

Moore College of Art & Design Financial Policies and Procedures

Pertaining to:

Purchasing/Check Requests/Reimbursements/Travel

Financial Policies & Procedures

Table of Contents

<u>Section</u>	<u>Page</u>
I. <u>General Comments</u>	1
II. <u>Scope of Policies and Procedures</u>	1
III. <u>College Business Expenses</u>	1
A. <i>Allowable Expenses</i>	1
B. <i>Disallowable Expenses</i>	1
IV. <u>Purchasing Procedures</u>	2
A. <i>Purchase Order Requisition Requirements</i>	2
1. Scope and Required Documentation	2-3
2. Competitive Bidding Requirements and Documentation	3-4
3. Sole Source Vendors	4
4. Financial and Credit Terms and Conditions	4-5
5. Purchase Order Processing and Turnaround Time	5
6. Follow-up After Placing Purchase Orders	5-6
B. <i>Processing Payments to Vendors and Departmental Budgetary Requirements</i>	6
1. Payment of Vendor Invoices for Goods and Services Ordered on Purchase Orders	6
2. Budget Monitoring	6
3. Budget Transfers	6-7
V. <u>Purchase Card Procedures</u>	7
A. <i>Scope and Documentation</i>	7
VI. <u>Check Request Procedures</u>	7
A. <i>Scope and Documentation</i>	7
B. <i>Check Request Requirements</i>	7-9
C. <i>Check Request Processing Turnaround Time</i>	9
D. <i>Budget Transfers</i>	10
E. <i>Expense Reclassifications</i>	10
VII. <u>Travel Policy</u>	10
A. <i>Allowable Expenses</i>	10-11
B. <i>Disallowable Expenses</i>	11
C. <i>Receipt Requirements</i>	11
D. <i>Travel Advances</i>	12

MOORE COLLEGE OF ART AND DESIGN

FINANCIAL POLICIES & PROCEDURES

I. **GENERAL COMMENTS**

It is the policy of the College to pay vendors and reimburse employees for all actual, necessary, reasonable, and documented business expenses, in accordance with the guidelines set forth below. Moore College of Art and Design is registered with the Internal Revenue Service as a 501 C-3 organization exempt. Moore College of Art and Design is a tax-exempt institution; no sales taxes should be paid to vendors. All purchase requisitions and expenditures must be approved by the department head(s) responsible for the account(s) to which the expenditures will be charged. In the case of department heads, deans, and directors, their expense reimbursements must be approved by the next level of authority. Purchase orders must be approved by the Business Office before they are sent to vendors. All check requests must be approved by the Business Office before checks are issued. All expenditures are subject to departmental, project, or grant budget limitations. For a list of authorized object codes, please refer to (**Exhibit A**).

II. **SCOPE OF POLICIES AND PROCEDURES**

This policy covers all College purchase orders, check requests and expense reports, and applies to all expenses paid with College funds, including grant monies. Expenses incurred under sponsored programs may be subject to different conditions, as specified in their respective grant or contract documents, and will be monitored by the designated project director. If no special conditions are imposed by the sponsor, the College's purchasing and expense policies will apply.

III. **COLLEGE BUSINESS EXPENSES**

The following is a summary of allowable and disallowable purchases and expenses:

A. **ALLOWABLE EXPENSES**

Only College business-related expenses, including the purchase of supplies, equipment, & services for use in authorized College programs and operations, will be paid by the College.

B. **DISALLOWABLE EXPENSES**

Purchases of supplies, equipment, and services for personal use or for use in unauthorized College programs and operations will not be paid by the College. Sales taxes and traffic violations are specifically disallowed as are expenses related to department socials, parties, and lunches between employees. Gifts to employees must be approved by the President in advance.

IV. PURCHASING PROCEDURES

The objective of these procedures is to ensure that the College acquires the highest quality goods and services at the most favorable financial terms (including prices, credit terms, etc.) and within the budgetary limitations set forth in the College's Annual Operating Budget, as approved by the President and Board of Trustees. Departments may obtain all required purchasing and expense forms exhibited in the Financial Policies and Procedures Manual at the Business Office and online [Business Office Forms](#). Academic and administrative department heads, and their assistants, are also granted access to the College's online purchase request system [Financial Edge WebPortal](#).

A. PURCHASE ORDER REQUISITION REQUIREMENTS

1. SCOPE AND REQUIRED DOCUMENTATION

In general, the following expenditures should not be arranged through purchase order requisitions: **purchases under \$1,000**, travel arrangements, subscriptions, membership dues, conference fees. Departments should arrange for these purchases through the following methods: use of a College issued Purchase Card, use of check requests, or use of employee's credit card (which will be reimbursed to the employee through a check request). Employees who are issued a College purchase card are not permitted to use their non-College issued personal credit card for College business purchases. Alternatively, departments are encouraged to anticipate their needs for recurring small dollar purchases throughout the year (for example, office supplies, instructional supplies, etc.) and request **blanket purchase orders** with frequently used vendors, for amounts which approximate their budgeted annual expenditures.

All purchases for goods and services over \$1,000 must be arranged through a purchase order approved and issued by the Business Office. The Business Office must make all official commitments, which involve the expenditure of College funds (including purchases, contracts, leases, etc.). A purchase requisition must be submitted prior to orders being placed or service being performed. Please note that all College vendors are periodically reminded about this requirement in a letter (**Exhibit B**) from the Senior Vice President for Finance and Administration.

Departments are to submit purchase order requisitions through the procedures for WebPortal (**Exhibit C**) for all purchases greater than or equal to \$1,000

- a. **For very large or heavy items (in excess of 200 pounds), please coordinate shipping and deliveries with the mailroom.**

- b. Hiring of models, except through agencies, must be coordinated in advance with the College's Model Coordinator who will arrange for contracts and payment.**
- c. Hiring of independent contractors, other than models, guest lecturers and one-time honoraria, must include a Contract for Services form (Exhibit D), and must be approved and signed by the Senior Vice President for Finance and Administration in advance of work.**

2. COMPETITIVE BIDDING REQUIREMENTS AND DOCUMENTATION

All purchase order requisitions (including blanket P.O.'s and resale inventory purchases) \$5,000 and over, require competitive price quotes from at least three vendors (departments are not required to submit these quotes to the Business Office). For purchase order requisitions over \$10,000, these price quotes must be in writing from the vendors. Vendors should be required to submit their bids by a stipulated date. The price quotes should be summarized on the Competitive Price Quotes form (Exhibit E) and electronically attached to the Purchase Request in WebPortal. Please note that purchase requisitions for construction contracts which involve structural renovations or improvements to the physical plant are to originate from the College's Operations Office, and must contain the Director of Operations' written approval before submission to the Business Office. All purchases must have the prior review and approval of the Business Office before an award can be made.

a. **Comparability of Competitive Bids**

Bids obtained from each vendor should be for like goods and services (i.e., the merchandise or services provided on each bid should be comparable in terms of quantity, quality, dimension, contract length, etc.). Written explanations for significant differences among bids obtained must be submitted with the purchase order requisition.

In general, the lowest cost vendor should be used, unless there are extenuating circumstances which would justify selecting another vendor. Factors such as service reliability, product satisfaction, delivery time, warranty provisions, etc. should be taken into consideration. Written explanations are required in all instances where a vendor other than the lowest bidder is selected. Once a vendor has been competitively bid and selected based on price, future requisitions for other orders from that vendor for goods or services previously bid are not required to be competitively bid for the rest of the fiscal year. In such cases, the requisition must include a written explanation indicating that bids and vendor selections were

obtained earlier in the year, and citing the purchase order number where this is documented. These orders must be rebid, however, in the next fiscal year.

b. Competitive Bidding on Construction Contracts and Significant Contracts for Goods and Services

Competitive bids for construction contracts are always required for each individual project. This requirement is due to the dollar magnitude of such commitments and to the fact that each project is unique, and the terms of bids on prior projects may not be relevant to future contracts. Departments should prepare a request for proposal (RFP) for construction projects and significant contracts for goods and services (e.g. computer hardware, professional services, etc.) so as to ensure comparability of bids. All construction contracts and significant contracts for goods and services over \$10,000 require an RFP. Waiving the RFP requirement for such contracts requires written approval from the President or Senior Vice President for Finance and Administration. For construction contracts, the RFP must detail all standards of construction, methods on construction, and product specifications. If an RFP is not prepared, due to project deadline time constraints or financial constraints, the competitive bidding process should still be performed. If competitive bidding cannot be performed, because of similar project deadline time constraints, a written waiver bearing the approval of the President or Senior Vice President for Finance and Administration must accompany the purchase requisition. In those rare cases where competitive bidding has been waived, a vendor with a proven history of quality work for the College should be selected for the project or purchase. The basis for vendor selection must be documented in writing and submitted with the department's requisition, which will be reviewed by the Business Office for approval.

