

# **COLLEGE OF HEALTH SCIENCES**

## **EXPENDITURES POLICIES AND PROCEDURES**

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EXPENDITURES POLICIES AND PROCEDURES  
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## **COLLEGE OF HEALTH SCIENCES EXPENDITURES POLICIES AND PROCEDURES**

The following section is to assist the College of Health Sciences' employees in placement of orders for supplies, equipment or services. It is the responsibility of the College Business Office to assure that our College's Departments/Divisions adhere to the University of Kentucky's Business Procedures when procuring supplies, equipment or services.

### **I. POLICIES**

- A. All orders to outside vendors, UK Services (e.g., Stores, Physical Plant, Communications, library copying cards, etc.), professional societies, airlines or travel agencies, etc., must be placed on a "College of Health Sciences Order Form".
- B. College of Health Sciences' departments or divisions **ARE NOT** authorized to place orders.
- C. It is the responsibility of the department/division to provide the Business Office with all necessary information to properly place the order and to obtain all the necessary signatures on the order form. If the "College of Health Sciences Order Form" is incomplete or lacking appropriate signatures the order form shall be returned to the appropriate department/division for completion.
- D. University of Kentucky employees are not permitted to purchase or obtain services from outside sources if the items or services can be obtained within the University of Kentucky.
- E. University of Kentucky employees are discouraged from making purchases on behalf of the University of Kentucky from personal funds and then expect to be reimbursed by the University, except for extreme circumstances.
- F. University of Kentucky departments/divisions are not to split/divide purchases in order to circumvent the dollar limitations.
- G. "College of Health Sciences Orders Forms" are to be placed in the incoming box in Room 214.
- H. All packing slips received need to be signed and dated by the individual who receives and inspects the order upon delivery. These slips then must be forwarded to the Business Office **IMMEDIATELY**.
- I. University of Kentucky Policy states that all purchases received must be submitted for payment within three (3) days after delivery.

- J. Any invoices, statements, purchase orders, bid sheets, acknowledgments, etc., must be submitted to the Business Office **IMMEDIATELY** upon receipt.
- K. It is the policy of the College of Health Sciences Business Office to give priority to placement of orders. The Business Office shall place all orders received with 24 to 48 hours on a first come, first serve basis.
- L. The only time a departmental user code is required is when a department/division will be using their departments state account. Departmental user codes are preassigned codes to divisions within the College's Departments. Please contact your departmental administrative assistant or the Business Office if you have any questions concerning these codes.

## II. RUSH/EMERGENCIES ORDERS

### A. ORDERS

- 1. Rush/emergency orders must be placed on a "College Order Form" and marked "RUSH".
- 2. Department/division having a rush/emergency order must supply the Business Office with any date restrictions involved.
- 3. There are some vendors that charge an extra fee for rush orders, due to the cost of shipping and handling.

## III. WALK-THROUGH ORDERS

The procedures listed below are for orders that will be picked up by the department/division personnel at local vendors. Walk-throughs are to be used for local vendors only (e.g., UK Bookstores, UK Stores, Krogers, K-Mart, etc.).

- A. Walk-throughs are to be processed as a routine order, but the department/division must specify any time frame requirements, if any.
- B. College departments/divisions must state on a "College Order Form", note or verbally on how they are to be notified of documents readiness.
  - 1. Place in department/division mailbox
  - 2. Notification by telephone to department/division contact.
- C. Upon receiving the "College's Order Form" the Business Office will create the appropriate document necessary to purchase the item(s).
- D. The Business Office will then give the appropriate copy of the document to the department/division employee.
- E. Forward any documents (i.e. receipts/packing slips) that are received from the vendor **IMMEDIATELY** to the College's Business Office.

#### IV. PROCUREMENT CARD (CREDIT CARD)

The procurement card is an actual Mastercard issued to the University of Kentucky and is handled just like a credit card transaction. It will be necessary to fill out an order form when requesting to use the card to ensure that we are in compliance to UK's Purchasing Policies and Procedures and to ensure we have proper backup documentation for all charges made against the procurement card.

The process for use of the procurement card is as follows:

- A. Faculty/staff requesting use of the card must complete an order form to the Business Office indicating:
  1. Vendor Information
  2. Account number to be charged
  3. User account to be charged (if appropriate)
  4. Description of terms(s)
  5. Estimated purchasing amount
  6. Appropriate signature for the account to be charged
  7. Contact name who should be notified when procurement card is available
  8. Time requirement
- B. Account clerk will determine from the information on the order form if the intended purchase meets University guidelines for purchases on a non-discretionary account and whether it should be purchased through the procurement card.
- C. Signature of the person requesting use of the card will be required on a sign-out log. Card **must be returned** to the Business Office **within 3 hours** of the time it was signed out. **Failure to comply with this return policy could result in the termination of the faculty/staff privilege for future use of the card.**
- D. Card will not be issued for use after 3:00 p.m. on any day and **must** be returned no later than 4:00 p.m. on any given day. The card will not be given to any individual for use over a weekend—**no exceptions.**
- E. All receipts must be given to the Account Clerk at the time the card is returned. This will be extremely important for tracking of charges.
- F. When making a purchase with the procurement card, be sure to inform the vendor that the University is tax exempt. The tax exempt number is on the card.
- G. If the card is lost, stolen or simply misplaced, it is imperative that the Account clerk be notified immediately after you discover the card is gone.
- H. **Unauthorized charges will become the financial responsibility of the individual who made the purchase and not the University of Kentucky.**

## V. UNIVERSITY OF KENTUCKY SERVICES

The following special units are primary sources to the University for supplies and services. It is the responsibility of the department/division requesting the supplies or services to complete the appropriate documents (e.g. College of Health Sciences Order Form, Duplicating Services or Printing Services Forms, Medical Center Catering Requisition, etc.) to initiate the work, pickup the item(s) when applicable and return all receipts, acknowledgements or packing slips received to the College's Business Office **IMMEDIATELY**.

