



# HENDRIX

# Purchasing Policies and Procedures

**Hendrix College**  
**Office of Business and Finance**  
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# How to Use Corporate Visa Credit Cards

Hendrix College distributes Iberia VISA credit cards to various departments/employees.

If we suspect someone is taking advantage of the below policies and any terms or conditions covered on the Hendrix Issued Purchase Card User Agreement, we reserve the right to contact the supervisor or human resources to discuss possible disciplinary actions.

All VISA card users must participate in the initial and annual training for the Epic System. To access the online site, go to

<https://epic.iberiabank.com/welcome.aspx?ReturnUrl=%2f>. All area administrative assistants have been trained on these requirements. They can help with complying with these documentation requirements

## Receipts:

- The VISA Purchasing card is NOT to be used for personal uses or non-College related purposes.
- The cap for tipping on meals is 20% of the total cost of meal. The amount of the tip must be included on the receipt.
- Itemized meal receipts (as well as the signed credit card receipt) are required for any meal over \$25. This includes catered events.
- All meal receipts need to include the reason for the meal/meeting and who attended the meal/meeting (if a group of people, then just group name and number of people is sufficient – e.g. Senior Majors dinner – 7 students and 3 faculty).
- Every effort should be made to obtain all receipts. On the **rare instances** when it is impossible or very difficult to obtain a receipt for **a charge that is LESS THAN \$50 (\$100 for fuel)**, we will allow the card holder to submit a statement explaining the details of the charge. **It must be signed/approved by the card holder's supervisor.**
- Any charge **OVER \$50 (\$100 for fuel) must have the original receipt.** If there is no receipt for a charge over \$50, the cardholder will be responsible for that charge. This policy will pertain to both Hendrix VISA purchasing cards as well as reimbursements for charges on a personal credit card.
- It appears that sometimes people with a Hendrix VISA card use this card to pay for meals around town (Conway). There is no indication that the meal charge is for a Hendrix event or meeting, or it is just one single meal for one person. If these are indeed meals related to recruiting students or donors, etc., it is very important that you indicate the purpose of the meal on the receipt.

## Deadline:

- The review and approval process must be completed online by the 10<sup>th</sup> of every month for the transactions that fall into the previous calendar month.
- It is ultimately the responsibility of the cardholder to ensure timely review and approval of his/her transactions.

**Problems Using the Card:**

- If your card is lost or stolen, please call 1-800-290-4782.
- If you plan extensive travel, especially out of the country, please call 1-800-290-4782 before you leave. Changes in your spending pattern may trigger a security alert which may suspend your ability to use the card.
- You may want to keep these numbers in your cell phone address book.
- Please call the Business Office Operations Coordinator at 501-450-4541 if you anticipate a problem using your card or if you have unauthorized charges on your credit card.

## How to Process a Purchase Order

A Purchase Order needs to be created when an order is placed with a vendor. The PO Process replaces the need to complete a Payment Request Form. The PO should be created prior to the Business Office receiving the invoice. The main objective of the PO system is for budgeting purposes and approval tracking. When a PO is created, the amount on the PO is encumbered and the department's operating budget is temporarily decreased for that amount. Once an invoice is paid, the amount originally encumbered is unencumbered (i.e. returned to the budget) and the amount of the actual invoice is permanently removed from the budget. The process of using Purchase Orders helps monitor how much money is available for use in department budgets.

It is important to have a PO created **PRIOR to ordering** the merchandise. A PO can be created using an estimate obtained by calling the vendor prior to ordering the products. Hendrix College is not tax exempt, therefore, have the vendor include sales tax on the quote. Please request that the vendor include the PO number on the invoice if possible.

**NOTE: If information is not complete (this includes POs not received in the system), the request is not considered received on time and will be returned for missing information.** Areas around campus may need to establish deadlines earlier than the Business Office's deadline (Tuesday at noon) so there is time to verify that information is complete and accurate before forwarding the requests to Accounts Payable.

**Student Organizations**

Some student organizations do not have access to the Jenzabar system; therefore, some groups must contact the business office for a Purchase Order. Please refer to the Organizational Manual produced by the Office of Student Activities for complete instructions and contact information. The following is information on how to complete the form to request a Purchase Order.

**Completing the Student Organization Purchase Order Request Form** Enter the following information:

Special Instructions – this includes if the check should be held for pick-up  
Date of the request

Vendor Name

Vendor Address

Vendor Phone Number – this is required

Federal Tax ID #

Item Description – be very specific in the descriptions – this is the description that follows through the entire process from requisition to the final check sent to the vendor to the G/L detail. Occasionally the description will have to be shortened due to lack of space in Jenzabar.

Organization Name & Account Number

Amount of the item

Total – if you use the computer to generate your payment request, a total will automatically calculate on the form

Student Information – the student requesting the purchase order on behalf of the student organization should sign and print their name, as well as include their email address (the PO will be sent via email to the student requesting the PO)

Faculty Advisor Information – the Faculty Advisor for the particular student organization should sign and print their name

Return the form to the contact person or Cris Williamson in the Business Office.

### **All Other Departments**

There are 5 steps involved in creating a Purchase Order:

**Step 1** – Creating the Requisition

**Step 2** – Approving the Requisition

**Step 3** – Converting the Requisition to the Purchase Order

**Step 4** – Printing the Purchase Order

**Step 5** – Receiving the Items on the Purchase Order

Please see the following section (pg. 20) for Step by Step Instructions on how to complete a Purchase Order.

### **Very Important Notes Concerning Purchase Orders**

- EVERY invoice we pay MUST have a PO. An open PO can be created for the entire year that includes the total expected expenses. An invoice with no PO will be returned to the department for a PO before processing the invoice.
- POs that are not received in the system will NOT be paid. You will be notified that the Business Office has received an invoice for a PO that is still not received and until the item on the PO is marked as “Received” in the system, the invoice will not be paid.

- There should NEVER be more than one PO per invoice. However, there can be multiple invoices for one PO.
- When the invoice is received, write the PO # on the invoice (a Payment Request Form is not necessary), verify that the items have been received in the system, and send the invoice to the business office by 12:00 p.m. Tuesday. **There is no need to attach a copy of the PO to the invoice.**

**All invoices received by the business office will be verified with the purchase order**

- If the unit price on the invoice matches the PO and the items are received in the system, the invoice will automatically be paid.
- If the invoice amount is more than \$100 over the PO amount, the Accounts Payable Clerk will contact the Purchasing Agent and ask for approval to pay the overage. **NOTE:** Tax and freight as well as overages up to \$100 will automatically be paid.
- If the PO amount is more than the invoice and no additional invoices are expected for the PO, write on the invoice “Close PO.” This will return the remaining encumbered amount back to the budget.

**If you need to make changes to a purchase order or to void a purchase order**

- Call or email the Administrative Assistant or the Director of Budgeting/Purchasing in the Business Office, with the PO number and the changes to be made. You will receive an email when the change has been made. You will be able to print and receive the PO on your own.

**Checking Open PO Report**

- Open PO reports (see pg. 50) should be checked at least once per month for open purchase orders. If the items have been received and are still appearing on the Open PO report 30 days later, please contact the Accounts Payable Clerk to inquire about invoice status.

# How to Create a Purchase Order

## Step 1 – Creating the Requisition

### Creating/Opening Requisitions

The screenshot shows the 'Create Requisition' window with the following fields and sections:

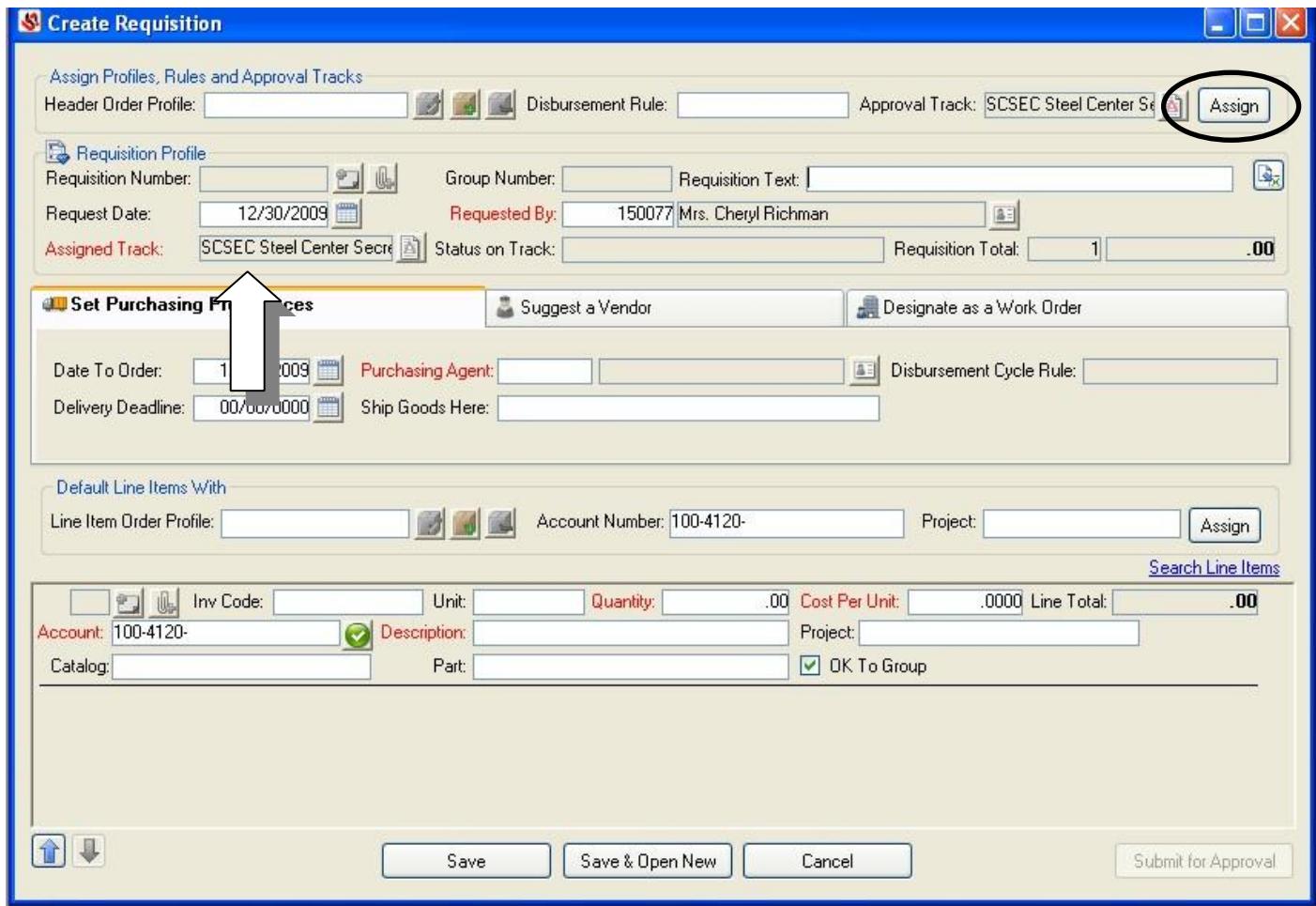
- Assign Profiles, Rules and Approval Tracks:** Header Order Profile, Disbursement Rule, Approval Track (SCSEC Steel Center S), Assign button.
- Requisition Profile:** Requisition Number, Group Number, Requisition Text, Request Date (12/30/2009), Requested By (150077 Mrs. Cheryl Richman), Assigned Track, Status on Track, Requisition Total (1 .00).
- Set Purchasing Preferences:** Suggest a Vendor, Designate as a Work Order, Date To Order (12/30/2009), Purchasing Agent, Disbursement Cycle Rule, Delivery Deadline (00/00/0000), Ship Goods Here.
- Default Line Items With:** Line Item Order Profile, Account Number (100-4120-), Project, Assign button, Search Line Items button.
- Line Item Details:** Inv Code, Unit, Quantity (.00), Cost Per Unit (.0000), Line Total (.00), Account (100-4120-), Description, Project, Catalog, Part, OK To Group checkbox.
- Buttons:** Save, Save & Open New, Cancel, Submit for Approval.

