

University Policies & Procedures

Procurement Services

- All purchases through either the procurement card or a purchase requisition are governed by state regulations. Please see the Discretionary Expenditure Policy/Matrix at http://procurement.nku.edu/policy_docs/expenditure_matrix.pdf for allowable expenditures.
- Departments are responsible for retaining **ALL** credit card receipts, cash register receipts, packing slips, and itemized meal receipts related to procurement card purchases. Itemized receipts are **REQUIRED**.
- Procurement cards are subject to random audits. Failure to follow the Procurement regulations may result in the revocation of the procurement card.
- Receipts and other documentation should be retained for 5 full fiscal years for University purchases. Receipts for Grant related purchases should be retained for 7 fiscal years.
- Allowable Meals (Off Campus):
 - Meals for job candidates (one university host and the candidate)
 - Meals using Foundation Funds (with pre-approval from Foundation Accounting)
 - Meals for organized student functions or traveling students
 - Meals authorized by Grants
- Allowable Meals (On Campus):
 - Chartwells
 - Meals for organized student functions
 - Meals authorized by Grants

Note: If your receipt from a grocery chain has food on it, you must fill out an IRS Meals and Entertainment Form. All meals on and off campus must have the ITEMIZED meal receipts and an IRS Meals and Entertainment Form completed. The form is available at:

http://procurement.nku.edu/card_docs/meals_entertainment.pdf

The policies and procedures of Procurement Services can be found at <http://procurement.nku.edu/>.

Travel

- All travel expenses must be the most economical available.
- Meals are reimbursed at per diem rates. Meals during employee travel **CANNOT** be purchased using the procurement card.
- Itemized receipts are required for reimbursement of any item, other than per diems, exceeding \$10.
- Concur is the University's preferred travel agent.
- The University's travel policies and procedures can be found at http://comptroller.nku.edu/travel/University_Travel.php.

Budget Transfers

- Budget transfers cannot cross funding groups. For example, a transfer between University and Foundation cost centers is not permitted.
- The purpose of a budget transfer is to fund items for another department/cost center. When a department is charging another for a service or product, an Interdepartmental Bill must be submitted. If an expense is being moved from one cost center to another, a recode must be requested.

Budget Availability

- SAP checks budget availability for every posting. Departments are responsible for keeping their cost centers from having credit balances. Keep in mind that any charges submitted via paper forms are not posted immediately. Procurement card purchases post weekly, if the expense has been reconciled by the department through Fifth Third's website.
- Budgets should be free of all credit balances at the end of the fiscal year. Any cost center with a credit balance at fiscal year-end will have the credit balance carried forward into the new fiscal year.