3. SOLE SOURCE VENDORS

Where competitive bidding may not be feasible due to the sole source nature of particular goods or services, departments requesting orders from sole source vendors must justify and document the selection of the vendor and establish the reasonableness of the price. Sole source vendors must be reviewed and approved in advance by the Business Office. Sole source vendors for orders in excess of \$10,000 must be approved by the Senior Vice President for Finance and Administration.

4. FINANCIAL AND CREDIT TERMS AND CONDITIONS

The Controller serves as monitor and facilitator for the College's purchasing activities. The Controller may be called upon at any time during the

purchase requisition preparation process to assist departments in selecting vendors for bids, negotiating prices, establishing financial and credit terms and conditions. The Senior Vice President for Finance and Administration is the only person at the College who is authorized to sign contracts on behalf of the College. All contracts must be submitted to the Senior Vice President for Finance and Administration for approval and signature. Signed contracts must be attached to Purchase Requisitions in WebPortal. All financial terms of purchase orders (including the need to send deposits with orders or prepay orders) must be reviewed and approved by the Controller before purchase order commitments are made.

It is the College's policy to pay vendors within 30 days of the invoice date on original invoices for goods and services rendered. Therefore, departments are encouraged to use vendors who will arrange for us to purchase on credit.

For new vendors, the Business Office can provide all the necessary financial information required, in order to establish credit (e.g. financial statements, credit references, bank references, etc.). In those rare instances where a payment is required upon placing an order, an explanation should be provided and a properly completed check request must be submitted with the purchase requisition.

5. PURCHASE ORDER PROCESSING AND TURNAROUND TIME

If a purchase order requisition is properly completed and adequately funded by the department's approved budget, **the order will generally take five working days to process.** The requisitioning department will be contacted if any requisitions are either incomplete or do not have adequate funding in the Department's budget which will hold up processing the order. When the correction has been made and/or the additional information provided, the requisition should be resubmitted to the Business Office for processing. The College will not issue purchase order numbers to departments without having received properly completed purchase requisitions.

Once the purchase order has been processed and provided to the vendor, the requisitioning department will receive a copy of the purchase order. Any subsequent price increases to the merchandise ordered should be promptly reported to the Business Office. If additional items are needed, a new purchase order is required.

6. FOLLOW-UP AFTER PLACING PURCHASE ORDERS

After the department who requisitioned a purchase order receives the department's copy of the purchase order, it is the requisitioning department's responsibility to do the following:

- a. The department is responsible for reading the purchase order and

confirming the accuracy of all order information, including item descriptions, prices, ship-to addresses, etc. If there are any errors in the above information you must contact the Business Office immediately.

- b. The department must follow-up with the vendor if the order is not received. If the vendor did not receive a copy of the purchase order, contact the Business Office so they can refax or mail a copy to the vendor. All backorder questions should be addressed between the department and vendor.

B. PROCESSING PAYMENTS TO VENDORS AND DEPARTMENTAL BUDGETARY REQUIREMENTS

1. PAYMENT OF VENDOR INVOICES FOR GOODS AND SERVICES ORDERED ON PURCHASE ORDERS

Payments to vendors, except for guest lecturers and one-time honoraria, are only made upon receipt of original invoices (not statements). All vendor invoices for merchandise and services ordered on purchase orders should be sent by the vendor directly to the Business Office. Should a vendor inadvertently send an invoice to the department which originated the order, such invoice should be immediately forwarded to the Accounts Payable section of the Business Office.

Vendor invoices for additional items which were not included on the purchase order must be reviewed separately to determine if there is adequate funding in the department's budget before receiving Business Office's authorization for payment. Also, in cases where invoices significantly differ from purchase orders, the requisitioning department must provide a brief, written explanation of such differences.

2. BUDGET MONITORING

Departments should monitor the unused balances of their blanket purchase orders when placing orders with vendors. If Accounts Payable receives vendor invoices referencing a purchase order that has been used up, Accounts Payable will notify the department and request that another purchase order be opened for future purchases. The monthly report sent out by the Business Office will assist departments in monitoring the remaining funds available in their budgets.

3. BUDGET TRANSFERS

In addition to the Monthly Transaction Journal Report, the Business Office will also provide departments with **Budget Summary** Reports. Departments should review these Reports to monitor remaining balances.

When necessary, budget adjustment forms (**Exhibit F**) should be completed to move budgeted dollars from one object code to another. Please note that moving budgeted dollars from Salary and Capital lines requires approval by the Senior Vice President for Finance and Administration. Similarly, the Senior Vice President for Finance and Administration must approve transfer of funds between departments.

V. **PURCHASE CARD PROCEDURES**

The following is a summary of allowable and disallowable purchases and expenses:

A. **SCOPE AND DOCUMENTATION**

The College may issues a purchase card to Department Heads and other College employees that frequently purchase goods and services on behalf of the College. Purchase cards are to be used for purchases below \$1,000 for vendors who accept visa credit cards. Employees who are issued a College purchase card are not permitted to use their non-College issued personal credit card for College business purchases. Employees issued a Purchase Card will be required to sign an Employee Usage Agreement (**Exhibit G**) which outlines how the program works and the responsibilities associated with the program. Cardholders will also receive a PNC Visa Credit Card Program document (**Exhibit H**) with additional instructions and policies regarding the program.

VI. **CHECK REQUEST PROCEDURES**

A. **SCOPE AND DOCUMENTATION**

Generally, check requests must be used for payments of business related expenditures when use of the College issued purchase card is not possible or when dollar amounts require use of the purchase order system.

The College is required by the Internal Revenue Service and its external auditors to gather and retain supporting documentation submitted by employees as substantiation for all payments to vendors and expense reimbursements to employees. Accordingly, all expenditures should be supported by **original** receipts or invoices, including a "cardholder's copy" from credit card charges along with detail of items purchased. Credit card statements, photocopies of receipts, faxed or photocopies of vendor invoices or vendor's statements are not acceptable.

B. **CHECK REQUEST REQUIREMENTS**

Original invoices should be submitted to the Business Office with the following information:

- Account number
- The Department's authorized signature of approval.

Requests for payments to vendors and College employees are processed as follows: Backup documentation should be submitted to the Business Office with Check Requests (**Exhibit I**) complete with the following information:

- Vendor's or individual's name
- Payment remittance address
- Account number
- Business purpose of expenditure
- Date of service rendered
- Amount requested for payment
- The Department's authorized signature of approval.

In the absence of the required signature, approval must be obtained at the next level of authority (e.g. Dean, Director, Senior Vice President for Finance and Administration, etc.). Expenditures which will be charged to more than one department or project require the approval of each department head and/or project manager involved. Check Requests which do not include this required information will be returned to the preparer for correction.

Requests for payment of vendor's invoices should be submitted to the Business Office as soon as the invoices are received, regardless of when the payment is due. Departments may retain photocopies of invoices for their internal bookkeeping records; however, Departments are not permitted to hold onto vendor's invoices until they are due for payment. The Business Office will make inquiries of department heads if Accounts Payable receives check requests for overdue or old vendor invoices. The Business Office must be kept apprised of all outstanding liabilities in order to adequately plan cash requirements. It is the College's policy to take advantage of all available discounts at the time of payment.

Please note that purchases totaling \$1,000 or more should be ordered on purchase orders. The Business Office will make inquiries of Department Heads requesting a brief explanation for check requests for vendor invoices over \$1,000 which are not referenced to a purchase order.