Open the **Purchasing Order Creation** Activity Center by clicking on the + sign

Click on **Create Requisition**

A blank Requisition will appear

## Requisition Information – Assigning Approval Track



**Create Requisition**

Assign Profiles, Rules and Approval Tracks

Header Order Profile:  Disbursement Rule:  Approval Track: SCSEC Steel Center Secr  **Assign**  

**Requisition Profile**

Requisition Number:  Group Number:  Requisition Text:

Request Date:   Requested By:

Assigned Track:   Status on Track:  Requisition Total:

**Set Purchasing Preferences**

Date To Order:  Purchasing Agent:  Disbursement Cycle Rule:

Delivery Deadline:   Ship Goods Here:

**Default Line Items With**

Line Item Order Profile:  Account Number:  Project:  **Assign**

**Search Line Items**

Inv Code:  Unit:  Quantity:  Cost Per Unit:  Line Total:

Account:   Description:  Project:

Catalog:  Part:   OK To Group

When you first open your “Create Requisition” screen, you **MUST click on the ASSIGN** button in the top right hand corner.

This button sets up the approval track that must be followed before the Requisition can be converted to a PO.

**You can verify that the Approval Track has been assigned by looking at the “Assigned Track” field. If the “Assigned Track” field is blank, the Assign button has NOT been entered.**

## Requisition Detail

**Create Requisition**

Assign Profiles, Rules and Approval Tracks

Header Order Profile:  Disbursement Rule:  Approval Track:  SCSEC Steel Center Sec  Assign

**Requisition Profile**

Requisition Number: 351194  Group Number: 51119 Requisition Text:

Request Date: 12/30/2009  Requested By: 150077 Mrs. Cheryl Richman

Assigned Track: SCSEC Steel Center Sec  Status on Track:  Requisition Total: 2 **150.00**

**Set Purchasing Preferences**

Date To Order: 12/30/2009  Purchasing Agent: 4141 Dr. John B. McDaniel  Disbursement Cycle Rule:

Delivery Deadline: 00/00/0000  Ship Goods Here:

**Default Line Items With**

Line Item Order Profile:  Account Number: 100-4120- Project:  Assign

Search Line Items

Inv Code:	Unit:	Quantity:	Cost Per Unit:	Line Total:
Account: 100-4120-4200		1.00	100.0000	100.00
Description: Office Supplies				
Catalog:	Part:	<input type="checkbox"/> OK To Group		
2		2.00	25.0000	50.00
Account: 100-4120-4200		<input type="checkbox"/> OK To Group		
Description: File folders				
Catalog:	Part:	<input type="checkbox"/> OK To Group		

Save & Open New  Cancel  Submit for Approval

You can click on this check mark and see the budget for the account code entered!!! If the account is over budget a red x will appear. Please see Additional Requisition Resources for more information.

**Required Fields are circled above and appear in red on your Jenzabar screen**

Requester ID# - this is the person completing the requisition (automatically filled in)

Purchasing Agent ID# - this is the Faculty/Staff member wanting to purchase the items

Uncheck “**ok to group**” box – this will move all line items from various Requisitions across campus to the same Purchase Order when you convert your requisitions to POs, which is not advised

**Note:** Be very specific in your descriptions. Remember...this description follows through the whole process from requisition to the final check sent to the vendor.

**Optional Fields:**

Project Code, Unit, Catalog

To add additional lines of detail – just right click **in the bottom section**, add row (and make sure to uncheck “ok to group” on each line).

## Requisition Detail – Entering the Vendor

You can now see ALL the addresses available! All you have to do is click on the drop down in the address field and the address will show up to the right.

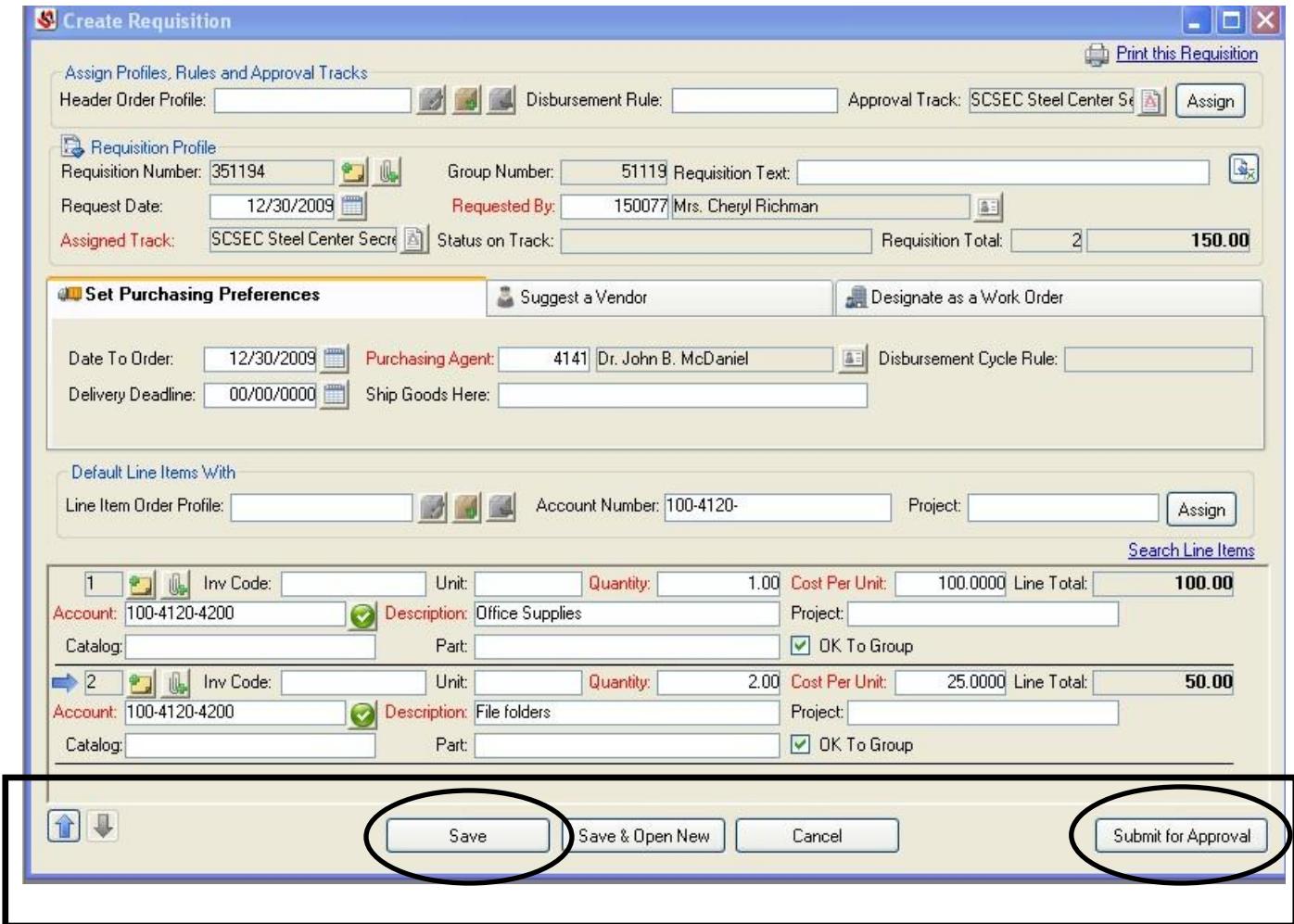
You must click on the second tab in the middle section **SUGGEST A VENDOR** to enter the Vendor ID.

If the vendor is not listed, send a W-9 from the vendor to [vendorrequests@hendrix.edu](mailto:vendorrequests@hendrix.edu)

Please see Miscellaneous Information section for tips on searching for Vendors.

\* A vendor must be created before the PO can be completed (see pg. 39). A payment request form in lieu of requesting a new vendor will not suffice.