### A. UNIVERSITY OF KENTUCKY STORES

The University of Kentucky Stores Department handles: office, laboratory, chemical, janitorial, dietary, and computer supplies, building materials, and office furniture. The Stores Department's catalogs can be found at:

<http://www.uky.edu/Fiscal/Stores/>

1. Orders to be placed with UK Stores, must be submitted to the Business Office on the "College's Order Form".
2. The "College's Order Form" must include:
  - a. Catalog item number
  - b. Description of item
  - c. Quantity
  - d. Units (e.g., ea., pkg., bx., etc.)
  - e. Unit price
  - f. Total amount (unit price x quantity)
  - g. Account number to be charged
  - h. Departmental user code (*State Accounts Only*)
  - i. Appropriate department/division signatures
3. A separate order must be submitted for items that are from different catalogs, e.g. office supplies, computer supplies, chemical/laboratory supplies, etc.
4. Upon receipt of the "College's Order Form" the Business Office will create the appropriate document.
5. The Business Office will then procure the appropriate signature and fax the order to UK Stores for completion.
6. If a department/division wants to pick up the items they must notify the Business Office on the "College Order Form". In case of department/division emergency/rush it is the responsibility of the department/division requesting the items to take it to the UK Stores warehouse.
  - a. The University of Kentucky Stores Department does impose some restrictions on walk-through orders:

- (1) There is a three (3) item limit (maximum).
  - (2) But unlimited quantity is allowed on these three items.
- b. The Business Office will notify the department/division requesting the items when the UK Stores Requisition has been completed and ready to be pickup.
7. Forward the packing slip to the College's Business Office **IMMEDIATELY** after receipt of the items. This copy will be used to verify receipt of items and authorization for payment.
8. Any items marked out-of-stock must be reordered, by the department/division wanting the items(s).

**B. PHYSICAL PLANT DIVISION (PPD) WORK ORDERS**

The Division of Physical Plant, offer services, such as; trucking, loading and unloading of trucks, moving of various items, painting, sign making, or rental of folding chairs, etc.

1. Work order requests to Physical Plant must be submitted to the Business Office on the "College's Order Form".
2. The "College's Order Forms" must include:
  - a. Complete description of what you want done
  - b. Location of work
  - c. Required date for completion
  - d. Contact person for further information.
  - e. Account number to be charged (*State Accounts Only*)
  - f. Departmental user code (*State Accounts Only*)
  - g. Appropriate department/division signatures
3. Upon receipt of the "College's Order Form" the Business Office shall process the appropriate document (PPD Service Contract Work Request).
4. The Business Office will then forward the work request on to PPD.
5. In case of department/division emergency/rush it is the responsibility of the department/division requesting the service to take the work request to PPD.
  - a. The Business Office will notify the department/division requesting the service when the work order request form is ready to be picked up.

6. Forward the blue departmental completion copy of the Physical Plant Service Contract Work Request Form to the Business Office **IMMEDIATELY** upon receipt. This copy is used to verify completion of work and authorization for payment. If you do not receive a copy please notify the Business Office when the work has been completed.

### **C. KEY SHOP JOB REQUESTS**

The Key Shop offer services of installing door knobs, rekeying of locks or installation of new locks.

1. Work order requests to the Key Shop must be submitted to the Business Office on the "College's Order Form".
2. The "College's Order Form" must include:
  - a. Complete description of what you want done
  - b. Location of work
  - c. Required date for completion
  - d. Contact person for further information
  - e. Account number to be charged
  - f. Departmental user code (*State Accounts Only*)
  - g. Appropriate department/division signatures
3. Upon receipt of the "College's Order Form" the Business Office shall process the appropriate document (Key Shop Job Request Form).
4. The Business Office will then forward the work request on to the Key Shop.
5. In case of department/division emergency/rush it is the responsibility of the department/division requesting the service to take the job request form to the Key Shop.
6. Notify the Business Office when the work has been completed.
7. Upon completion of work the key shop will generate an IDIV for the services provided.
8. The Key Shop will then forward the IDIV to the College.
9. If a department/division receives this document they must forward it to the Business Office **IMMEDIATELY**.
10. Upon receipt of the IDIV the Business Office shall process it for payment, posting and filing to the appropriate departmental account.

### **D. COMMUNICATION SERVICES**

Communication services includes telephone installations, removals, feature changes, etc.