Check requests for more than one item are to be submitted with an adding machine tape or list showing the total of the individual items or receipts to be paid.

Check requests for reimbursement of business meals must be submitted with a Travel Expense Report (**Exhibit J**). The form must be completed with the following information:

- Date of Business Meal(s)
- Place of Business Meal(s)
- Persons Attending (Include Names, Titles, Affiliations)
- Business purpose
- Benefit to the College

The form must be signed by both the employee and the Department Head.

Check requests for prepaid catalog orders, subscriptions, or conference registration fees are to be accompanied by vendor order forms, photocopies of appropriate pages from catalogs, or brochures/flyers indicating the price of the merchandise ordered or the required fees.

Check requests for payments to independent contractors, except for payments to guest lecturers and other honoraria, must be submitted with an original invoice on the contractor's letterhead. In addition, a Contract for Services form (**Exhibit D**) must be submitted with the check request, complete with the contractor's name, address, social security number, dates of service, purpose, and fees for service. The form must be signed by both the independent contractor and the department head.

Cash Advance Request forms (**Exhibit K**) for expense advances to employees must be filled out completely and submitted with a check request. Cash advances should be requested only for emergency situations and such requests are subject to authorization by the Business Office. There should be only one cash advance outstanding per employee. The maximum amount of an advance should not exceed \$500. The employee must provide the Business Office with vendor receipts for goods and services purchased with the advance within 30 days. Any unused portion of an advance must be submitted to the Business Office.

C. CHECK REQUEST PROCESSING TURNAROUND TIME

Check requests for reimbursement of expenses to employees which are correctly and completely filled out and authorized with proper supporting documentation, adequately funded by the department's budget, and submitted to the Business Office by Friday will be paid on Friday of the next week. However, other payments to individuals (for example, payments to independent contractors) which are correctly and completely filled out and authorized with proper supporting documentation, adequately funded by the department's budget, and submitted to the Business Office will be paid 30 days of the invoice date for goods and services rendered. This schedule is subject to change during holiday weeks. The Business Office will notify all department heads in advance of any changes. Check requests for payments to vendors will be paid in accordance with the terms of the vendor's invoice.

The department will be contacted if any check requests are either incomplete or do not have adequate funding in the department's budget which will hold up processing. Once the required information has been provided, the check request will be processed. If the check request had to be returned to the department, resubmitted check requests must still adhere to the Friday deadline outlined above.

Emergency checks will only be issued for purchases of goods or services required under extreme emergency situations which, if not obtained, would jeopardize the health or welfare of the College or its employees. All emergency check requests must be approved in advance by the Senior Vice President for Finance and Administration or his designee.

D. BUDGET TRANSFERS

The Business Office will provide departments with **Monthly Transaction Journal and Budget Summary Reports**. Departments should review these reports to monitor remaining balances. When necessary, budget adjustment forms (**Exhibit F**) should be completed to move budgeted dollars from one object code to another.

Please note that moving budgeted dollars from Salary and Capital lines requires Senior Vice President for Finance and Administration approval. Similarly, the Senior Vice President for Finance and Administration must approve transfer of funds between departments.

E. EXPENSE RECLASSIFICATIONS

In the event that a check request or invoice is coded incorrectly by the department or posted incorrectly by accounts payable, a journal entry will need to be processed to fix the error. A Journal Transfer form (**Exhibit L**) should be completed by the department(s) and sent to the Business Office. If the expense is being reclassified between two departments, the department being charged (debited) for the expense must sign the form.

VII. TRAVEL POLICY

It is the policy of the College to reimburse employees and authorized College guests (e.g. guest lecturers, candidates for employment, honorary degree recipients, etc.) who travel on College business for all actual, necessary, reasonable and documented business expenses in accordance with the guidelines set forth below. All College business travel must be approved in advance by the department heads responsible for the account(s) to which the travel expenditures will be charged. In the case of Department Heads, Deans, or Directors, their reimbursements must be approved by the next level of authority. All expenditures are subject to departmental, project, or grant budget limitations.

When renting vehicles, please do not purchase insurance coverage since the College already carries adequate coverage.

A. ALLOWABLE EXPENSES

Reimbursable expenses include transportation, lodging (room & tax only), meals (actual expense not per diem) and certain other expenses (unless excluded below) incurred by employees while on approved College business trips.

Use of personal automobiles or rented cars is allowable when they constitute the most economical mode of transportation or some special aspect of the trip requires it.

Reimbursement for the use of personal automobiles will be at the current mileage rate in effect. The current rate in effect will be provided on the Travel Expense Report (**Exhibit J**). Parking fees and tolls are reimbursable expenses. Gasoline, insurance maintenance, and repair costs are included in the per-mile reimbursement rate and, therefore, are not reimbursable as individual items. Traffic violation fines are not reimbursable.

B. DISALLOWABLE EXPENSES

The following expenses are not reimbursable: personal entertainment, hotel amenities such as in-room movies or guest bars or exercise/recreational facilities, conference optional events such as tours and golf outings, spouse/guest related costs, first class/business airfare, laundry or valet services, personal telephone calls, loss of money or costs associated with the loss of airline tickets due to negligence, or costs assessed due to negligence in canceling travel lodging reservations. Travel or flight insurance above and beyond that provided by the College and American Express also is not reimbursable.

The College will not reimburse for travel expenses of dependents or guests who accompany College employees on College travel. Any exceptions must be approved in advance and in writing by the President or Senior Vice President for Finance and Administration.

C. RECEIPT REQUIREMENTS

The College is required by the Internal Revenue Service and its external auditors to gather and retain records and supporting documentation submitted by employees as substantiation for all expense reimbursements. Consequently, where practical, all expenditures should be supported by original receipts, including the "cardholder copy" from credit card charges, itemized hotel bills, and the "passenger's copy" of airline tickets. Credit card bills or photocopies of receipts are not acceptable.

Per Diem Rates are not allowed.

All requests for reimbursement must be submitted to the Business Office within thirty days of returning from the business related trip. All requests for reimbursement must be submitted with both a Travel Expense Report (**Exhibit J**) and a properly completed check request. See **Section V-B. "CHECK REQUEST REQUIREMENTS"**, for the information required on check requests.

The Travel Expense Report must be completely filled out with all expenses totaled, and must be signed by both the employee and the department head responsible for all departments which will be charged. Employees/Department Heads may **not** approve their own reimbursements. Requests for reimbursements which do not include the required information will be returned to the preparer for correction.

D. TRAVEL ADVANCES

The majority of travel-related expenses can be charged to an American Express or other charge card. Therefore, travel advances will be issued only for those estimated out-of-pocket expenses which cannot normally be charged to a credit card.

In order to arrange for a travel advance, a check request must be completed. Such requests may not exceed \$500 total and are subject to Business Office approval.

Upon returning from a trip, the employee must forward to the Business Office a properly completed Travel Expense Report, vendor receipts for goods and services purchased with the advance and any unused portion of the advance. All requests for reimbursement must be submitted within 30 days.

**Moore College of Art Design
Object Code Table**

Object Description

PURCHASED PROFESSIONAL & TECHNICAL SERVICES

6315 Purchased Mailing Services
6320 Professional Educational Services
6325 Student Staff Development Services
6330 Other Professional Services
6340 Honoraria
6341 Visiting Artist Expenses
6345 Resident Assistants
6370 Health Services
6375 Psychological Services
6390 Other Purchased Professional & Technical Services
6395 Modeling Services

PURCHASED PROPERTY SERVICES

6410 Purchased Maintenance
6415 Housekeeping
6426 Telephone
6430 Miscellaneous Maintenance
6440 Rentals of Vehicles
6442 Rental of Equipment

OTHER PURCHASED SERVICES

6510 Food Service Contract
6530 Postage
6540 Advertising
6550 Printing and Binding
6551 Cataloging Services
6555 Photocopying Services
6565 Student Prizes
6570 Entertainment
6571 Entertainment - Fundraising
6580 Travel
6581 Seminars
6582 Faculty Seminars

SUPPLIES

6610 General Supplies
6618 Computer Software
6640 Books and Periodicals
6644 Audio-Visual Materials
6645 Subscription
6646 Media

PROPERTY

6750 Equipment-Original and Additional
6755 Equipment-Computers
6760 Equipment-Replacement

OTHER OBJECTS

6810 Dues and Fees

October 2019

Dear Moore College of Art and Design Vendor:

Please be advised that it is the College's long standing financial policy that **all orders over \$1,000 from Moore College of Art and Design's employees for goods or services should not be accepted by your company without a written purchase order from the Business Office, approved by the Senior Vice President for Finance and Administration or his designee.**

It is imperative that you adhere to this policy in order to enable the College to maintain strong financial budgetary control over its purchasing activities to prepare accurate cash flow forecasts for its outstanding commitments, and to **guarantee timely payment of your invoices.**

The College also requires that **all invoices be sent directly to the College's Accounts Payable Department.** The invoice should reference the College's purchase order number and should include an itemized listing of all goods or services provided, complete with the number of units sold and the cost per unit.