## Requisition Detail – Saving and Submitting



The screenshot shows the 'Create Requisition' window with the following details:

- Header Order Profile:** [Empty field]
- Disbursement Rule:** [Empty field]
- Approval Track:** SCSEC Steel Center Sec
- Requisition Profile:**
  - Requisition Number:** 351194
  - Group Number:** 51119 **Requisition Text:** [Empty field]
  - Request Date:** 12/30/2009
  - Requested By:** 150077 Mrs. Cheryl Richman
  - Assigned Track:** SCSEC Steel Center Sec
  - Status on Track:** [Empty field]
  - Requisition Total:** 2 **150.00**
- Set Purchasing Preferences:**
  - Date To Order:** 12/30/2009
  - Purchasing Agent:** 4141 Dr. John B. McDaniel
  - Disbursement Cycle Rule:** [Empty field]
  - Delivery Deadline:** 00/00/0000
  - Ship Goods Here:** [Empty field]
- Default Line Items With:**
  - Line Item Order Profile:** [Empty field]
  - Account Number:** 100-4120- [Empty field] **Project:** [Empty field]
- Search Line Items:**

Inv Code:	Unit:	Quantity:	Cost Per Unit:	Line Total:
1		1.00	100.0000	100.00
Account: 100-4120-4200	Description: Office Supplies		Project:	
Catalog:	Part:		OK To Group	
2		2.00	25.0000	50.00
Account: 100-4120-4200	Description: File folders		Project:	
Catalog:	Part:		OK To Group	
- Action Buttons:**

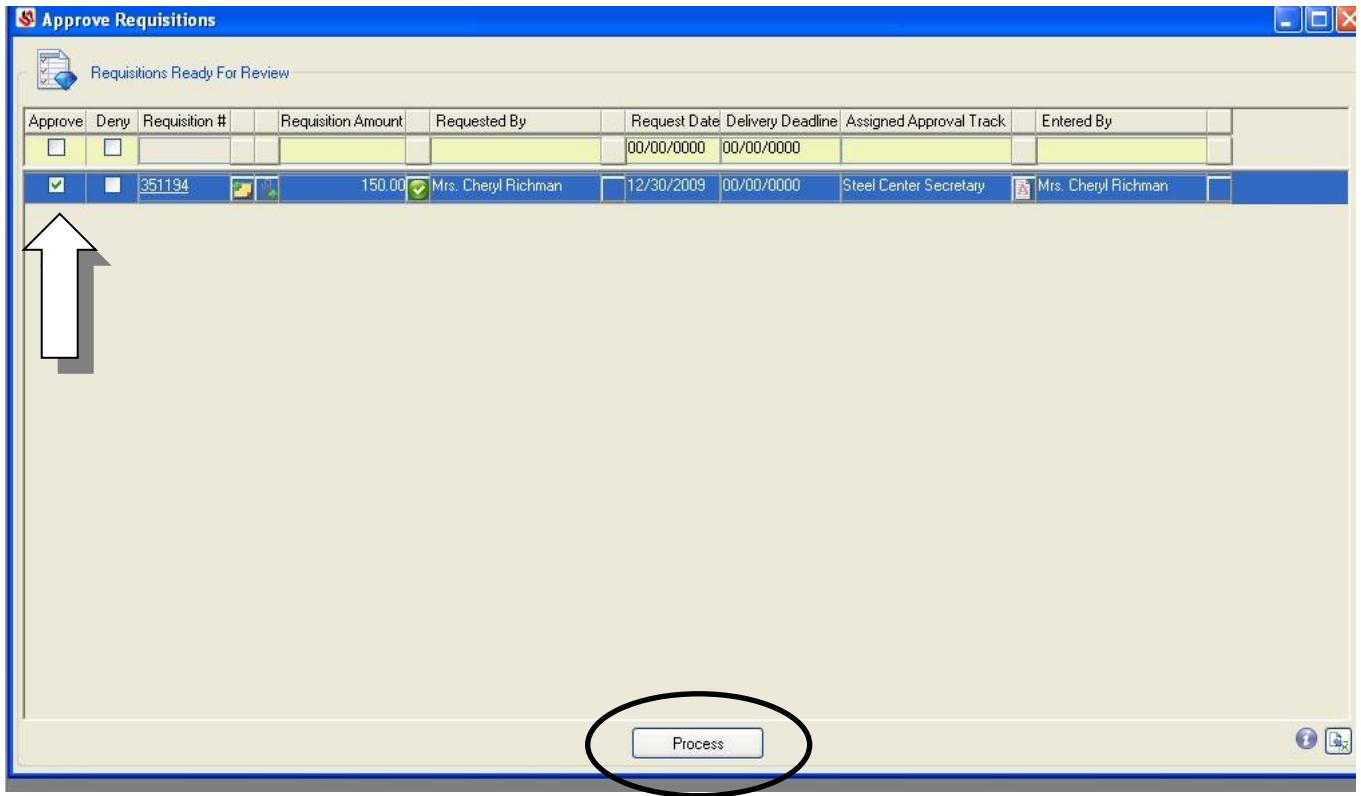
After you have entered all the required information and entered the Vendor ID, you must save and submit the requisition.

To save your requisition, first click on **SAVE** button.

Once the requisition is saved, you will have to click on **SUBMIT FOR APPROVAL** button to get the requisition into the approval process.

Once a requisition has been entered, the funds have been encumbered.

## Step 2 – Approving the Requisition



### **Click on Approve Requisitions**

Locate the Requisition that needs to be approved

Click on the **Approve** box

Click **Process**

You can access the requisition detail by clicking on the requisition number.

**NOTE:** All requisitions must be approved in order: Example – if the requisition is for \$1,000 and you have approval up to \$500, you must first approve the requisition, before it will appear for the supervisor

### **Approving Requisitions Over the Approval Limit of the Creator of the PO**

The creator of the PO should notify the proper person that a requisition needs to be approved.

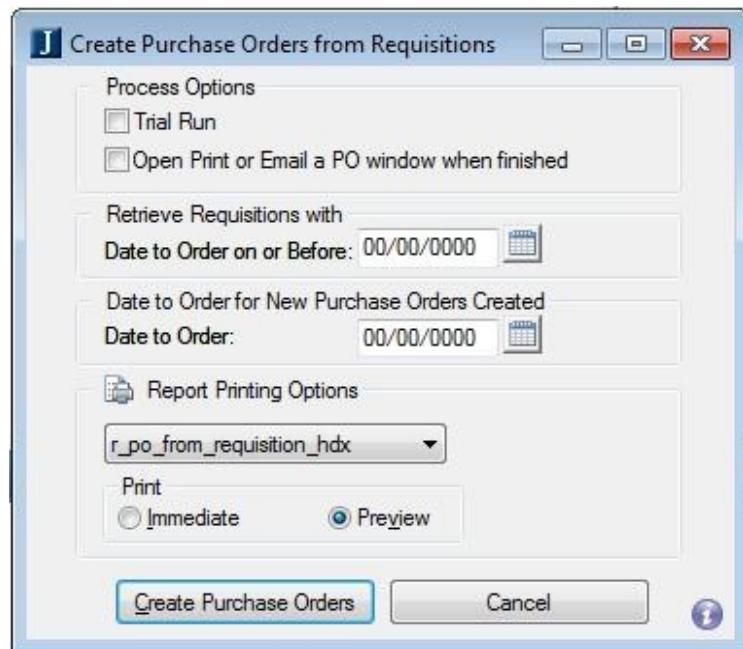
The Supervisor opens **Jenzabar** Follow the steps above.

The Supervisor will need to notify the requestor when the requisition has been approved.

### **If Alternate Approval Power has been provided**

Once the requisition has been approved by the first level, the Approve Requisitions window will need to be closed and reopened for the next approval level to appear.

## **Step 3 – Converting the Requisition to the Purchase Order**



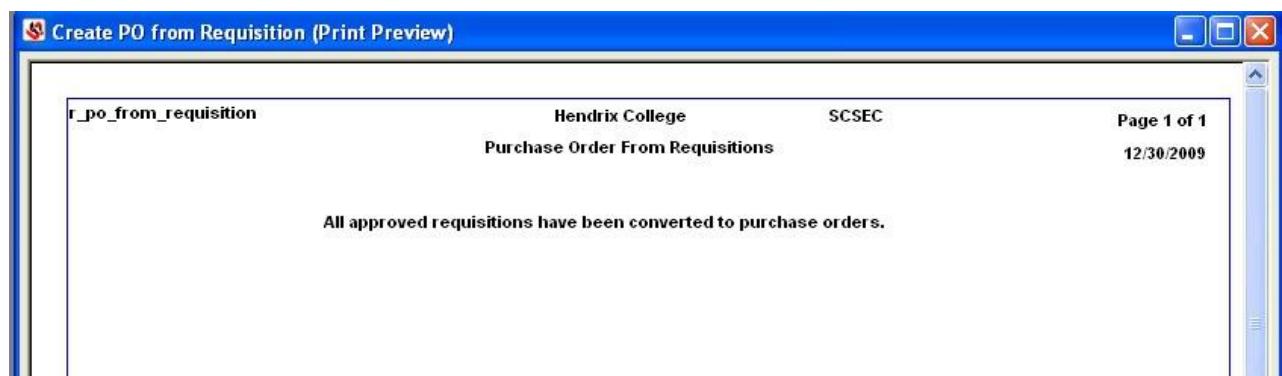
Click on **Create Purchase Orders from Requisitions**

