. The Procurement Card is the preferred method for making small purchases and should be considered the primary method for delegated purchases.

However, an employee may make a purchase from personal funds and request reimbursement via a shopping cart/requisition only for an occasional purchase where it was not feasible or practical to make the purchase with a procurement card or on a Purchase Order. No reimbursement will be made to individuals for purchase of alcoholic beverages in violation of Administrative Regulation 6:4, University Alcohol Policy. If employee is in travel mode they must follow the travel expenses policies as listed above.

A personal reimbursement that falls under the approved PRD category should be reimbursed through the PRD document.

All employees' requesting reimbursement must complete the [Request for Employee Reimbursement and Invoice Form \(Other than Travel Expenses\)](#). The form must be signed by the employee and approving official and attached to the PRD as part of the documentation, which also includes original itemized receipts.

E. The University of Kentucky is to remit payment to vendors based upon negotiated payment terms, but normally no later than 30 days from receipt of goods. All invoices must be turned in to the appointed administrative personnel within five (5) days of receipt of goods to ensure timely payment.