Failure to follow the College's financial policies **will prevent your invoices from being processed on a timely basis and may result in nonpayment.**

We appreciate your professional service to the Moore College of Art and Design and thank you for your cooperation in complying with our policies. If you have any questions about the College's purchasing policies, please contact Angeline Campbell, Controller (215) 965-8559.

Thank you for your attention to this matter.

Sincerely,

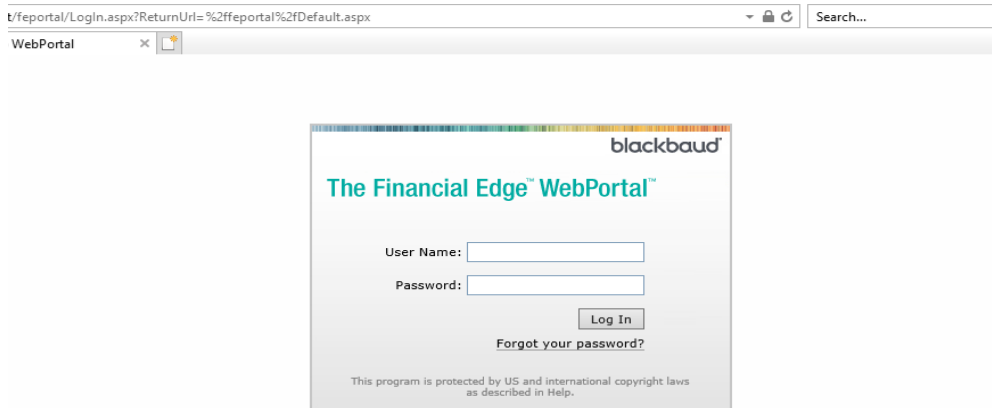
Angeline Campbell
Controller

TO GENERATE A REQUISITION

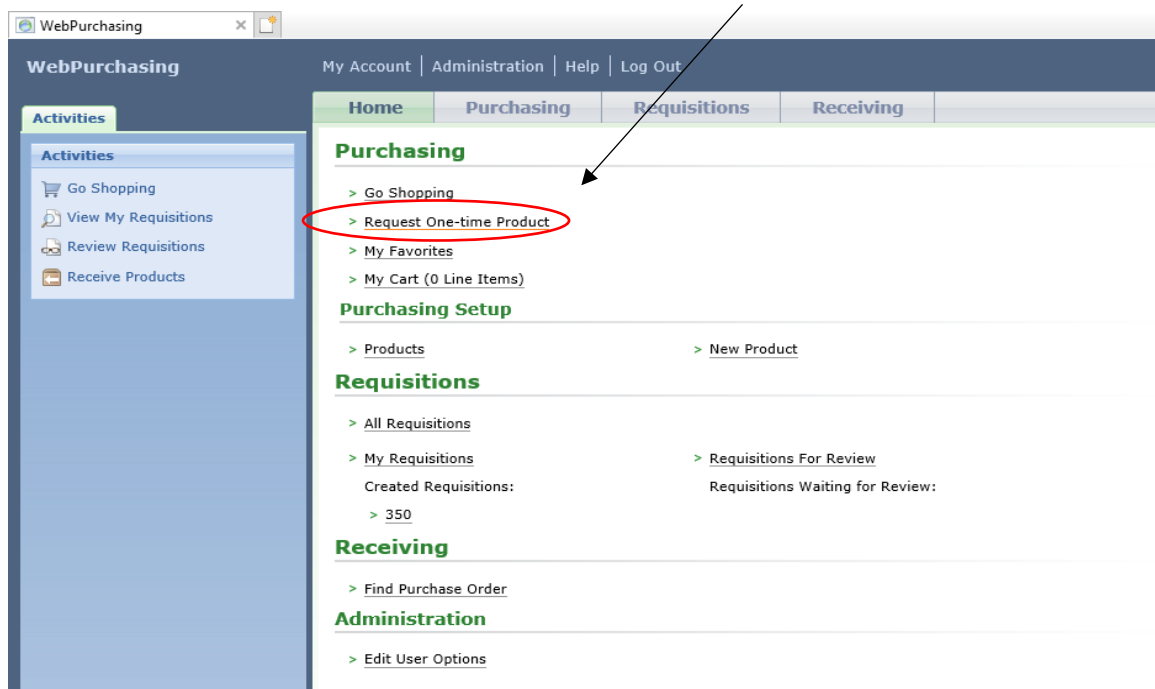
1. LOG ON TO WEBPORTAL

Please note: if you have to step away from entering the requisition before you are finished make sure you log out of Webportal. (we have a limited number of licenses and if you are logged in and not working on a requisition someone else is unable to access the system) Once you log out the system will save what you have already done in the cart. To access again follow the same instructions below to login and access your cart . Continue where you left off.

Important note about saving your requisition: Everytime you save your work the screen should flash or "blink" as referred to through out this document. **If you do not see the screen blink then the save was not successful.** Please make sure to pay attention to the screen when saving your work.



2. Click on *Request a one-time product*



3. TO SELECT A VENDOR

- Under Select A Vendor - type in your vendor name and click on the binocular icon.

Request One-time Product | My Account | Administration | Help | Log Out | Welcome

Activities | My Cart

Activities

- View My Cart (0 Line Items)
- View My Favorites
- View Product List
- Add New Product

Home | Purchasing | Requisitions | Receiving

Add to Cart

Select a Vendor...
Dynamic Systems x [binocular icon]

Can't Find a Vendor?

Enter one here

Vendor Name [text box] Contact Name [text box]
Phone Number [text box] Email Address [text box]
Website [text box]
Address [text box]
Product Description [text box]
☒ By Quantity
Quantity [text box] Unit of Measure [dropdown]
Unit Price [text box]
☐ Flat Amount
Total Price [text box]
Notes [text box]

- When the vendor name comes up, click on the company name (see below)

If the vendor is not available: send an email to Olmiraída Medina in Accounts Payable at omedina@moore.edu with the information needed to add a new vendor. ******DO NOT ADD THE VENDOR YOURSELF******

Select a Vendor...
DYNAMIC SYSTEMS x [binocular icon]

Can't Find a Vendor?

Enter one here

Vendor Name [text box] Address: [text box]
Phone Number [text box] City: [text box]
Website [text box] State: [dropdown]
Address [text box]
Product Description [text box]
☒ By Quantity
Quantity [text box] Unit of Measure [dropdown]
Unit Price [text box]
☐ Flat Amount
Total Price [text box]
Notes [text box]

Find a Vendor...

Vendor Name: DYNAMIC SYSTEMS x
Vendor ID: [text box]
Address: [text box]
City: [text box]
State: [dropdown]
Search Clear

Vendor Name	Vendor ID	Address	City	State/Province
DYNAMIC SYSTEMS	100200	6420 PLEASANT STREET	SOUTH PARK	Pennsylvania

4. Choose **"by quantity"** (do not use "by flat")

Request One-time Product My Account Administration Help Log Out Welcome

Activities My Cart

Activities

- View My Cart (0 Line Items)
- View My Favorites
- View Product List
- Add New Product

Home Purchasing Requisitions Receiving

Add to Cart

Select a Vendor...
DYNAMIC SYSTEMS x

Can't Find a Vendor?