Remove the check mark next to **Trial Run**

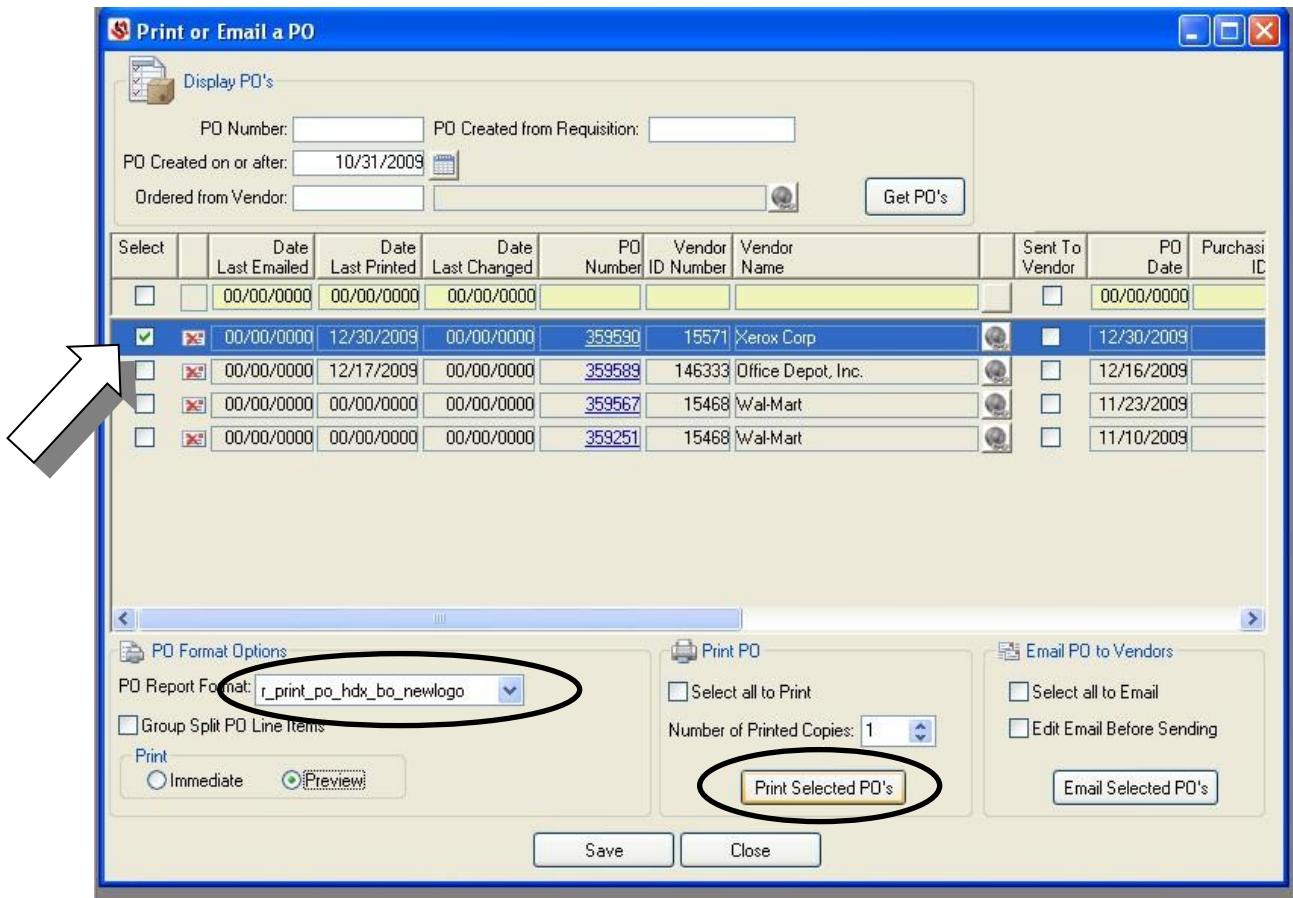
Select **Preview** in the **Print** field

Click **Create Purchase Orders**

A report will automatically appear stating that all approved requisitions have been converted to POs. There is no need to print this report.



## **Step 4 – Printing the Purchase Order**



**Click on Task/Purchase Order/Print or Email a PO (currently you cannot email your PO) – you no longer have to print or preview the PO and you can print whenever you need to**

You have many options to choose the POs you want to print:

- You can pull in a PO based on a requisition number
- You can pull in a PO based on a PO number
- You can pull up all your POs since a certain date (as is done here in this example)

Once you decide on your criteria click on **Get PO's**

Find the PO you want to print and click in the **Select** box on the left

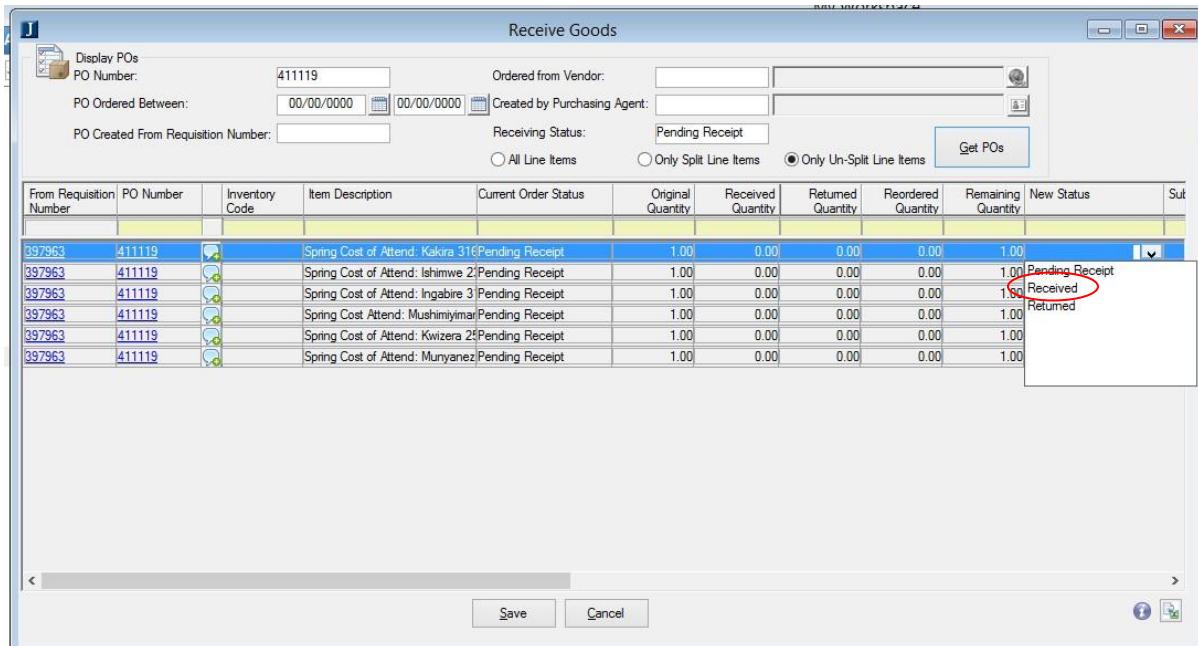
In PO Format Options choose **r\_print\_po\_hdx\_bo\_newlogo** and Print **Immediate** or **Preview**

Click **Print Selected PO's**

After you close your PO, you will be asked “**Do you wish to mark the selected**

**Purchase Order(s) as Sent to Vendor?" Click NO**

## **Step 5 – Receiving the Items on the Purchase Order**



The screenshot shows the 'Receive Goods' window with the following details:

**Header:** PO Number: 411119, Ordered from Vendor: [empty], PO Ordered Between: 00/00/0000 - 00/00/0000, Created by Purchasing Agent: [empty], Receiving Status: Pending Receipt,  Only Un-Split Line Items,  Only All Line Items,  Only Split Line Items, Get POs.

**Table:** A grid of purchase order line items with the following columns: From Requisition Number, PO Number, Inventory Code, Item Description, Current Order Status, Original Quantity, Received Quantity, Returned Quantity, Reordered Quantity, Remaining Quantity, New Status, and Sub. The table contains 7 rows of data, with the 4th row highlighted in yellow.

From Requisition Number	PO Number	Inventory Code	Item Description	Current Order Status	Original Quantity	Received Quantity	Returned Quantity	Reordered Quantity	Remaining Quantity	New Status	Sub
397963	411119	[empty]	Spring Cost of Attend: Kakira 316	Pending Receipt	1.00	0.00	0.00	0.00	1.00	[empty]	[empty]
397963	411119	[empty]	Spring Cost of Attend: Ishimwe 2	Pending Receipt	1.00	0.00	0.00	0.00	1.00	Pending Receipt	[empty]
397963	411119	[empty]	Spring Cost of Attend: Ingabire 3	Pending Receipt	1.00	0.00	0.00	0.00	1.00	Received	[empty]
397963	411119	[empty]	Spring Cost of Attend: Mushimiyima	Pending Receipt	1.00	0.00	0.00	0.00	1.00	Returned	[empty]
397963	411119	[empty]	Spring Cost of Attend: Kwizera 2	Pending Receipt	1.00	0.00	0.00	0.00	1.00	[empty]	[empty]
397963	411119	[empty]	Spring Cost of Attend: Munyanze	Pending Receipt	1.00	0.00	0.00	0.00	1.00	[empty]	[empty]

**Buttons:** Save, Cancel.

When the shipment arrives, each item will need to be received in the system. Invoices submitted to Accounts Payable for items not received in the system will not be paid.

Click on **Receiving/Receive Goods**

Enter the PO number or the Requisition number and click on **Get PO's**

Enter the **PO Order Status** of each individual line item – ex. Pending Receipt, Received, or Returned.

The **Received Quantity** you received – will update automatically

The **Status Changed Date** – will update automatically to current date

**COMPLETING THIS IS YOUR APPROVAL TO PAY THE INVOICE**

Click **Save**

**Accounts Payable will not pay any invoice without being received!! Please note that the weekly deadline for same week processing of invoices is noon on Tuesday. All requests for payment must also include supporting documentation such as the invoice or Google map supporting mileage.**

## Additional Requisition Resources

Select	Status	Requisition #	Requisition Amount	Requested By	Request Date	Deliver Deadline	Assigned Approval Track	Entered By
<input type="checkbox"/>	Approved (Is a PO 353169)	346296	.00	Mrs. Lei A. Pinter	04/24/2009	00/00/0000		Mrs. Lei A. Pinter
<input type="checkbox"/>	Pending Approval	346295	1.00	Mrs. Lei A. Pinter	04/24/2009	00/00/0000	Admin Asst Director Human Resources	Mrs. Lei A. Pinter
<input type="checkbox"/>	Approved (Is a PO 353168)	346294	11.00	Mrs. Lei A. Pinter	04/24/2009	00/00/0000		Mrs. Lei A. Pinter
<input type="checkbox"/>	Approved (Is a PO 353167)	346293	1.00	Mrs. Lei A. Pinter	04/24/2009	00/00/0000		Mrs. Lei A. Pinter
<input type="checkbox"/>	Not Submitted	346292	150.00	Mr. Timothy Shawn Mathis	04/23/2009	00/00/0000	Steel Center Secretary	SCSEC
<input type="checkbox"/>	Not Submitted	346291	150.00	Mr. Timothy Shawn Mathis	04/23/2009	00/00/0000	Steel Center Secretary	SCSEC
<input type="checkbox"/>	Approved (Is a PO 353165)	346290	250.00	Cheryl Richman	04/23/2009	00/00/0000		SCSEC
<input type="checkbox"/>	Approved (Is a PO 353164)	346289	50.00	Mrs. Hillary Looney	04/23/2009	00/00/0000		Mrs. Hillary Looney
<input type="checkbox"/>	Approved (Is a PO 353163)	346288	200.00	Dr. John B. McDaniel	04/23/2009	00/00/0000	Steel Center Secretary	SCSEC
<input type="checkbox"/>	Pending Approval	346287	200.00	Mr. Timothy Shawn Mathis	04/23/2009	00/00/0000	Purchasing Coordinator	Mrs. Hillary Looney
<input type="checkbox"/>	Not Submitted	346286	200.00	Dr. Lawrence K. Schmidt	04/23/2009	00/00/0000		JOURNEYSEC
<input type="checkbox"/>	Not Submitted	346285	205.00	Mr. Timothy Shawn Mathis	04/23/2009	00/00/0000	Purchasing Coordinator	Mrs. Hillary Looney
<input type="checkbox"/>	Not Submitted	346284	1,000,500.00	Mr. Timothy Shawn Mathis	04/23/2009	00/00/0000		Mrs. Hillary Looney

This is a **GREAT SCREEN!!** You now have the ability to see the status of all your requisitions. It shows you what requisitions have been converted (and the corresponding PO number), if a requisition has not been submitted for approval or if a requisition is pending approval.