1. Work order request for Communication Services must be submitted to the Business Office on the "College's Order Form".
2. The "College's Order Form" must include:
  - a. Complete description of what you want done.
  - b. Work location
  - c. Completion date
  - d. Contact person
  - e. Appropriate department/division signatures
3. Upon receipt of the "College's Order Form" the Business Office will process the appropriate document (UK Requisition).
4. The Business Office will then forward the requisitions on to Communication Services.
5. In case of department/division emergency/rush it is the responsibility of the department/division requesting the service to take the requisition to Communication Services.
6. Notify the Business Office after work has been completed.
7. Upon completion of the services, Communication Services will generate a "Billing Notice".
8. Communication Services will then forward the "Billing Notice" to the College.
9. If a department/division receives this document they must forward it to the Business Office **IMMEDIATELY**.
10. Upon receipt of this document the Business Office shall verify the charges, then post and file to the appropriate account.

#### **E. DUPLICATING SERVICES**

Duplicating Services offers three convenient copy center locations to serve the University community. Each center features quick turn-around copy services by using high-volume xerographic copiers.

1. The **Central Duplicating Center at 29 White Hall Classroom Building, 0025, 257,1813, fax: 257-6348**, offers full-services on site and full-color reproductions, cutting comb binding, stapling, folding, punching, padding and laminating.
2. Their satellite locations at **Kinhead Copy Center, 8 Kinhead Hall, 257-6354**, and the **Medical Center Duplicating, MN-57 Medical Center, 257-3392** offer collating, stapling and three-hole punching as additional services.

3. Pursuant to State statutes—requires UK faculty and staff to utilize UK duplicating and printing services for production of University-based materials.
4. Purchasing duplicating services from outside vendors, without prior permission from UK Publishing Services, is prohibited.
5. Duplicating services requires University's departments/divisions to complete a "Duplicating Services Job Order Request Form" which can be located on the UK's Form Page.
6. It is the responsibility of the department/division requesting the work to complete the Job Order Request Form. Once form is completed please provide a copy to the Business Office for encumbering into the appropriate College account.
7. It is the responsibility of the department/division wanting the services to take the "Duplicating Services Job Order Request Form" to Duplicating Services.
8. Duplicating Services will normally call the department/division when the job is ready to be picked up.
9. Forward any documentation provided to you upon completion of the job to the Business Office **IMMEDIATELY** after receipt of duplicating job. This copy is used to verify completion of work and authorization for payment.

**F. MEDICAL CENTER LIBRARY**

University's departments/divisions may purchase a photocopying card, which enables them to use the Medical Center Library copiers. The initial copying card price is \$.50/card. Each card can be issued for \$.05 through \$99.00.

**Photocopy Card**

1. To purchase a Medical Center photocopying card the department/division must submit their request to the Business Office on the "College's Order Form".
2. The "College's Order Form" must include:
  - a. Account number to be charged
  - b. Departmental user code (*State Accounts Only*)
  - c. Description
    - (1) New copying card
    - (2) Renewal of a copying card
  - d. Amount of copying card

- (1) New copying card fee (\$.50)
- (2) How much card is to be made out for (\$.05 - \$99.00)
- e. How many copying cards
  - (1) Appropriate department/division signatures.
- f. Upon receipt of the "College's Order Form" the Business Office will create the appropriate document (IDIV).
- g. The Business Office will then notify the department/division requesting the copying card that the document is ready to be picked up.
- h. It is the responsibility of the department/division to take the IDIV to the Medical Center Library.
- i. If the IDIV is for renewal of a copy card, the department/division must also take the card along with the IDIV to the Medical Center Library.

**G. W.T. YOUNG LIBRARY**

University's departments/divisions may purchase a dart card, which enables them to use the W.T. Young Library copiers. The initial dart card is \$1.00/card. They will put any amount requested on the card.

**Dart Card**

1. To purchase a W.T. Young dart card the department/division must submit their request to the Business Office on the "College's Order Form".
2. The "College's Order Form" must include:
  - a. Account number to be charged
  - b. Departmental user code (*State Accounts Only*)
  - c. Description
    - (1) New copying card
    - (2) Renewal of a copying card
  - d. Amount of copying card
    - (1) New copying card fee (\$1.00)
    - (2) How much card is to be made out for (\$.05 - \$99.00)
  - e. How many copying cards
    - (1) Appropriate department/division signatures.

- f. Upon receipt of the "College's Order Form" the Business Office will create the appropriate document (IDIV).
- g. The Business Office will then notify the department/division requesting the copying card that the document is ready to be picked up.
- h. It is the responsibility of the department/division to take the IDIV to the Food Storage Center Office located behind K-Lair Grill.
- i. If the IDIV is for renewal of a copy card, the department/division must also take the card along with the IDIV to the Food Storage Center Office located behind K-Lair Grill .

#### **H. PHARMACY CENTRAL SUPPLY**

Effective immediately Pharmacy Central Supply located in the hospital will only handle pharmaceuticals.

Pharmacy Central Supply located in the Medical Plaza will continue to handle a very limited inventory of medical/surgical supplies. The supplies they do handle are received from Materials Management. Any items received from Pharmacy Central Supply will undergo two (2) price markups.

#### **I. MATERIALS MANAGEMENT**

Effective immediately the hospital has established a new division called "Materials Management". Materials Management will handle all medical/surgical supplies and CO<sub>2</sub> tanks. Materials Management is located in A117 Medical Center, 00848, telephone number 3-5176.

University's departments/divisions can purchase items such as bandages, tongue depressors, carbon dioxide, 95% alcohol, distilled water, hematocrit tubes, etc. The Business Office does have a copy of their catalog.