Enter one here

Vendor Name Contact Name
Phone Number Email Address
Website
Address

Product Description

☒ By Quantity
Quantity Unit of Measure
Unit Price
☐ Flat Amount
Total Price

Notes

5. Type in the product description, quantity, unit of measurement (select appropriate unit from drop down box) and unit price.

Request One-time Product My Account Administration Help Log Out Welco

Activities My Cart

Activities

- View My Cart (0 Line Items)
- View My Favorites
- View Product List
- Add New Product

Home Purchasing Requisitions Receiving

Add to Cart

Select a Vendor...
DYNAMIC SYSTEMS

Can't Find a Vendor?

Enter one here

Vendor Name Contact Name
Phone Number Email Address
Website
Address

Product Description 2000 - Accounts Payable Checks starting

☒ By Quantity
Quantity 1.0000 Unit of Measure
Unit Price \$272.480
☐ Flat Amount
Total Price

Notes

1
BAG
BALE
BOOKS
BOTTLE
BOX
CARTON
CASE
CONES
CS
DZ
EACH
FT
GAL
GROSS
HPS
LB
LENGTHS
LITER
PINT
PKG
PR
PT
QT.
ROLL
SETS
SHEETS
TUBE
YDS

6. Make sure to list all of the account number(s) you will be using under the Notes section

If you have an invoice number or quote number you should list it next to the account number (i.e. 10-6610-5630 - Quote # 123456) then click on **Add to Cart**.

The screenshot shows the 'Request One-time Product' form. The 'Add to Cart' button is circled in red. The 'Notes' field contains the text '10-6610-5630' and is also circled in red. A black arrow points from the 'Add to Cart' button to the 'Notes' field. The form includes fields for Vendor Name, Phone Number, Website, Address, Contact Name, Email Address, Product Description, Quantity, Unit Price, and Total Price. The 'Quantity' field is set to 1.0000 and the 'Unit of Measure' is set to EACH. The 'Product Description' is '2000 - Accounts Payable Checks starting with 181450'. The 'Unit Price' is \$272.480. The 'Total Price' is \$272.480. The 'Notes' field has a 'Remaining: 488' indicator.

For Requisitions with One Line Item and Shipping – skip to shipping charges below

For Requisitions with more than one line item - To Add another line item we will follow #3 of these instructions. Under Select A Vendor - type in your vendor name and click on the binocular icon then click on the Vendor name.

The screenshot shows the 'Find a Vendor' dialog box. The 'Vendor Name' field contains 'dynamic systems' and is circled in red. The 'Vendor ID' field contains '100200' and is also circled in red. The 'Address' field contains '6420 PLEASANT STREET'. The 'City' field contains 'SOUTH PARK' and the 'State/Province' field contains 'Pennsylvania'. The 'Search' button is highlighted. The background shows the 'Request One-time Product' form with the 'Add to Cart' button and a message 'One-time product has been added to the Cart.'

Then we will follow # 4 again – please note **no need to re-enter the account number** if it is the same as the first item added to the cart.

Choose **“by quantity”** (do not use “by flat”) then type in the product description, quantity, unit of measurement (select appropriate unit from drop down box) and unit price.

The screenshot shows the 'Request One-time Product' form. The 'Purchasing' tab is active. A message at the top says 'Add to Cart One-time product has been added to the Cart.' Below this is a 'Select a Vendor...' section with a dropdown menu showing 'DYNAMIC SYSTEMS'. A green banner reads 'Can't Find a Vendor?'. Under 'Enter one here', there are input fields for Vendor Name, Phone Number, Website, Address, Contact Name, and Email Address. The 'Product Description' field contains 'Estimated Shipping'. The 'By Quantity' radio button is selected, and the 'Quantity' field is set to '1.0000', 'Unit of Measure' is 'EACH', and 'Unit Price' is '\$20.000'. The 'Flat Amount' radio button is unselected. The 'Notes' field is empty. A red oval highlights the 'By Quantity' section, and an arrow points to the 'Email Address' field.

Once you are finished click on **Add To Cart**

The screenshot shows the same 'Request One-time Product' form. The 'Add to Cart' button is highlighted with a red oval and an arrow. The 'Product Description' field is highlighted in yellow. The 'By Quantity' radio button is selected, and the 'Quantity' field is highlighted in yellow. The 'Unit of Measure' dropdown menu is also highlighted in yellow. The 'Flat Amount' radio button is unselected. The 'Notes' field is empty.

SHIPPING CHARGES – it is important to list shipping charges on the requisition. If you do not have the amount of the shipping charges contact the vendor and ask for an estimate. Then enter under “By Quantity” as follows:

Product Description: Estimated Shipping

Quantity: 1 **Unit of Measurement:** Each

Unit Price: enter the estimated charge

Then click on **Add to cart**

7. Once everything is added to your cart click on **View My Cart** and verify all of the information is correct.

If you have an incorrect item, click on the **Remove** box and then click on **Update Cart** and then click on **Request One-time Product** to re-enter.

My Cart

My Account | Administration | Help | Log Out

Welcome omedina

Home Purchasing Requisitions Receiving

Create Requisition **Update Cart** Total: \$292.48 Empty Cart

Remove	Product Description	Quantity	Unit Price	Extended Price
<input type="checkbox"/>	2000 - Accounts Payable Checks starting with 181450	1.0000	\$272.480	\$272.48
			Unit: EACH	
<input type="checkbox"/>	Estimated Shipping	1.0000	\$20.000	\$20.00
			Unit: EACH	

Activities

- Continue Shopping
- Add New Product
- Request One-time Product**
- Create Requisition

8. If the information is entered correctly click on **Create Requisition**

My Cart

My Account | Administration | Help | Log Out

Welcome omedina

Home Purchasing Requisitions Receiving

Create Requisition **Update Cart** Total: \$292.48 Empty Cart

Remove	Product Description	Quantity	Unit Price	Extended Price
<input type="checkbox"/>	2000 - Accounts Payable Checks starting with 181450	1.0000	\$272.480	\$272.48
			Unit: EACH	
<input type="checkbox"/>	Estimated Shipping	1.0000	\$20.000	\$20.00
			Unit: EACH	

Activities

- Continue Shopping
- Add New Product
- Request One-time Product
- Create Requisition**

The screen should blink then you will see the below:

Create Requisition

My Account | Administration | Help | Log Out

Welcome omedina

Home Purchasing **Requisitions** Receiving

Submit Requisition **Save** Total: \$292.48 Return To Cart

Created By: omedina Approval Rule:

Status: Editing

Description:

Add Attachments 0 Attachments

Line #	Line Item Description	Quantity	Unit Cost	Extended Price	Status	
1	2000 - Accounts Payable Checks starting with 181450	1.000	\$272.480	\$272.48	Pending	Edit
Vendor:	DYNAMIC SYSTEMS				<Not Distributed>	Save
2	Estimated Shipping	1.000	\$20.000	\$20.00	Pending	Edit
Vendor:	DYNAMIC SYSTEMS				<Not Distributed>	Save

History of Changes

There are no changes on this Requisition.

9. Click on drop down box for Approval Rule and select the appropriate department name

https://feportal.moorecollege.net/feportal/WebPurchasing/Requisitions/CreateRequisition.aspx

Create Requisition

My Account | Administration | Help | Log Out

Welcome omedina

Home | Purchasing | **Requisitions** | Receiving

Submit Requisition | Save | Total: \$292.48 | Return To Cart

Created By: omedina | **Approval Rule:** Business Office | Show Details

Status: Editing

Description:

Add Attachments 0 Attachments

Line #	Line Item Description	Quantity	Unit Cost	Extended Price	Status	
1	2000 - Accounts Payable Checks starting with 181450	1.000	\$272.480	\$272.48	Pending	Edit
Vendor: DYNAMIC SYSTEMS						<Not Distributed> Save
2	Estimated Shipping	1.000	\$20.000	\$20.00	Pending	Edit
Vendor: DYNAMIC SYSTEMS						<Not Distributed> Save

History of Changes

There are no changes on this Requisition.