You can click on the next to last column (icon that has an A on it) to see who hasn't approved the requisition yet.

### To get to this screen:

Requisition Inquiry  
Check Requisition Status

You have many options to choose the Requisitions you want to view:

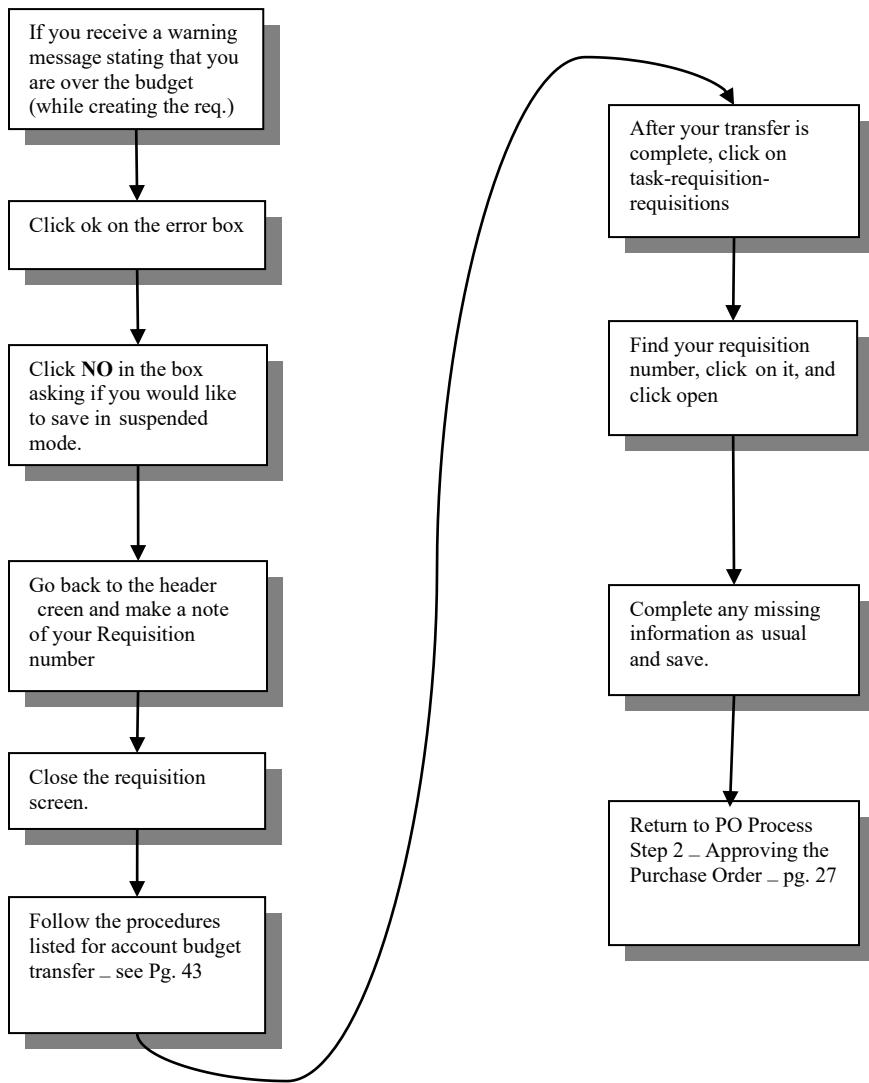
You can pull in based on Requisition number

You can pull up all your Requisitions created since a certain date

You can pull in everything in a certain status (i.e. all pending requisitions)

Once you decide on your criteria click on **Get Requisitions**

## What to do if you are over budget when creating a Requisition . . . .



## How to Request an Alternate Approver

Occasionally, someone will need to approve a PO on someone else's behalf. Jenzabar allows an Alternate Approver process to do just that.

The Primary Approver would simply complete the Alternate Approver Form to delegate authority for approving a requisition by a different user. When a requisition needs approval by the Primary Approver, the system will allow either the Primary or the Alternate to approve the requisition. The Alternate would be able to log on with his/her assigned username (as opposed to using the Primary Approver's log in information) and approve the requisition.

The Primary Approver can delegate this authority for a specific time period or forever, whichever they prefer.

The purpose of this process is to provide better internal controls over who approves purchase orders and at the same time allow some flexibility to the process of getting a requisition “through the system.” By assigning an Alternate Approver, the sharing of Jenzabar username and passwords should be eliminated.

The current approval tracks (who has what approval limits for each area) in Jenzabar can be modified with authorization from the area Vice President. This includes approval amounts as well as who approves.

### **Completing an Alternate Approver Request Form**

Enter the Primary Approver name

Enter the Primary Approver Username – the Username for Jenzabar of the Primary Approver, do not include the password on the form

Enter the Alternate Approver name – the name of the person which can approve on behalf of the Primary Approver

Enter the Alternate Approver Username - the Username for Jenzabar of the Alternate Approver, do not include the password on the form

Enter the Date Range for Approved Alternate – the date range in which authority is vested to the Alternate Approver. This can be a specific range or write “forever” if full authority will be given

The Primary and Alternate Approvers will both agree to the alternate approval conditions by signing the form. The form should be submitted to the Business Office.

# How to Request a New Vendor ID

In order to avoid having to create new vendors (especially for those vendors that will be used only once), there are several options.

- Order from a different vendor with which we have conducted business in the past and already exists in the system.
- Use a Hendrix Visa Credit Card to pay for the merchandise (see pg. 45)
- Use personal funds and request a reimbursement (see pg. 5)
- If you must use a new vendor, you must obtain a signed W-9 form from the vendor

**NOTE:** If you simply fill out a Payment Request Form instead of a PO because the vendor does not exist in the system, the form will be returned to you and you will be asked to complete a W-9 and a PO once the vendor is created.

## Creating a New Vendor

Request a W-9 from the vendor and have them obtain a signature. The vendor can submit this request either through email (PDF) or through Fax to the departmental fax machine.

Submit the form via email to [vendorrequests@hendrix.edu](mailto:vendorrequests@hendrix.edu) for processing. The new vendor ID number will be forwarded via email once the vendor is created.

# How to Request a Budget or Expense Transfer

There are two different types of transfers, a Budget Transfer and an Expense Transfer. A Budget Transfer deals with the total amount you have budgeted for a particular account. An Expense transfer deals with expenses that have been posted or will be posted to an account code or if one department will reimburse another department for a purchase. See below for more information.

## **Budget Transfer**

Occasionally, a department will have a shortage of funds in a particular operating budget account. If there are sufficient funds in another budget account (not including salary accounts), a budget transfer request may be submitted. This is simply moving budget money from one account to another account within the same department. The overall budget amount for the department will not change, just the individual account budgets.

Budget Transfers will be visible on the account summary budget report from the Original Budget column to the Revised Budget Column.

## **Expense Transfer**

Sometimes an invoice is paid and charged to an incorrect account number or one department will reimburse another department for an item that has or will be posted by the other department. For example, an invoice was charged to supplies, when the expense was actually for printing. Or one department paid for an invoice and the invoice should have been split between departments. An Expense Transfer is also used if a department is going “help” another department pay for an event or item. The key to an expense transfer is the expense has already been charged to an account and it was the wrong type of expense or should have been charged to another department.

Expense Transfers will be visible on the account detail report as an individual line item.

**NOTE:** Expenses charged need to be charged to the accounts where they belong. If you want to charge an account and there are not enough funds, DO NOT just charge the expense to a different account in order to cover the expense, submit a budget transfer and charge the item to the correct account code.

## **Completing a Budget Transfer Form**

Enter the Date

In the “Remove Funds From” column, enter the Account #/Proj Code and the Amount for the account you want to remove funds

In the “Add Funds To” column, enter the Account #/Proj Code and the Amount for the account you want to add funds

Enter the Totals for each column – the totals should be equal

Enter the Reason for Transfer – this helps determine whether the request needs to be a Budget Transfer or an Expense Transfer

Enter Transfer Requested By - the person requesting the transfer should sign and print their name at the bottom of the form

Enter Transfer Approved By - any transfer of funds must be approved by the department head of the account listed under “Remove Funds From”. If more than one department is listed, multiple signatures are required.

After the form is complete, submit it to the Business Office. Once the request is received, the transfer should be processed within 24 hours.

## How to Request a Reimbursement for Faculty/Staff, Students, and Other Individuals

On occasion, various faculty or staff members as well as students will purchase something for the college or pay for college related business with their personal money. In this case, the student or faculty/staff member will need to be reimbursed for the items they purchased.

In order to be reimbursed, the original receipt along with a completed and signed Payment Request Form **must** be turned in to the business office by 12:00 p.m. Tuesday.

If a charge is made on a credit/debit card, the original receipt must be submitted. A copy of the card statement is not acceptable documentation.