Materials Management has requested that on quantity items (more than 2) please allow at least a day and half to fill the order. Materials Management is keeping very little stock in the hospital. The majority of the stock is maintained in their warehouse.

- 1. To acquire items from Materials Management the department/ division must complete and submit to the Business Office a "College's Order Form".
- 2. The "College's Order Form" must include:
  - a. Account number to be charged
  - b. Departmental User Code (*State Accounts Only*)

- c. Description of items
  - d. Quantity
  - e. Unit (ea., pkg., etc.)
  - f. Appropriate department/division signatures
3. It is not necessary to list unit prices.
  4. Upon receipt of the "College's Order Form" the Business Office will generate a UK Requisition.
  5. The Business Office will notify the department/division requesting the order that the requisition is ready to be picked up.
  6. It is the responsibility of the department/division requesting the order to take the requisition to Materials Management for completion.
  7. When picking up the items Materials Management will give the person picking up the supplies the back copy of the requisition (green) as a packing slip.
  8. Forward the green copy of the requisition to the Business Office **IMMEDIATELY**. This copy is used to verify receipt of items and authorization for payment.
  9. Pharmacy Central Supply will generate an internal IDIV (yellow) and forward to the College.
  10. If a department/division receives this document they must forward it to the Business Office **IMMEDIATELY**.
  11. Upon receipt of this document the Business Office shall verify the charges, then post and file to the appropriate account.

## **J. UNIVERSITY CATERING & FOOD SERVICES**

The University of Kentucky has 3 in-house catering services, UK Catering, Boone Center and Ovid's Cafe. These three services offer various menu items for all occasions. They also provide delivery and set up services. For more information on exactly what they can offer please call:

### **1. UK Catering--7-1741**

- a. Contact UK Catering to reserve the date of the function and to obtain estimate cost of items you need.
- b. After speaking to UK Catering, you must submit to the Business Office a "College's Order Form".
- c. The "College's Order Form" must include:
  - (2) Account number to be charged

- (3) Departmental user code (*State Accounts Only*)
  - (4) Address of where items are to be delivered. If department/division decides to pickup items themselves, must state on order form.
  - (5) Catering day and date
  - (6) Time of function
  - (7) Time room available
  - (8) What type of function
  - (9) Purpose of function
  - (10) Who and how many attending
  - (11) Description of items
  - (12) Quantity
  - (13) Unit
  - (14) Unit price
  - (15) Estimated cost (quantity x unit price)
  - (16) Contact person and phone number
  - (17) Appropriate department/division signatures
- d. Upon receipt of the "College's Order Form" the Business Office shall generate the appropriate document (UK Requisition).
  - e. The Business Office will forward the completed requisition to UK Catering as the official order.
  - f. Upon completion/receipt of order the department/division should notify the Business Office.
  - g. After completion of the order, UK Catering Services will then generate an internal invoice (white).
  - h. UK Catering will then forward this document to the College.
  - i. If the department/division receives this document they must forward it to the Business Office **IMMEDIATELY**.
  - j. Upon receipt of the document the Business Office will verify charges, post and file to the appropriate account.

**2. Ovid's Café--7-9482**

- a. Contact Ovid's Cafe to reserve the date of the function and to obtain estimate cost of items you need.
- b. After speaking to Ovid's Cafe, you must submit to the Business Office a "College's Order Form".
- c. The "College's Order Form" must include:
  - (1) Account number to be charged
  - (2) Departmental user code (*State Accounts Only*)

- (3) Address of where items are to be delivered. If department/division decides to pickup items themselves, must state on order form.
  - (4) Catering day and date
  - (5) Time of function
  - (6) Time room available
  - (7) What type of function
  - (8) Purpose of function
  - (9) Who and how many attending
  - (10) Description of items
  - (11) Quantity
  - (12) Unit
  - (13) Unit price
  - (14) Estimated cost (quantity x unit price)
  - (15) Contact person and phone number
  - (16) Appropriate department/division signatures
- d. Upon receipt of the "College's Order Form" the Business Office shall generate the appropriate document (UK IDIV).
  - e. The Business Office will forward the completed IDIV to College department/division requesting the services.
  - f. The department/division will present the IDIV to Ovid's Café when picking up the food.

**3. Boone Center–7-4136**

UK Auxillary Services has taken over the management of the Faculty Club as of April 1, 2002. With this new change in management the Hilary Boone Faculty Club is now to be referred to as the Boone Center.

With this new management change we are no longer to use a DAV to issue payments. The process is now changed, the Business Office will be required to fax various information to them on the Business Office's letterhead prior to the event.

- a. Contact the Boone Center to reserve the date of the function and to obtain estimate cost of items you need.
- b. After speaking to the Boone Center, you must submit to the Business Office a "College's Order Form".
- c. The "College's Order Form" must include:
  - (1) Account number to be charged
  - (2) Departmental user code (*State Accounts Only*)
  - (3) Date of event
  - (4) Time of event
  - (5) Purpose of function

- (6) Who and how many attending
  - (7) Estimate cost
  - (8) Faculty club member name and number
  - (9) Contact person and phone number
  - (10) Appropriate department/division signatures
- d. Upon receipt of the "College's Order Form" the Business Office shall generate the appropriate document (memo).
  - e. The Business Office will fax the memo to the Boone Center for confirmation of event.
  - f. The Business Office will forward a copy of the completed memo to College department/division requesting the services, to be taken with them on the day of the event.