10. Under **Description** enter in the name of the company (this will help when you have to search requisitions.)

Then under the first line number click on the **Edit** button (on the righthand side of the screen).

https://feportal.moorecollege.net/feportal/WebPurchasing/Requisitions/CreateRequisition.aspx

Create Requisition

My Account | Administration | Help | Log Out

Welcome omedina

Home | Purchasing | **Requisitions** | Receiving

Submit Requisition | Save | Total: \$292.48 | Return To Cart

Created By: omedina | **Approval Rule:** Business Office | Show Details

Status: Editing

Description: Dynamic Systems x

Add Attachments 0 Attachments

Line #	Line Item Description	Quantity	Unit Cost	Extended Price	Status	
1	2000 - Accounts Payable Checks starting with 181450	1.000	\$272.480	\$272.48	Pending	Edit
Vendor: DYNAMIC SYSTEMS						<Not Distributed> Save
2	Estimated Shipping	1.000	\$20.000	\$20.00	Pending	Edit
Vendor: DYNAMIC SYSTEMS						<Not Distributed> Save

History of Changes

There are no changes on this Requisition.

Your screen should blink again, then you will see the below screen.

11. Under **Internal Notes** you should see the account number(s) entered under the Notes section during Step 6 above.

Edit Line Item 1 My Account | Administration | Help | Log Out Welcome

Home Purchasing Requisitions Receiving

Return to Requisition Save Item Status: Pending Copy Line Item

Line Item 1 - 2000 - Accounts Payable Checks starting with 181450

Quantity: 1.000 Unit: EACH
Unit Price: \$272.480 Extended Price: \$272.48

External Notes

Internal Notes

10-6610-5630

Vendor Information

Search for a Vendor
DYNAMIC SYSTEMS

Suggest Another Vendor

Vendor Name Contact Name
Phone Number Email Address
Website
Address

Purchase Order Line Item Information (optional)

Date Required Department
Ship via Deliver to
Ship to Freight on board
Buyer

Distribution

Detail View Add Distribute Evenly Check Budget Load Default Distribution

12. Under **Purchase Order Line Item Information** enter the following:

- Ship via - select **Best Method** from drop down box
- Ship to - select **Shipping & Receiving** from drop down box
- Buyer – select **your name** from the drop down box
- Department – select **your department** from the drop down box
- Deliver to – select **your name** from the drop down box

Edit Line Item 1 My Account | Administration | Help | Log Out Welcome

Home Purchasing Requisitions Receiving

Return to Requisition Save Item Status: Pending Copy Line Item

Unit Price: \$272.480 Extended Price: \$272.48

External Notes

Internal Notes

10-6610-5630

Vendor Information

Search for a Vendor
DYNAMIC SYSTEMS

Suggest Another Vendor

Vendor Name Contact Name
Phone Number Email Address
Website
Address

Purchase Order Line Item Information (optional)

Date Required Department BUSINESS OFFICE
Ship via Best Method Deliver to omedina
Ship to SHIPPING/RECEIVING Freight on board
Buyer OLMIRAI DA MEDINA

Distribution

Detail View Add Distribute Evenly Check Budget Load Default Distribution

History of Changes

13. Scroll down to the **Distribution** section and click on **ADD** then enter the amount and the account number of the line number you are editing.

The screenshot shows the 'Edit Line Item 1' form with the following sections:

- Activities:** Return To Requisition, Save Line Item 1, View Next Line Item.
- Internal Notes:** 10-6610-5630
- Vendor Information:** Search for a Vendor (DYNAMIC SYSTEMS), Suggest Another Vendor (Vendor Name, Phone Number, Website, Address, Contact Name, Email Address).
- Purchase Order Line Item Information (optional):** Date Required, Ship via (Best Method), Ship to (SHIPPING/RECEIVING), Buyer (OLMIRAIDA MEDINA), Department (BUSINESS OFFICE), Deliver to (omedina), Freight on board.
- Distribution:** Detail View, Add, Distribute Evenly, Check Budget, Load Default Distribution. Amount: \$272.48, GL Account: xx-6610-kxxx, General Supplies, Amount to Distribute: \$0.00.

A red circle highlights the 'Distribution' section, and an arrow points to the 'Add' button.

Click on **Save** – the screen should blink and then you'll see the below

The screenshot shows the 'Edit Line Item 1' form after saving. The 'Distribution' section is now populated with the following data:

Amount	Project	Class
\$272.48		Unrestricted Net Assets

The 'Line Item 1 - 2000 - Accounts Payable Checks starting with 181450' section shows the following details:

Quantity	Unit Price	Unit	Extended Price
1.000	\$272.480	EACH	\$272.48

The 'Distribution' section is now empty.

If you have more than one line item and the account numbers are different click on **SAVE** and then **Return to Requisition**. Then repeat steps 10-13 above.

If you have more than one line item AND the account number is the same click on **Copy Line Item Info**.

My Account | Administration | Help | Log Out

Welcome omedina

Home | Purchasing | Requisitions | Receiving

Return to Requisition | Save | Item Status: Pending

Line Item 1 - 2000 - Accounts Payable Checks starting with 181450

Quantity: 1.000 Unit: EACH
Unit Price: \$272.480 Extended Price: \$272.48

External Notes

Internal Notes
10-6610-5630

Vendor Information

Search for a Vendor
DYNAMIC SYSTEMS

Suggest Another Vendor

Vendor Name
Phone Number
Website
Address

Contact Name
Email Address

Purchase Order Line Item Information (optional)

Date Required
Ship via: Best Method
Ship to: SHIPPING/RECEIVING
Buyer: OLMIRAI DA MEDINA

Department: BUSINESS OFFICE
Deliver to: omedina
Freight on board

Distribution
Detail View | Add | Distribute Evenly | Check Budget | Load Default Distribution

Copy Line Item Info

Check each one of the boxes under **Copy Line Item Information** then click on **OK**

https://portal.moorecollege.net/portal/WebPurchasing/Requisitions/CreateLineItem.aspx?id=13936

Edit Line Item 1

My Account | Administration | Help | Log Out

Welcome omedina

Home | Purchasing | Requisitions | Receiving

Return to Requisition | Save | Item Status: Pending

Line Item 1 - 2000 - Accounts Payable Checks starting with 181450

Quantity: 1.000 Unit: EACH
Unit Price: \$272.480 Extended Price: \$272.48

External Notes

Internal Notes
10-6610-5630

Vendor Information

Search for a Vendor
DYNAMIC SYSTEMS

Suggest Another Vendor

Vendor Name
Phone Number
Website
Address

Contact Name
Email Address

Purchase Order Line Item Information (optional)

Date Required
Ship via: Best Method
Ship to: SHIPPING/RECEIVING
Buyer: OLMIRAI DA MEDINA

Department: BUSINESS OFFICE
Deliver to: omedina
Freight on board

Distribution
Detail View | Add | Distribute Evenly | Check Budget | Load Default Distribution

Copy Line Item Information

- ☒ External Notes
- ☒ Internal Notes
- ☒ Vendor Information
- ☒ PO Information
- ☒ Distribution

OK Cancel

Click on **SAVE**, the screen should blink and then you will see the below

14. Click on **Return to Requisition**

My Account | Administration | Help | Log Out

Welcome omedina

Home Purchasing **Requisitions** Receiving

Item Status: Pending

Copy Line Item Info

Internal Notes

10-6610-5630

Vendor Information

Search for a Vendor
DYNAMIC SYSTEMS

Suggest Another Vendor

Vendor Name
Phone Number
Website
Address

Contact Name
Email Address

Purchase Order Line Item Information (optional)

Date Required
Ship via
Ship to
Buyer

Department
Deliver to
Freight on board

Distribution

Detail View | Add | Distribute Evenly | Check Budget | Load Default Distribution

Amount: \$272.48 GL Account: 10-6610-5630 General Supplies

Amount to Distribute: \$0.00

Amount	Project	Class
\$272.48		Unrestricted Net Assets

The Status should be listed as **<Distributed>**, if it says **<Not Distributed>** click on **Edit** and follow steps 10-13 above.