Meals over \$25 must have the itemized meal receipt (as opposed to the signed credit card receipt). The purpose of the meeting and the people that attended the meal must be provided. If a large amount of people attended the meal, state the name of the team or club that met. Tips on meals SHOULD NOT EXCEED 20% of the meal cost.

Please submit all receipts for one person on one Payment Request Form. Purchases that are made for the same account should be lumped into one line on the form.

If the information on the form is incomplete or inaccurate the request will be returned to the HUG (Heavy Purchasers User Group) member associated with the department requesting the reimbursement. The grey box at the top of the form will indicate what information is missing.

**NOTE: If information is not complete (this includes POs not received in the system), the request is not considered received on time and will be returned for missing information.** Areas around campus may need to establish deadlines earlier than Tuesday at noon so there is time to verify that information is complete and accurate before forwarding the requests to Accounts Payable.

### **Completing a Payment Request Form for Reimbursements**

In the top right-hand corner of the form, check the box for “Reimbursement.” This helps the business office determine exactly how the payment needs to be entered and what information is required.

Enter any Special Instructions – this includes if the check should be Sent to Department Campus Mail.

Enter the Date of the request

Enter the Name of the Faculty/Staff or Student that initially paid for the item and needs to be reimbursed – Please use their **full legal name**, no nicknames

Enter the Address of the recipient – if the check should be sent to Campus Mail, please include the Hendrix Box number, and if the check is to be held for pickup, please do not put an address on this line, instead “hold for pickup” should be written.

Enter the Hendrix/Vendor ID Number of the recipient – this field **MUST** be completed – any person or company that receives a check from Hendrix College is considered a vendor and should have a valid Hendrix/Vendor ID number. If an ID number cannot be found, a new vendor will need to be set up in the system. (see How to Request a New Vendor ID on page 35)

Enter the Item Description – be very specific in the descriptions – this description ultimately ends up on the transaction detail on the G/L. Group like items together (i.e. multiple meal receipts can be grouped into one line labeled “Meals”)

Enter the Account #/Proj Code where the expense should be recorded – not all transactions will have a project code. If multiple receipts apply to one account/project code, group these items together.

Enter the Amount of the item. Feel free to combine similar purchases going to the same account number on the same line. If multiple receipts are grouped together, order the receipts together and list which ones were grouped together.

Total – This field is automatically added on the electronic form.

Enter Payment Requested By - the person requesting the reimbursement should sign and print their name at the bottom of the form

Enter Payment Approved By - the supervisor to the individual receiving the payment needs to sign the form. If an individual from outside Hendrix is receiving payment, the department head needs to sign the approval.

Attach all original receipts to a piece of paper using tape, and order them in the same order as the Payment Request Form.

#### **NOTE on APPROVAL SIGNATURES:**

- All student organizations requesting reimbursements must obtain the approval signature of the faculty/staff advisor.
- Department Members requesting reimbursements must obtain the approval signature from the Dept. Head, the Provost, or the Associate Provost
- Department Heads requesting reimbursements must obtain the approval signature from the Area Chair, the Provost, or the Associate Provost.

- Vice Presidents requesting reimbursements must obtain the approval signature from another Vice President or from the President.

After the Payment Request form is completed, submit the form with all the original receipts to the Business Office by 12:00 p.m. Tuesday. The checks will be available on Friday afternoon at 3:00 p.m. and will be placed in the appropriate campus mailboxes.

Additional Notes:

- If any paperwork needs to be sent with the check, provide a copy of the paperwork to keep for Hendrix's file.

# How to Request a Reimbursement for Travel Expenses

Travel Expenses should be submitted on a Travel Expense Report. See Travel Policy on the Hendrix website under Business Office Printable Forms.

## **Allowable Travel Expenses:**

There are certain types of expenditures that are allowable as reimbursable expenses by the college. They are the following:

- Per Diem at a rate of \$35 per day -This means that no receipts may be turned in for reimbursement for meals, snacks or beverages of any kind (i.e. water, coffee, tips, etc). Project travel plans should include at least six hours in a given day to be eligible for the entire per diem rate for that day.
- Direct Meal Reimbursement This option can be used in place of per diem, with provided original receipts. Meals over \$25 must have the itemized meal receipt (as opposed to the signed credit card receipt). The purpose of the meeting and the people that attended the meal must be provided. Tips on meals SHOULD NOT EXCEED 20% of the meal cost.
- Mileage of Personal Vehicle at a rate of .725 per mile. Please note that this is in place of gasoline, which cannot be claimed at the same time unless there was a rental car in addition to a personal vehicle (i.e. mileage to and from airport). The mileage rate will change based on the current IRS mileage reimbursement rate.
- Airfare
- Miscellaneous Transportation Costs (i.e. taxi, shuttle, bus fare, etc)
- Hotel
- Car Rentals
- Conference Registration and Fees

## **Completing the Travel Expense Report**

This form can be downloaded from the Hendrix website. The electronic version includes some formulas to simplify completion.

For ease of review, please number your receipts and enter the correlating number on the expense report. Like expenses can be combined. For example, if you have five bus tickets, feel free to number all of them the same number and enter them on the same line on the expense report. The mileage section is in the middle of the bottom portion, with room for four roundtrips. The dates of travel and the total miles should be included. The electronic version of the form will calculate the reimbursable amount automatically.

Original receipts must be attached to the form. **This is an audit requirement.** If the purchase was made online, please attach a print-off of the confirmation which includes the total price.

# How to Request a Payment Advance for Faculty/Staff

On occasion, faculty/staff members will need cash before an expense is actually incurred. In this case, the faculty/staff member will need to request a Payment Advance from the business office. Examples of Payment Advances are staff travel advances, per diems, faculty travel grants, athletic events out of town, etc. Payment Advances are available for faculty/staff members only.

In addition to the types of advances listed above, charges on a Corporate Visa that do not have a receipt will be the responsibility of the card holder until a receipt, invoice, or payment is presented. This will be handled as a payment advance until payment is made. Please see the section “How to Use a Corporate Visa Card” (pg. 41).

In order to receive a payment advance, a Payment Request Form **must** be submitted to the business office by 12:00 p.m. Tuesday with the proper approval signatures.

If the information on the form is incomplete or inaccurate the request will be returned to the HUG (Heavy Purchasers User Group) member associated with the department requesting the reimbursement. The grey box at the top of the form will indicate what information is missing.

**NOTE: If information is not complete (this includes POs not received in the system), the request is not considered received on time and will be returned for missing information.** Areas around campus may need to establish deadlines earlier than Tuesday at noon so there is time to verify that information is complete and accurate before forwarding the requests to Accounts Payable.

## **Completing a Payment Request Form for General Payment Advances**

In the top right-hand corner of the form, check the box for “Payment Advance.” This helps the business office determine exactly how the payment needs to be entered and what information is required.

Enter any Special Instructions – this includes if the check should be held for pick-up. These items will be placed in the campus mailboxes.

Enter the Date of the request

Enter the Name of the Faculty/Staff or Student that initially paid for the item and needs to be reimbursed – Please use their **full legal name**, no nicknames

Enter the Address of the recipient – if the check should be sent to Campus Mail, please include the Hendrix Box number, and if the check is to be held for pickup, please do not put an address on this line, instead “hold for pickup” should be written.

Enter the Hendrix/Vendor ID Number of the recipient – this field **MUST** be completed – any person or company that receives a check from Hendrix College is considered a vendor and should have a valid Hendrix/Vendor ID number. If an ID number cannot be found, a new vendor will need to be set up in the system. (see How to Request a New Vendor ID on page 35)

Enter the Item Description – be very specific in the descriptions – this description ultimately ends up on the transaction detail on the G/L. Group like items together (i.e. multiple meal receipts can be grouped into one line labeled “Meals”)

Enter the Account #/Project Code where the expense should be recorded – not all transactions will have a project code. If multiple receipts apply to one account/project code, group these items together.

Enter the Amount of the item. Feel free to combine similar purchases going to the same account number on the same line. If multiple receipts are grouped together, order the receipts together and list which ones were grouped together.

Total – This field is automatically added on the electronic form.

Enter Payment Requested By - the person requesting the reimbursement should sign and print their name at the bottom of the form

Enter Payment Approved By - the supervisor to the individual receiving the payment needs to sign the form. If an individual from outside Hendrix is receiving payment, the department head needs to sign the approval.

**NOTE:**

- Department Members requesting payment advances must obtain the approval signature from the Dept. Head, the Provost, or the Associate Provost
- Department Heads requesting payment advances must obtain the approval signature from the Area Chair, the Provost, or the Associate Provost
- Vice Presidents requesting reimbursements must obtain the approval signature from another Vice President or the President.

After the Payment Request form is completed, submit the form to the Business Office by 12:00 p.m. Tuesday for processing. The checks will be available on Friday afternoon at 3:00 p.m. in the campus mailboxes unless otherwise stated by the Business Office.

**Clearing General Advances with Original Receipts**

**NOTE:** ALL information to clear a General Advance (i.e. not a travel/project grant advance) should be submitted to the Accounts Payable Clerk, **not the cashier's window**. This includes personal checks as well as receipts.

Receipts should be submitted along with a Payment Request Form. The receipts should total the amount of the advance.

- If the **receipts are LESS** than the advance, a personal check must be submitted to make up the difference – this check should be submitted through A/P along with the receipts.
- If the **receipts are GREATER** than the advance, an additional A/P check will be cut for the difference only if an additional signed payment request form is provided.

### **Complete a Payment Request Form**

In the top right-hand corner of the Payment Request form, check the box for “Clearing of Advance”

Enter the Name of the person that originally received the advance

Enter the Hendrix/Vendor ID Number of the recipient – this field **MUST** be completed – any person or company that receives a check from Hendrix College is considered a vendor and should have a valid Hendrix/Vendor ID number.

Enter the Item Description – be very specific in the descriptions – this description ultimately ends up on the transaction detail on the G/L

Enter the Account #/Project Code where the expense should be recorded – not all transactions will have a project code

Enter the Amount of the item. Feel free to combine similar purchases going to the same account number on the same line.