#### **K. MEDICAL ARTS & PHOTOGRAPHY**

The University of Kentucky Chandler Medical Center, Medical Arts department provides medical illustration, multimedia & instructional design development, poster & display, slide creation & imaging, web design & layout, and desktop design & layout. The office is located in room 509 of the Health Sciences Learning Center.

The Photography department provides custom black & white and color processing and printing, E6 processing, slide creation, slide duplication, copy work, shooting, digital photography, and volume slide scanning. The office is located in room 405 of the Health Sciences Learning Center.

1. To acquire services from either of these departments it is the responsibility of the department/division requesting the service to take the film/materials to the appropriate office.
2. These departments will require the department/division employee to complete one of their job request forms.
3. Required information requested by these offices:
  - a. Account number to be charged
  - b. Name of department/division (e.g., Health Sciences–Physical Therapy)
  - c. Department address (ALWAYS):  
  
214 CHS Bldg, 0003
  - d. Name and telephone number of person requesting the service
  - e. Time restraints involved
  - f. Complete work description
4. After completion of the job, the requesting department/division will be notified.

5. It is the responsibility of the unit that requested the service to pick up the order.
6. If any documents is received when picking up the job, please forward it to the Business Office **IMMEDIATELY** for posting to the appropriate College account.

#### **L. AUDIO VISUAL SERVICES**

Audio/visual services provides audio/visual equipment and technical support to the faculty, staff and students of the University of Kentucky. This includes support to classrooms by providing computers, video/data projection and the Educational Multimedia Network (E-MNet) in the Medical Center. Traditional classroom equipment and support is provided for the entire campus. They also provide audio visual equipment and support for special events, such as continuing education programs, professional association meetings and other University related functions, which are held on and off campus. Their office is located in room 207 of the Health Sciences Learning Center (3-6455).

1. To procure services from Audio Visual Services it is the responsibility of the department/division to contact Audio Visual for their services.
2. Audio Visual Services will require completion of their Request for Services form which can be located at <http://www.mc.uky.edu/av/request.htm> this form is completed and submitted on-line.
3. Audio Visual Services will generate an IDIV to charge the appropriate department/division who requested the services.
4. Audio Visual Services will then forward the IDIV to the College.
5. If a College department/division receives the IDIV they must forward it to the Business Office **IMMEDIATELY**.
6. Upon receipt of the IDIV the Business Office shall process it for payment, posting and filing to the appropriate departmental account.

#### **M. POSTAL SERVICES**

Postal Services at the University of Kentucky provides all various postal services, such as: daily pickup of mail, bulk mailing, processing of packages through UPS, offering express mail and the sale of postage stamps and postcards. Office hours are 8 am to 5 pm Monday through Friday and window service is 8:00 am to 4:30 pm Monday through Friday. All outgoing mail leaves UK Postal Services daily at 2 pm and 4 pm. There are two postal locations:

Main Campus  
21A White Hall Classroom Building  
0025  
257-6358  
Fax: 257-4000

Medical Center  
UK Hospital Building (Basement Complex)  
257-6360

**1. Daily Routine Mail Service**

- a. All University mail is metered and charged to the appropriate departmental accounts.

**2. Purchase of Stamps and/or Post Cards**

- a. To purchase postage stamps and/or postcards it is the responsibility of the department/division to complete a "College's Order Form" requesting the purchase.
- j. The "College's Order Form" must include:
  - (1) What is to be purchased
  - (2) Quantity
  - (3) Unit price
  - (4) Total amount (unit price x quantity)
  - (5) Account number to be charged
  - (6) Departmental user code (*State Accounts Only*)
  - (7) The purpose/justification for the purchase
  - (8) Time restraints
  - (9) Appropriate department/division signatures
  - (10) Person's name and telephone number to be notified when the stamps and/or postcards are ready for pickup.
- k. Upon receipt of the "College's Order Form" the Business Office shall generate and process a DAV for purchase.
- l. Depending on the instructions on the order form the Business Office shall forward the DAV to the appropriate UK office or call the department/division to walk the DAV through the system.
- m. If the DAV is processed through normal channels, the Post Office will notify the department/division or Business Office when the postage stamps and/or postcards will be delivered to the Medical Center Post Office and then they can be picked up.
- n. Procedure for walking through DAV to purchase stamps and/or postcards:

- (1) DAV is to be taken to the University's Post Master, Room 4 Parking Structure #2, for signature and approval.
- (2) The DAV then must be taken to Accounts Payable in 331 Service Building for processing.
- (3) After processing and approval of DAV, Accounts Payable will notify the department/division listed on the DAV that the check is ready to be picked up (usually next day).
- (4) The check should be picked up in the General Accounting Office, 371 of the Service Building.
- (5) The check then must be taken to the University Postal Office at CB21A Whitehall Classroom Building (Basement), to purchase the stamps and/or postcards.

### **3. Bulk Mailing**

- a. For specific information about bulk mailing procedures call 7-4047.
- b. To obtain bulk mailing services it is the responsibility of the department/division to complete the University of Kentucky Postal Services "Bulk Mail Section-Job Order Request" form. This form can be located on the UK Form Page on the web.
- c. Upon completion of the "Bulk Mail Section-Job Order Request" form a copy is to be provided to the Business Office.

## **N. MOTOR POOL**

The University of Kentucky provides automobiles to all employees for official off-campus travel. The University provides various sizes of autos, sedans and passenger vans.