My Account | Administration | Help | Log Out

Welcome omedina

Home Purchasing **Requisitions** Receiving

Submit Requisition | Save | Total: \$292.48

Return To Cart

Created By: omedina Approval Rule: Business Office Show Details

Status: Editing

Description: Dynamic Systems

Add Attachments 0 Attachments

Line #	Line Item Description	Quantity	Unit Cost	Extended Price	Status	Edit
1	2000 - Accounts Payable Checks starting with 181450	1.000	\$272.480	\$272.48	Pending	Edit
2	Estimated Shipping	1.000	\$20.000	\$20.00	<Distributed>	Edit

History of Changes

There are no changes on this Requisition.

15. Once everything is listed as <Distributed> click on **Submit Requisition**

Create Requisition My Account | Administration | Help | Log Out Welcome omedina

Activities: Return To Cart, Save Requisition, Submit Requisition

Submit Requisition Save Total: \$292.48 Return To Cart

Created By: omedina Approval Rule: Business Office Show Details

Status: Editing

Description: Dynamic Systems

Add Attachments 0 Attachments

Line #	Line Item Description	Quantity	Unit Cost	Extended Price	Status	
1	2000 - Accounts Payable Checks starting with 181450	1.000	\$272.480	\$272.48	Pending	Edit
Vendor: DYNAMIC SYSTEMS						
2	Estimated Shipping	1.000	\$20.000	\$20.00	Pending	Edit
Vendor: DYNAMIC SYSTEMS						

History of Changes

There are no changes on this Requisition.

Make sure to save your requisition number.

Requisition 5234 Submitted My Account | Administration | Help | Log Out Welcome omedina

Activities: Continue Shopping, View My Requisitions

Requisition 5234 Submitted Successfully!

You may view your newly submitted requisition here.

If you have opted into Email alerts, as defined on the My Account page, you will receive alerts indicating your requisition's status.

Note: Pressing the browser back button to edit your requisition is not possible at this time.

16. Once you're completed click on home and log out. It is important to log out of the system when you are not actively working on a requisition. There is a limited number of people that can access the system at the same time.

WebPurchasing My Account | Administration | Help | Log Out Welcome omedina

Activities: Go Shopping, View My Requisitions, Review Requisitions, Receive Products

Home Purchasing Requisitions Receiving

Purchasing

- Go Shopping
- Request One-time Product
- My Favorites
- My Cart (0 Line Items)

Purchasing Setup

- Products
- New Product

Requisitions

- All Requisitions
- My Requisitions
- Created Requisitions:
 - 5234 - Dynamic Systems
 - 350
- Requisitions For Review
- Requisitions Waiting for Review:
 - 5234 - Dynamic Systems

Receiving

- Find Purchase Order

Administration

- Edit User Options

MOORE COLLEGE OF ART AND DESIGN

CONTRACT FOR SERVICES

Date of This Agreement: _____ (day) of _____ (month), 20____.

Between: **Moore College of Art and Design (“Moore”)**
_____ Department

And Independent Contractor (the “Contractor”):

Company/Individual Name _____
Name of Officer/Principal _____
Address _____

Taxpayer ID# or Social Security # _____
Telephone # _____

1. Acknowledgements

The Contractor is not an employee or student of Moore. The performance of any of the tasks required to complete the Scope of Services described below is not intended to create an employee/employer relationship. The Contractor is solely responsible for any and all taxes which may be applicable to the payments it receives from Moore.

2. Scope of Services (include description of deliverables)

3. Payment for Services

4. Payment Terms 30 days from the date of service

5. Term During Which Services Are To Be Performed

6. Governing Law The substantive laws of the Commonwealth of Pennsylvania.

7. Contractor Indemnifications

Contractor agrees to exonerate, indemnify, defend and hold Moore, its trustees, employees, agents or other contractors harmless from and against any costs, expenses (including reasonable counsel fees), liabilities, losses, damages, suits, actions, fines, penalties, claims or demands of any kind and asserted on behalf of any person or governmental authority, arising out of or in any way connected with (a) any failure by the Contractor to comply with any statutes, ordinances, regulations or orders of any governmental authority; or (b) any accident, bodily injury, or damage to or loss or theft of property, which shall occur in or about the premises occasioned wholly or in part by reason of any act or omission of the Contractor, or any of its agents, vendors, licensees, invitees or employees.

8. Moore Indemnifications

Moore agrees to exonerate, indemnify, defend and hold the Contractor harmless from and against any costs, expenses (including reasonable counsel fees), liabilities, losses, damages, suits, actions, fines, penalties, claims or demands of any kind and asserted on behalf of any person or governmental authority, arising out of or in any way connected with (a) any failure of Moore to perform any of the terms, covenants or conditions of this agreement; (b) any failure by Moore to comply with any statutes, ordinances, regulations or orders of any governmental authority; or (c) any accident, bodily injury, or damage to or loss or theft of property, which shall befall the participant occasioned wholly or in part by reason of any act or omission of Moore, or any of its or employees, agents, other contractors, licensees, or invitees.

9. Intellectual Property Rights

Unless otherwise set forth in the Scope of Services, all right, title and interest in and to all deliverables therein described shall, to the extent possible, be assigned to Moore. In the event that the deliverables shall be deemed not to constitute works for hire, or in the event that Contractor should be deemed to retain any rights to any deliverables, Contractor does hereby assign all right, title and interest in and to such deliverables to Moore. Contractor agrees to execute and documents of assignment or registration of copyright requested by Moore respecting any and all deliverables.

10. Moore Authorities

This Agreement can only be approved, and become binding on Moore, if signed by any of the following Moore representatives: Senior Vice President of Finance or President.

In Witness Whereof, the parties have caused this Agreement to be executed by their duly authorized representatives on the date and year first above written.

For Moore: _____ For Contractor: _____

Name: _____

Name: _____

Title: _____

Title: _____

Moore College of Art and Design
Competitive Price Quotes

Vendor Name	Description	Price Quote

If no bids have been solicited, please justify vendor selection in the space below:

MOORE COLLEGE OF ART AND DESIGN

BUDGET ADJUSTMENT

Date: _____

Submitted by: _____

Increase Account #	AMOUNT	Decrease Account #	AMOUNT
TOTAL		TOTAL	

Explanation:(Provide a brief explanation of the reason the budget is to be increased)

Approval: _____

Approval: _____

<i>Business Office Use Only</i>	
Month _____	Date Entered: _____
	Entered by: _____

WHITE – BUSINESS OFFICE YELLOW – VERIFICATION PINK - ORIGINATOR

MOORE COLLEGE OF ART AND DESIGN PURCHASING CARD

Employee Usage Agreement

Your participation in the Visa Purchasing Program is a convenience that carries responsibilities. Although the card is issued in your name, it should be considered Moore College of Art and Design property and should be used with good judgment. Your signature below verifies that you understand the Visa Purchasing Program rules and procedures outlined below and agree to comply with them.

1. The Visa Purchasing Card is provided to employees based on their departmental need to purchase business-related goods or College related travel. A card may be revoked at any time based on change of assignment or location, or for misuse. By participating in this program you are being entrusted with a College charge card and will be making purchases on behalf of Moore College of Art and Design. In doing so, you agree to strive to obtain the best value for the College on any purchase transaction and to conduct business with sound moral and ethical standards.
2. The card is for business-related purchases only; personal charges are not to be made with this card. Payments to vendors or individuals/consultants for services rendered are prohibited without a supervisor's approval.
3. You are the only person entitled to use the card unless your card has been set up to allow other authorized users.
4. You are expected to comply with internal control procedures in order to protect College assets. This includes keeping receipts which include items purchased, submitting monthly reconciliations on line and following proper card security measures.
5. You are responsible for reconciling your Visa Purchasing Card on a monthly basis and resolving any discrepancies by contacting the supplier first and then the bank. Monthly reconciliation includes logging in to the Visa website, allocating purchases to an appropriate departmental budget account and analytical choice, providing a business reason/purpose for each purchase, printing out the reconciliation and attaching itemized receipts for each transaction to the print out, having a supervisor sign off on the reconciliation, if required, and forwarding the print out and receipts to the Purchasing Department or the program manager. A late statement reconciliation may be subject to finance charges that could be assigned to the individual departmental budget.
6. If the monthly reconciliation is not completed timely, you will have 60 days after the close of each monthly statement to bring your account to current status. This includes the on-line, as well as the paper reconciliation. If no reconciliation, including receipts, have been submitted and reviewed, your credit card will be cancelled on the 61st day. No exceptions will be tolerated.
7. You should not request, nor receive, cash from suppliers as a result of exchanges or returns.