Enter the Total – if you use the computer to generate your payment request, a total will automatically calculate on the form

Enter Payment Requested By - the person requesting the payment advance should sign and print their name at the bottom of the form

Enter Payment Approved By - the supervisor to the individual receiving the payment needs to sign the form. If an individual from outside Hendrix is receiving payment, the department head needs to sign the approval.

Submit the form and the receipts to the Accounts Payable Clerk for processing.

# How to Request a Payment for Contract Labor

Occasionally, Hendrix pays an individual directly for services rendered. This does not include any corporation or company. These individuals are not set up through payroll and no taxes are withheld from their payment. Because they are not included in payroll, Hendrix must send them a tax form 1099 at the end of the year.

Examples of contract labor include individual consultants, honorariums, performers (if payment is made directly to them), various part-time services around campus, etc.

In order for anyone to receive a payment for contract labor, a Payment Request Form **must** be submitted to the business office by 12:00 p.m. Tuesday with the proper approval signatures. The Stipend and Award Request form must be used to request stipends for students.

If the information on the form is incomplete or inaccurate the request will be returned to the HUG (Heavy Purchasers User Group) member associated with the department requesting the reimbursement. The grey box at the top of the form will indicate what information is missing.

**NOTE: If information is not complete (this includes POs not received in the system), the request is not considered received on time and will be returned for missing information.** Areas around campus may need to establish deadlines earlier than Tuesday at noon so there is time to verify that information is complete and accurate before forwarding the requests to Accounts Payable.

## Completing a Payment Request Form for Contract Labor

In the top right-hand corner, check the box for “Contract Labor.” This helps the business office determine exactly how the payment needs to be entered and what information is required.

Enter any Special Instructions – this includes if the check should be held for pick-up. These checks will be placed in the campus mailboxes.

Enter the Date of the request

Enter the Name of the person providing the service – Please use their **full legal name**, no nicknames

Enter the Address of the recipient – if the check should be sent to Campus Mail, please include the Hendrix Box number

Enter the Hendrix/Vendor ID Number of the recipient – this field **MUST** be completed – any person or company that receives a check from Hendrix College is considered a vendor and should have a valid Hendrix/Vendor ID number

Enter the Item Description – be very specific in the descriptions – this description ultimately ends up on the transaction detail on the G/L

Enter the Account #/Project Code where the expense should be recorded – not all transactions will have a project code

Enter the Amount of the services provided

Enter the Total – if you use the computer to generate your payment request, a total will automatically calculate on the form

Enter Payment Requested By - the person requesting the payment should sign and print their name at the bottom of the form

Enter Payment Approved By - the supervisor to the individual receiving the payment needs to sign the form. If an individual from outside Hendrix is receiving payment, the department head needs to sign the approval.

**NOTE:**

- All student organizations requesting contract labor payments must obtain the approval signature of the faculty advisor.
- Department Members requesting contract labor payments must obtain the approval signature from the Dept. Head, the Provost, or the Associate Provost
- Department Heads requesting contract labor payments must obtain the approval signature from the Area Chair, the Provost, or the Associate Provost
- Vice Presidents requesting contract labor payments must obtain the approval signature from another Vice President or the President.

After the Payment Request form is completed, submit the form to the Business Office by 12:00 p.m. Tuesday for processing. The checks will be available on Friday afternoon at 3:00 p.m. and will be placed in the appropriate campus mailboxes unless otherwise stated by the Business Office.

# How to Deposit Funds

In order to have pertinent information and backup for all deposits, we now require a Deposit Request Form to accompany all deposits made to the Business Office. It is important that the Business Office knows who is making a deposit and that we have supporting documentation.

Please attach the Deposit Request Form to all checks and cash that are deposited.

If the information on the form is incomplete or inaccurate the request will be returned to the HUG (Heavy Purchasers User Group) member associated with the department requesting the deposit. The grey box at the top of the form will indicate what information is missing.

## **Completing a Deposit Request Form for Depositing Funds**

Enter Date of the deposit

Enter Deposit Prepared By – should be the name of the person preparing the deposit information

Enter Phone # of the person preparing the deposit. This provides contact information if there are any questions.

Enter Purpose of Deposit – this could be anything from Student Organization fund raising, t-shirt sales, reimbursement to college, etc.

Enter Account #/Proj Code to Credit

Enter all names of depositors in Name on Check/Person Giving Cash – this will allow us to know who deposited what checks in case a check is returned

Enter the Check #/Cash for each depositor – if the depositor writes a check, then enter the check number, if the depositor submits payment by cash, simply write Cash in the field

Enter Amount for each depositor

Add the Total for the deposit – if this form is completed electronically, the total will automatically calculate

Enter Deposit Prepared By - the person preparing the deposit should sign and print their name at the bottom of the form

Enter Deposit Entered By - the person actually keying the deposit into Jenzabar should sign and print their name at the bottom of the form

# Available Reports

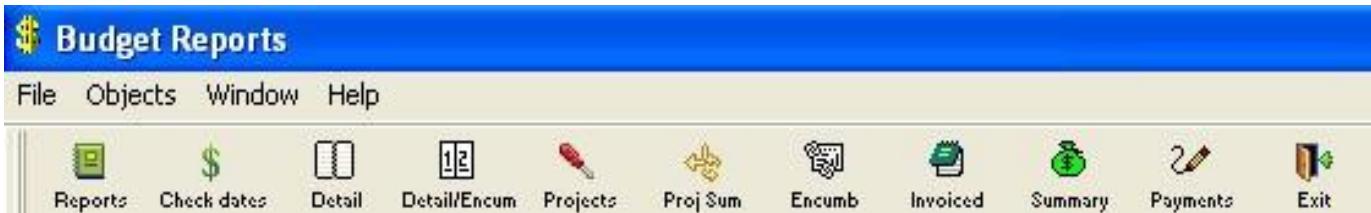
## Available Budget Reports

Double click on the **Budget Reports** shortcut in the Purchasing folder on the desktop

Enter Jenzabar **User Name** in the box that appears

Login with Jenzabar **Password** at SQL Server Login Box

The following is a list of available budget reports:



### **Check Dates:**

This report shows all checks cut for a given time period for your department. You will first be prompted for the date range, and then you can enter your department.

### **Detail:**

This button launches a report detailing all of the spending of the department chosen. This reports show encumbrance transactions as well as actual expense transactions.

### **Detail/Encum:**

This report is the same as the Detail Report, except the encumbrance transactions are in a separate column from the actual expense transactions.

### **Projects:**

This report is the same as the Detail/Encum, except the information is sorted by Project Code, account code, then date.

### **Proj Sum:**

This report provide a summary of activity sorted by Project Code.

### **Encumb:**

This report shows all encumbrance transactions for a given month and year.

### **Invoiced:**

This report shows detail of all actual invoiced/expensed transactions. No encumbrance transactions are included in this report.

### **Summary:**

This button launches a report, which summarizes the total budget, the expenses, and the encumbrances for each department.

### **Payments:**

This report shows detail of all payments for a specific vendor. You will need the Vendor ID to run this report. The last column in the prompt for criteria screen asks for “trans\_hist\_ap\_sbs\_id\_num”, this is where the Vendor ID is entered. The Vendor ID can be found on the Purchase Order or in Jenzabar.

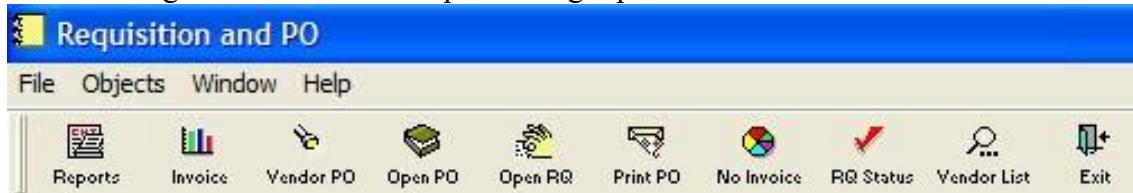
## **Available Purchasing Reports**

Double click on the **Requisitions & Purchase Order shortcut** in the Purchasing folder on the desktop

Enter Jenzabar **User Name** in the box that appears

Login with Jenzabar **Password** at SQL Server Login Box

The following is a list of available purchasing reports:



### **Invoice:**

This button launches a report detailing all of the purchase orders in the system for your department which have been Invoiced but not received.

-This report should be launched each week on Wednesday to check for purchase orders in the system to avoid payment delays.

### **Vendor PO:**

This button launches a report detailing all of the open purchase order for a particular vendor for your department

- You will need to enter the Vendor ID number when you click on this report.  
The Vendor ID can be found on the Purchase Order or in Jenzabar.

### **Open PO:**

This button launches a report detailing all of the open purchase orders for your department.

-This report is helpful if you would like to see your purchase order number, but not print a purchase order.

### **Open RQ:**

This button launches a report detailing all requisitions, which have not been converted into purchase orders.

**Print PO (this report no longer is necessary – print the PO directly from Jenzabar)**

**No Invoice:**

This button launches a report detailing all purchase orders, which have been received but not invoiced.

-This report would be helpful if a vendor calls asking for payment. You can verify immediately if the item has been received and refer them to the business office for payment.

**RQ Status:**

This button launches a report detailing the status of all pending requisitions.

**Vendor List (this report is no longer necessary – you can look up vendors directly in Jenzabar)**

## Miscellaneous Information

All payment requests need to be submitted to the Business Office by 12:00 pm each Tuesday. Any requests submitted after 12:00 pm on Tuesday will not be processed until the following week. Checks will be ready for pick-up in campus mail each Friday afternoon after 3:00 pm.

**NOTE: If information is not complete (this includes POs not received in the system), the request is not considered received on time and will be returned for missing information.** Areas around campus may need to establish deadlines earlier than Tuesday at noon so there is time to verify that information is complete and accurate before forwarding the requests to Accounts Payable.

If a charge is made on a credit/debit card, the original receipt must be submitted. A copy of the card statement is not acceptable documentation. **Note:** For credit card charges LESS THAN \$50 that have no receipt – we will allow a statement signed/approved by the supervisor explaining the details of the charge – this policy is put in place for the rare instances that obtaining the receipt is impossible/very difficult. Any charge OVER \$50 MUST have the original receipt. If it appears that a cardholder is abusing this policy, the business office has the right to contact the supervisor and human resources to determine if any disciplinary action should be taken.