1. The University of Kentucky requires department/division to complete a "Motor Pool Requisition, Voucher and Report Form" which can be located on the UK Form Page on the web Or at: <http://www.uky.edu/Agriculture/MgmtOps>
2. It is the responsibility of the department/division requesting the auto to complete the "Motor Pool Requisition".
3. The department/division must then call motor pool and reserve the desired auto.

4. Motor Pool will then give the department/division a motor pool automobile number, which then must be placed on the "Motor Pool Requisition" in the box called "Motor Pool License No."
5. The department/division then must forward the "Motor Pool Requisition" to the Business Office for authorization signature and authentication.
6. ***College of Health Sciences' Department chairs, directors, faculty and staff are not authorized to sign "Motor Pool Requisitions".***
7. Upon receipt of the "Motor Pool Requisition" the Business Office shall obtain appropriate signature and authenticate.
8. The Business Office will keep a copy of the "Motor Pool Requisition" and post and file to the appropriate account. This copy will also be used to verify the charges when it appears on the FRS ledgers.
9. Depending on the circumstances associated with the "Motor Pool Requisition" the Business Office will return the requisition to the department/division, or call when it is ready, or place in the appropriate mailbox.

## VI. PRINTING SERVICES

The University of Kentucky no longer has a Printing Services Department. The University has setup contracts with 10 outside vendors to furnish the University Community with printing services.

There are 7 vendors who are considered full-service printers, they are:

Advertiser Printers, (859) 260-8649  
Central Printing, (937) 276-8888  
Gateway Press Inc., (502) 454-0431  
Host Communications, (859) 226-4510  
Meridian Communications, (859) 252-3350  
Post Printing Co., (859) 254-7714  
The Merrick Printing Co., (502) 584-6258

There is 1 vendor designated as newsprint printer:

The Winchester Sun, (859) 744-3123

There are only 2 vendors authorized to print University of Kentucky business cards, letterhead, envelopes and invitations:

Freedom Graphics, (502) 495-1144  
Southland Printing and Publishing, (859) 276-1965

- A. It is the responsibility of the department/division requesting the printing to handle the completion of the printing process.
- B. To obtain printing services you first begin as follows:
  - 1. Call an approved printing contractor and request an estimate.
  - 2. When an estimate is accepted by your department/division, complete a "Printing Job Order Form" located on the UK Forms page on the web.
  - 3. Submit a signed Job Order Form to the approved contractor of your choice. (NOTE: Printing will not begin until this document is signed)
  - 4. Provide a copy of the Job Order Form to the Business Office for encumbering to the appropriate College account.
- C. Upon completion of a printing job, please provide any documentation you receive from the Printer to the Business Office **IMMEDIATELY** upon receipt.
- D. When your printing job is completed and delivered, the following procedure applies:
  - 1. The Printing vendor will submit an invoice to the department/division placing the order.
  - 2. If a department/division receives this invoice they must forward it to the Business Office **IMMEDIATELY** for payment.

## VII. CATERING OUT OF THE UNIVERSITY SYSTEM

- A. Contact the vendor to reserve the date of the function and to obtain estimate cost of items you need.
- B. After speaking to a Cater, you must submit to the Business Office a "College's Order Form".
- C. The "College's Order Form" must include:
  - 1. Vendor name, address, phone # (fax if known)
  - 2. Account number to be charged
  - 3. Departmental user code (*State Accounts Only*)
  - 4. Address of where items are to be delivered. If department/division decides to pickup items themselves, must state on order form.
  - 5. Day of event
  - 6. Time of event
  - 7. Purpose of function
  - 8. Who and how many attending
  - 9. Description of items
  - 10. Quantity
  - 11. Unit
  - 12. Unit price

13. Estimated cost (quantity x unit price)
  14. Contact person and phone number
  15. Appropriate department/division signatures
- D. Upon receipt of the "College's Order Form" the Business Office shall generate the appropriate document.
- E. The Business Office will forward the completed documentation to vendor as the official order or to requesting department/division.
- F. Upon completion/receipt of order the department/division should notify the Business Office and any documentation obtained from the vendor need to be forwarded to the Business Office **IMMEDIATELY**.
- G. Upon receipt of the document the Business Office will verify charges, post and file to the appropriate account.

#### **VIII. REGISTRATION FEES**

University of Kentucky employee's registration fees for conferences, work shops, seminars, etc., may be prepaid by DAV directly to an organization, or an employee may be reimbursed if personal funds have been used.

The following procedures are to be followed for registration fees that are for local meetings or when travel expenses will not be incurred/reimbursed.

##### **A. PAYMENT TO ORGANIZATIONAL AGENCY**

1. It is the responsibility of the department/division to complete a "College Order Form" for payment of registration fee.
2. The "College's Order Form" must include:
  - a. Organization to be paid
  - b. Account number to be charged
  - c. Departmental user code (*State Accounts Only*)
  - d. Name of employee registration fee is for
  - e. Appropriate department/division signature
3. A completed registration form reflecting amount of registration fee, date of conference/meeting, location of conference/meeting, must accompany the "College's Order Form". If the amount, date and location is not reflected on the registration form, it must be reflected on the College's Order Form.
4. Upon receipt of the "College Order Form" the Business Office shall generate a DAV.
5. The Business Office will then procure necessary College signatures and authenticate.