8. Moore College of Art and Design business officers or PNC Bank may audit this program periodically. You understand that Moore College of Art and Design may review and investigate any charges or billing connected with the credit card and have no expectation of privacy concerning what should be business expense charges and hereby agrees to cooperate with any such review or investigation.
9. You agree that if you fail to pay a non-allowable amount when due, Moore College of Art and Design is authorized to, among other things, withhold the full amount from any payment due to you from the College, including payroll checks, as repayment.
10. You are responsible to report a lost or stolen card immediately by telephone to PNC Bank Customer Service at 1 (800) 685-4039 and to either the Accounts Payable Coordinator or Controller via email or telephone.
11. You agree to surrender the card upon request or upon termination of employment for any reason.
12. Improper use of the card or failure to follow any of these rules can be considered misappropriation of College funds, which may result, among other things, in (i) revocation of the card or further restrictions on its use, (ii) disciplinary action, (iii) termination of employment, and (iv) criminal charges being filed with the appropriate authorities.

Cardholder Signature

Date

Print or Type Name

Angeline Campbell, Controller

Moore College of Art and Design PNC Visa Credit Card Program

Here is some important information and guidelines for participating in the Moore College of Art and Design Corporate PNC Visa Credit Card Program. As a cardholder, it is necessary for you to know how the program works, and to understand your responsibilities.

- Visa is a corporate credit card program set up for Moore College of Art and Design through PNC Bank.
- The Visa program managers for Moore College of Art and Design are the Accounts Payable Coordinator and Controller.
- Each cardholder must sign an Employee Usage Agreement upon receipt of their Visa card. The Employee Usage Agreement (see below) describes the appropriate use of the Visa credit card, the cardholder's responsibilities, and possible consequences for non-compliance. The signed agreements are held in the Business Office by the Controller. The program manager will contact any cardholder who has not signed an Employee Usage Agreement.
- This Visa card may be used for business-related purchases only. Please refer to the Moore College of Art and Design Purchasing Policy and the Employee Usage Agreement for additional information and consequences of misuse.
- Each cardholder has a per transaction and a monthly spending limit. If you do not know your credit limit, please contact the Accounts Payable Coordinator or Controller. If your limit is not sufficient for the type and amounts of spending your position requires, please let the Controller know so that we can discuss increasing (or decreasing) your limit. Please note that if you exceed your spending limit in any monthly period, your Visa will be declined when you attempt to make additional purchases.
- Moore College of Art and Design is tax-exempt. When making purchases with your Visa, please let vendors know that you are using a corporate credit card for a tax-exempt institution so that they will not charge sales tax on the purchase. If you would like to carry a copy of Moore College of Art and Design's tax-exemption certificate, please contact the Accounts Payable Coordinator or Controller to obtain such copy.
- If a vendor asks you for a special security code number, give him/her the 3-digit number located at the end of your account number where it is printed on the signature strip on the back of your Visa card.
- A monthly invoice is sent to the program manager by PNC Visa. It contains one month's worth of purchases made by all cardholders. This invoice is paid from a central account set up for this purpose.

- Each cardholder receives a monthly “Memo Statement” from PNC Visa which contains a summary of one month’s transactions. This is **NOT** an invoice. **Do not send it to Accounts Payable** for payment.
- Cardholders are responsible for reconciling their monthly credit card statements:
 - * Go to the Visa website at <https://intellilink.spendmanagement.visa.com/>. Your home page will show your spending history. Click on a transaction to complete the allocation process. This must be completed for each and every transaction. **Allocations and on line approvals must be completed on the Visa website by the 6th of the month. Please note, you do not need to wait to do your allocations. These can be completed on-line as soon as they appear in your account.** For specific allocation instructions, please ask another cardholder to assist you or call Accounts Payable Coordinator or Controller for help.
 - * Once you have allocated each expenditure to an appropriate budget account, print out your allocation report. There is a link to the allocation report format on your home Intellilink page.
 - * Attach receipts to the print out – each transaction needs a receipt.
 - * Cardholders who have used their Visa cards must reconcile their memo statements once a month. Please be timely in returning the reconciliations with receipts – submit them to the Accounts Payable Coordinator **no later than the last day of any allocation month. Your credit card will be cancelled if you are delinquent more than 60 days in turning in your paper reconciliation.**
- The most common reasons for a card to be declined are: (1) you are over your per transaction or monthly spending limit; (2) the vendor does not have the correct card expiration date.
- **You are responsible to report a lost or stolen card immediately to PNC Bank at 1-800-685-4039 and to either the Accounts Payable Coordinator or Controller via email or telephone.**
- If any fraudulent charges are made using your Moore College of Art and Design credit card, **you are responsible to file an appeal of the charges with PNC Bank** using the appeal form on back of the monthly memo statement.
- You are responsible for the safekeeping of your credit card information. Do not copy, scan or email your credit card information to share with any person or vendor.

If you have any questions or problems with your Visa credit card, please contact the Accounts Payable Coordinator or Controller.

MOORE COLLEGE OF ART & DESIGN

BUSINESS OFFICE

CHECK REQUEST DOCUMENTATION

DATE: _____

VENDOR NAME: _____

ADDRESS: _____

SOCIAL SECURITY #: _____

(Needed for all guest lecturers, honorariums,
services rendered by an individual to Moore
College of Art & Design)

DATE(S) OF SERVICE: _____

PURPOSE: _____

FEE OF SERVICE: _____

(If paid by hourly rate, please indicate number
of hours x \$\$ per hour)

PAYMENT: _____ 30 days from date of service _____

ACCOUNT NUMBER: _____

SIGNATURE OF INDEPENDENT CONTRACTOR

APPROVAL OF DEPARTMENT HEAD/DIRECTOR

TRAVEL EXPENSE REPORT ATTACH RECEIPTS FOR LODGING AND FOR EACH ITEM OVER \$25

TRAVEL EXPENSE REPORT ATTACH RECEIPTS FOR LODGING AND FOR EACH ITEM OVER \$25

NAME					LOCATION								FOR WEEK ENDING							
DATE										EXPENSES TO BE PAID BY COMPANY	EXPENSES TO BE REIMBURSED TO EMPLOYEE	DATE	DETAILS OF (*) EXPENDITURES				AMOUNT			
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY													
FROM																				
TO																				
TO																				
AUTO-MILEAGE																				
AT ¢ PER MILE																				
LODGING																				
BREAKFAST																				
LUNCH																				
DINNER																				
AIR / RAIL / BUS																				
LOCAL CAB / BUS																				
AUTO RENTAL																				
GAS / OIL / LUBE																				
PHONE / TEL.*																				
ENTERTAINMENT																				
MISC GRATUITIES*																				
TOLLS																				
PARKING																				
DAILY TOTAL																				
SEND CHECK TO									SIGNED											
												WEEKLY TOTAL		APPROVED		VOUCHER NO.				
												←		DATE PAID		CHECK NO.				

ITEMIZED ENTERTAINMENT RECORD

[illegible]

TO: Business Office

FROM: _____ Department

DATE: _____

Employee Name: _____

Purpose: _____

Date of Travel (if applicable): _____

Amount: _____

Date needed: _____

Signature - Department Head: _____

MOORE COLLEGE OF ART AND DESIGN

JOURNAL TRANSFER

Date _____
Submitted By _____

G/L ACCT#	Amount Debit	Amount Credit	Description
Total J/V	-	-	

Approval: _____

Approval: _____

Business Office Use Only	
JV _____	Date Entered: _____
Month _____	Entered By: _____
Page _____	