Meals over \$25 must have the itemized meal receipt (as opposed to the signed credit card receipt). The purpose of the meeting and the people that attended the meal must be provided. Tips on meals SHOULD NOT EXCEED 20% of the meal cost.

If remittance should be included with the check, please include a copy when submitting the information to Accounts Payable. We must keep all originals as backups, so copies go with the checks.

The point of contact for the Business Office will be the HUG member (Heavy Purchasers User Group) associated with the particular department requesting the payment.

**All forms can be found on the Hendrix Website ([www.hendrix.edu](http://www.hendrix.edu)) under Business Office Printable Forms.**

### **Definitions**

**Purchase Order** – use when merchandise needs to be purchased directly from a vendor – ANY payment to a “company or entity” needs to have a PO associated with it

**Payment Reimbursement** – use when merchandise has been paid using personal funds – only individuals should receive reimbursements

**Payment Advances** – use when a person needs money in advance in order to pay for something – this is usually used for hotels, airfare, trips, etc. These are placed on the individual’s account until receipts are supplied, then the amount is no longer the responsibility of the individual and the correct account is expensed. Payment advances are only allowed for faculty/staff members.

**Contract Labor** – use when we pay a person directly for services rendered – this includes individual consultants, honorariums, payments to students for Profile articles, various part-time services around campus, etc.

**Other Payment** – use when any other type of payment is required that is not listed above – this includes prizes given, clearing general payment advances, etc.

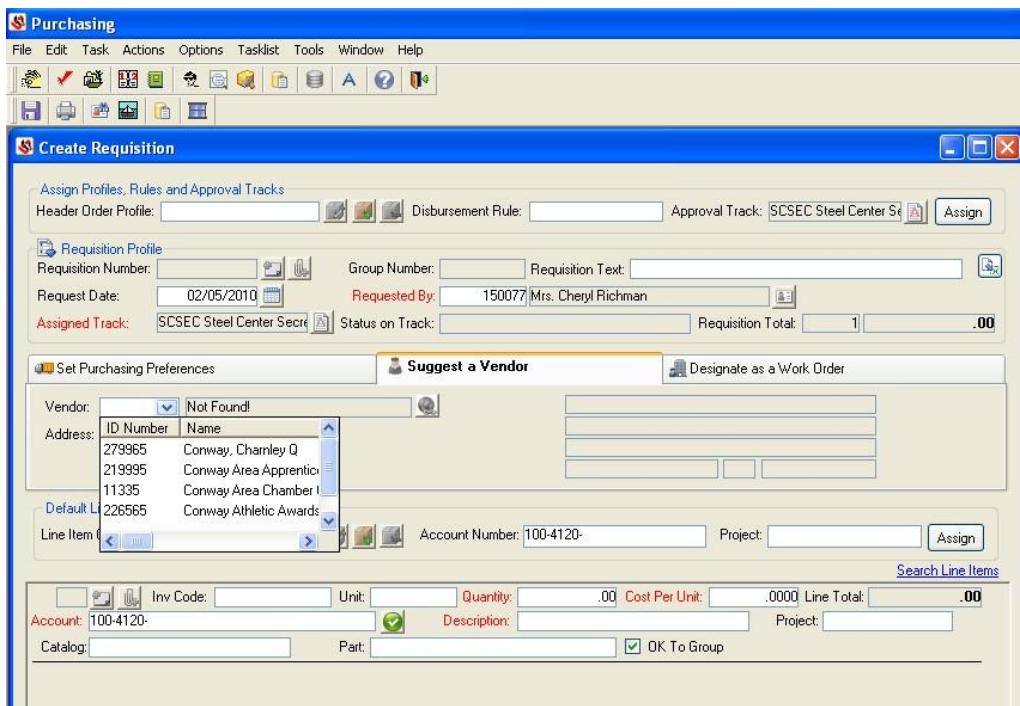
**Encumbering** – this can be thought of much like your check book. When you write a check, you “encumber” your funds by writing the expense in your ledger. In this way, you cannot spend those funds twice. As soon as a Requisition is created, the system encumbers those funds. When the invoice is paid, the encumbrance is released and the actual invoice amount is deducted from the account budget.

### **Approval/Authorization Tracks**

Department Heads and Area Chairs can vest their authority in an assistant. An Alternate Approver Form should be completed and forwarded to the Business Office.

The current approval tracks in Jenzabar can be modified with authorization from the area Vice President.

## Searching for Vendors



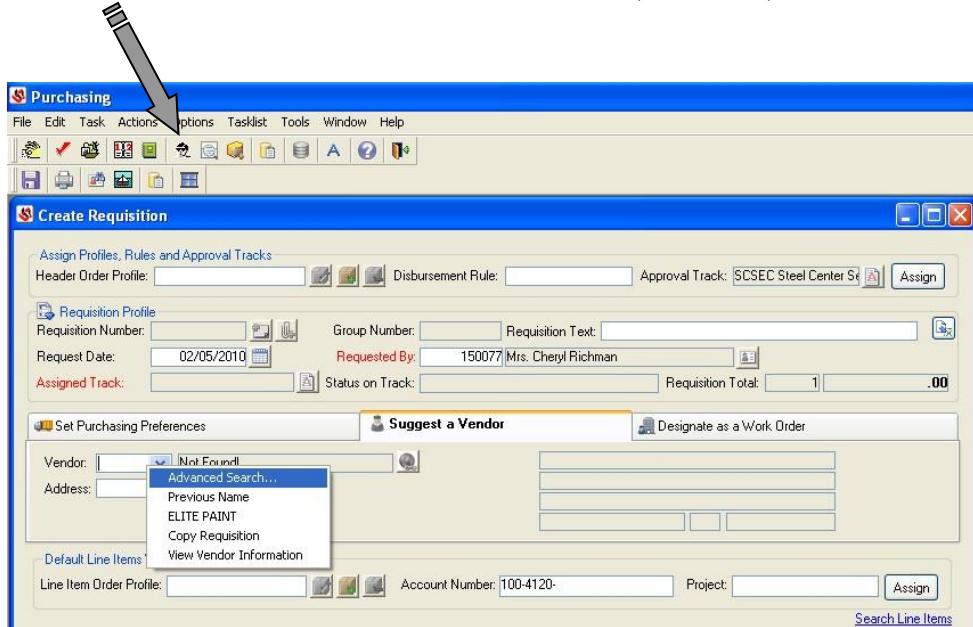
To search for any information in Jenzabar is as easy as 1-2-3!

- 1-Type the name in the box
- 2-Click the right side of the box to pull down the results
- 3-Make your selection

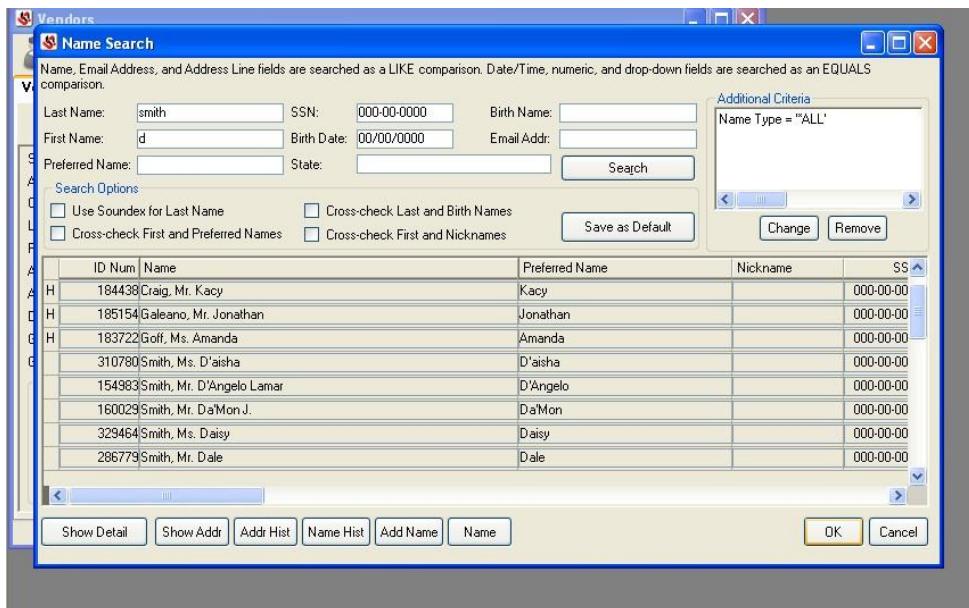
Hints:

- ✓ You can enter part of the name to search as well.
- ✓ Move those fingers quickly! The search starts automatically 3 seconds after you start to type!
- ✓ You can perform a wildcard search by typing percent signs at each end of your word. For example: If you want to look for a vendor name with grain in it. You would type %grain% in the vendor ID# box. Jenzabar will search for all vendors with grain in their names.

You can also click on the icon of the little man with sunglasses to get search on the Vendors. You can then do an Advanced Search (see below).



You can also do an Advanced Search by right clicking in the Vendor ID field (either in the Requisition or by clicking on the little man with sunglasses icon) and clicking on Advanced Search



You have more flexibility in your search – you can scroll over and see addresses or you can click on the Show Add button and see all the addresses for the vendor.

## **Non-Allowable Expenses**

The following is a list of expenses that are not allowable under the College's policy for procedures, travel, and entertainment. This list is not comprehensive and is intended only to be a representative guide to the types of expenses that are usually not allowable.

- Airline membership club fees, seat upgrade fees, or inflight Wi-Fi
- Any personal expenditures while traveling (e.g. movies, plays, concerts, sporting events, sightseeing tours, clothing, tuxedo rental, alcoholic beverages not associated with approved entertaining, toiletries, etc.)
- Laundry or dry-cleaning services unless travelling for an extended period
- Fines for traffic/parking violations
- Commuting costs to your regular work location from home or as defined by the IRS
- Purchases of computers, tablets, mobile phones, peripherals or data plans for those devices without pre-approved written authorization
- Purchases of gift cards or gift certificates
- Requests for reimbursements older than two months

## **Electronic Forms & Links**

Electronic versions of the forms can be downloaded on the [Hendrix Business Office Website](#).