6. The Business office will pull the goldenrod copy of the DAV for posting and filing to the appropriate account
7. Depending on the instructions on the order form the Business Office shall forward the DAV to the appropriate UK office or call the department/division to walk the DAV through the system in case of an emergency/rush.

**B. REIMBURSEMENT TO UK EMPLOYEES**

1. It is the responsibility of the department/division to complete a "College Order Form" for reimbursement for registration fee.
2. The "College's Order Form" must include:
  - a. Employee's name to be reimbursed
  - b. Employee's social security number
  - c. Account number to be charged
  - d. Departmental user code (*State Accounts Only*)
  - e. Amount to be reimbursed
  - f. Documentation attached:
    - (1) paid invoice; or
    - (2) paid receipt; or
    - (3) credit card statement
      - (a) statement showing charge
      - (b) statement showing payment
3. Upon receipt of the "College's Order Form" the Business Office shall generate a DAV.
4. The Business Office will then procure necessary College signatures and authenticate.
5. Depending on the instructions on the order form the Business Office shall forward the DAV to the appropriate UK office or call the department/division to walk the DAV through the system in case of an emergency/rush.

**IX. EQUIPMENT REPAIRS BY OUTSIDE VENDORS**

Many of the University of Kentucky's equipment cannot be serviced in house, so the University allows departments/divisions to contact outside vendors for service of University equipment.

- A. It is the responsibility of the department/division to arrange for repairs for various types of equipment.

- B. Most vendors will require a purchase order number (DAV number), before performing the services.
- C. The department/division must submit a "College Order Form" to procure a DAV number.
- D. The "College's Order Form" must include:
  - 1. Name of vendor
  - 2. Vendor's address, telephone number
  - 3. Account number to be charged
  - 4. Departmental user code (*State Accounts Only*)
  - 5. Make of equipment
  - 6. Model
  - 7. Serial number or motor number
  - 8. UK property number
  - 9. Location of equipment (building name and room number)
  - 10. Contact person
  - 11. Appropriate department/division signature
- E. Upon receipt of the order form the Business Office shall generate a DAV.
- F. Depending on instructions from the department/division the Business Office will notify the department/division that the DAV is ready for pickup or provide the document number to the vendor or department/division over the telephone.
- G. The vendor should be notified either by the department/division verbally or through the DAV of where to send the invoice.
- H. It is the responsibility of department/division to notify the Business Office when the work has been completed, either verbally or by documentation from the vendor.
- I. Upon receipt of invoice the Business Office shall process the DAV for payment by verifying charges, procuring appropriate College signatures and authenticating.
- J. The Business Office will then pull the goldenrod copy of the DAV for posting and filing to the appropriate account.
- K. The Business office will then forward the DAV to the appropriate UK office.

**X. EQUIPMENT AND FURNITURE PURCHASES**

Purchases of equipment or furniture priced over \$2,000.00 or more an item must be processed through the University of Kentucky On-Line Purchasing System.

College departments/divisions should allow approximately three (3) months lead time for complete processing of equipment/furniture orders that are not on a price contract.

It is at the discretion of the Purchasing Departments buyers to place any orders out for bid.

- A. Orders for equipment or furniture must be submitted to the Business Office on the "College's Order Form".
- B. The "College's Order Form" must include:
  - 1. Vendor's name, address, telephone number, sales representative name (if known)
  - 2. Account number to be charged
  - 3. Departmental user code (*State Accounts Only*)
  - 4. Catalog/company order number
  - 5. Complete description of item
    - a. equipment/furniture specifications
    - b. functional functions
    - c. features
    - d. size and weight
    - e. color
  - 6. Quantity
  - 7. Unit
  - 8. Unit price
  - 9. Total amount (unit price x quantity)
  - 10. Time restraints
  - 11. Delivery address
  - 12. Appropriate department/division signature
- C. Including a price quote from the requested vendor may save time in completing the ordering process.
- D. Upon receipt of the "College's Order Form" the Business Office shall complete an On-line requisition.
- E. The Business Office will then procure the appropriate electronic approval.
- F. If the Purchasing Department places the order on bid, they will notify the ordering department/division.
- G. The Purchasing Department will only notify the College of which vendor received the bid, if granted to another vendor other than one requested on order form.
- H. If the alternate vendor's equipment is a different make or model than the department/division requested the Purchasing Department will notify the College for approval of the alternate equipment. At this time the department/division will have to make the choice of accepting this alternate equipment or justify why they must have the one originally ordered.

- I. If an item is on price contract with another vendor other than the one requested on the requisition, the Purchasing Department does not notify the College, the order is just placed.
- J. Upon ordering the Purchasing Department shall forward a UK Purchase Order to the College.
- K. If a department/division receives this document they must forward it to the Business Office **IMMEDIATELY**.
- L. Upon receipt of the equipment/furniture the department/division must unpack and install **IMMEDIATELY**.
- M. Upon verification that equipment/furniture is not damaged or unfunctional, the department/division shall forward the packing slip to the Business Office **IMMEDIATELY**.
- N. Upon receipt of the packing slip the Business Office, will pull the Purchase Order and proceed with the on-line receiving process for payment.
- O. The Business Office will then forward the completed Receiving Report to the appropriate UK office for payment.

