**This document is aimed at increasing the efficiency and effectiveness of the business workflow related to purchasing for the Gupta College of Science.**

**The Provost has the authority to view any purchase request prior to approval. The Provost currently is only approving requests that are over $5000. This is done weekly on Thursdays. For items under $5000, the budget officer designated below for each category is the final required signature before the requisition is moved forward for purchase.**

**Overall**

- ePro should be used for all purchasing.
  - If the purchase is not urgent, the administrative assistant should setup the vendor in ePro and go through vendor validation process before proceeding with the purchase requisition.
- Due to the nature of certain purchases for science, timeliness of purchasing really matters. The “paper PR” process should only be used to expedite purchasing from a new vendor where timeliness of the purchase is urgent and validation of the vendor cannot happen quickly enough.
  - If the purchase is urgent, the “paper PR” process can be followed. Signed PRs from the departments can be sent to Ms. Melanie McKeefery (GCOS Business Manager) for review and for the dean’s signature.
    - If it is expected that this vendor will be used again, the administrative assistant should go through the validation process to setup this vendor in ePro for future purchases.
- All pcard purchases must follow rules for appropriate use of pcards. Pcards should never be used without going through the normal process for use of the pcard. For requisitions that involve terms and conditions, pcard purchases cannot be made until university approval has been granted if a given requisition has a contract attached. Violation of that policy can lead to the pcard user losing purchasing access with the pcard.

**Department Operating Budgets**

- A given chair of a department and the dean will be listed as budget officers for all department operating budgets. The chair will be the only departmental budget officer for the account. Any additional departmental faculty/staff that the chair would like to be listed as a budget officer
should be forwarded to the dean’s office for review and approval. The department admin will also have GL viewing access.

- For any purchases under $2500:
  - The chair will serve as the budget officer for approval and will “approve” the purchase in ePro to route the purchase forward and expedite the process.

- For any purchases over $2500:
  - The chair will add “approve” in the comment section only in ePro. The requisition will then be assigned to the GCOS Business Manager and it will forwarded to the dean. The dean will “approve” in ePro and route the purchase forward.

- For any purchases that have “terms and conditions” (aka contract), the processes listed above in this section apply.

- The GCOS Business Manager will monitor all purchases and work with departments related to operating budget amounts.

- Departments are expected to monitor all department purchases to help steward these funds and not overspend in a given fiscal year.

- Blanket POs – these are allowed and will follow the rules in this section as they pertain to general operating budget purchases.

**Department Lab Fee Budgets and Coastal Education Foundation Spending**

- The dean will be listed as budget officer for all department lab fee budgets and for all CEF accounts according to university policy. The chair will have GL viewing access and will be able to view the respective lab fee budget and CEF accounts for his or her department in order to ensure funds are available for the purchase but will not serve as the budget officer for lab fee accounts or CEF accounts. The department admin will also have GL viewing access only.
  - For lab accounts, this will help ensure that lab and program fees are used for consistent purposes across the college due to the restricted nature of the use of lab/program fees.

- For any purchases using lab or program fees, the chair should comment on the purchase and approve by placing this written approval in the comment section of ePro. Also, an explanation of how this purchase constitutes the use of lab fees should be stated in the comment section in ePro including specific courses or ways in which this purchase will help student learning and/or specific courses where this purchase will help with course needs.

- Blanket POs – these are allowed and will follow the rules in this section as they pertain to lab fee purchases.

**Grants**

- The faculty member that received the grant is the Principal Investigator (PI) and responsible for the stewardship of the grant funds. The PI should be listed as the budget officer. The PI has the ability to “approve” of purchases from the grant account.
  - Note: if a PI overspends his or her grant, the PI’s home department will be responsible for the account overage.
• The department chair should have GL Access and be able to view the purchases for these grants for the PI, but does not need to approve. The signature of the Office of Sponsored Programs and Research Services will be still be required according to the policies of that office.
• Please contact the GCOS Budget Manager if there are questions related to purchasing or balances in grant accounts.
• PIs must contact their chair before initiating a purchase if the expected equipment/purchase will impact department facilities. Ideally, this conversation will take place prior to the submission of the grant proposal.

Start-Up Funds

• Accounts are set-up once a new faculty member is hired and where start-up funds have been negotiated with that faculty member.
• For all purchases, these must go through the Provost’s office for pre-approval.
  o Follow process from Provost – see below.

  Provost’s Office
  Start Up Funds Approval Process

Requests/Purchases for Start Up fund approval should go through ePro whenever possible, even if the purchase is to be made by pcard.

Approvals that cannot go through ePro should use the Academic Affairs Pre-Approval Form, which should be sent to the Provost’s Office with reference attachments (quotes, paperwork, price references, etc.). Electronic approvals for this form are acceptable if using Coastal email.

Steps and Procedures to Start Up Funds Pre-Approval in ePro

• Shopper - Department:
  o Create cart
  o Assign to College Requestor (GCOS Business Manager) in Dean’s Office
• Requestor (GCOS Business Manager) – Dean’s Office:
  o Verify Department Account number or Add Dean’s Office account number
  o Check information for accuracy
  o Note in Comments Section these are Start Up Funds and list faculty member’s name and department
  o Assign Cart to Rose Pleasant in the Provost’s Office for review
• Rose Pleasant – Provost’s Office:
  o Review cart against Offer Letter and start-up funds balance
  o Contact the Requestor with any questions
  o Note in Comments Section that the cart has approval for purchase using Start Up Funds
  o Assign cart back to Dean’s Office Requestor
• Requestor (GCOS Business Manager) – Dean’s Office
  o Place Order