#### **XI. SINGLE SOURCE**

Single source requests are discouraged and should be requested only in rare instances. In order for Purchasing to consider requests for single source, they must be fully justified in written form. Prices, special delivery terms, and/or departmental negotiations will not be appropriate considerations for justifying a single source request. Purchasing reserves the right to require the approval of the appropriate chancellor for request not fully justified.

- A. A department/division requesting a single source, must submit by completing a "Single Source Justification Form" which can be located on the UK Forms Web Page. This form along with the "College's Order Form", which needs to provide the following information:
  - 1. Why is the purchase to be made only from a specific source?
  - 2. Why is no other manufacturer or vendor acceptable. Which other manufacturers have been considered and why were they eliminated as a source from which to purchase the commodity or service? If no other manufacturer or vendor was considered, explain why not.
  - 3. Describe the feature(s) which make the item requested unique or special.
  - 4. What might be the consequences if the contract was awarded to another manufacturer or vendor?

- B. In the event that the purchase is judged to be a single source by Purchasing they will obtain written quotations utilizing University forms, and more importantly, University terms and conditions.
- C. If a purchase is being made through a sponsored research project, the granting agency has approved this purchase as a single source no further justification is needed.

**NOTE:** *In order to maintain a good relationship with Purchasing, all inquires about orders must be placed by the College's Business Office.*

## **XII. CASH OR CHECKS**

- A. All cash/checks received by a College's department/division must be submitted to the Business Office **DAILY**. It is the responsibility of the department/division to inform the Business Office of the appropriate account to deposit the cash/checks.
- B. Upon receipt of the cash/check the Business Office shall generate a cash transmittal, procure appropriate signature, pull a copy of the cash transmittal and copy of the check(s), post and file to the appropriate departmental account and then take to the cashier desk for deposit.
- C. It is against University policy for departments to allow cash/checks to be left overnight, weekend or month end in their desks or offices. Non-compliance with these guidelines by an employee may result in disciplinary action, including separation from employment. Supervisory employees may also be strongly disciplined for subordinate's violations. Failure to dispose of cash properly is a violation of K.R.S. 514.070, is a criminal offense. See University of Kentucky Administrative Procedures E-16 and E-18 for a full explanation of the cash handling policies.

## **XII. EMPLOYEE MEALS**

Payment from any funds is authorized for employees meals when attending official functions, i.e., conference, seminars and workshops that involve non-university personnel, on-campus working luncheons or when recruiting perspective employees.

Any other employee meals must be paid from discretionary funds.

## **XIII. RETURNING ITEMS**

### **A. OUTSIDE VENDORS**

If a department/division needs to have an item(s) returned, it is their responsibility to make the necessary arrangements with the vendor and then to send the item back to the vendor according to their instruction.

1. Before forwarding the packing slip to the Business Office please indicate on the packing slip which item(s) will be returned, the reasons for the return and then sign and date.
2. Some vendors will request the packing slip be returned with the item(s), if this should occur please make a copy of the packing slip, then indicate on it the item(s) to be returned, the reasons for the return and then sign and date and forward to the Business Office.
3. If the above procedures are not followed and the Business Office receives a packing slip without any remarks concerning returned item(s), the Business Office shall process the packing slip and when received pay the invoice.

**B. UNIVERSITY OF KENTUCKY STORES**

If a department/division needs to have an item(s) returned it is their responsibility to begin the process for return. To return an item(s) to Stores, all that is required is to indicate on the Stores Requisition (pink copy) in the area provided on the form, the item(s) to be returned.

1. Make a copy of the Stores' Requisition and forward to the Business Office.
2. The original (pink copy) should be attached to the returned item(s).
3. When Stores makes their next delivery to the unit they can have the driver take the returned item(s) with them.
4. If the department/division does not expect a delivery for sometime, the department/division must call Stores and request a pickup.

**IT IS IMPERATIVE THAT THE BUSINESS OFFICE IS NOTIFIED OF ANY RETURNS, SO THAT THEY CAN MAKE SURE THAT THE DEPARTMENT/DIVISION RECEIVES THE APPROPRIATE REFUNDS OR ARE NOT OVER CHARGED.**

PROCEDURE FOR FILLING OUT CHS ORDER FORM

VENDOR NAME:	Vendor's complete name in which order is to be placed with.
MAILING ADDRESS:	Vendor's complete mailing address.
TELEPHONE NUMBER:	Vendor's telephone number, preferably an 800 number.
FAX NUMBER:	Vendor's fax telephone number.
DATE:	Date order form is completed.
ACCOUNT NUMBER:	Account number to be charged.
USER CODE:	Departmental user code (State Accounts Only)
SHIP TO ADDRESS:	If order is to be delivered to a location other than a department/division office address.
CATALOG NUMBER:	Catalog number of item(s) to be ordered.
ITEM:	Complete description of item(s) to be ordered.
QUANTITY:	How many of each item(s) to be ordered.
UNIT:	List e.g. ea./each, bx./box, cs./case, tb./tube, pkg./package.
UNIT PRICE:	Individual cost of each item.
TOTAL AMOUNT:	Quantity times the unit price for each item.
TOTAL AMOUNT ORDERED:	Total cost of entire order.
SUBMITTED BY:	Name of person who is placing the order.
TELEPHONE NUMBER:	Telephone number of the person who is placing the order.
APPROVED BY:	Department Chair/Division Director signature.
DATE APPROVED:	Date approved by department chair/division director.