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## SECTION 1: POLICY STATEMENT AND PURPOSE

This policy outlines the practices for the responsible purchase of all goods and services for Drury University, except as noted in the next paragraph. The policy addresses ethical practices, purchasing methods, competitive bidding, approval of purchase transactions, restricted purchases, signatory authority, and sales tax issues.

Purchases not covered by this policy include procurement of and payment to investment management services; procurement of insurance; procurement of and payment to employee benefit programs; procurement of real estate; services relating to intellectual property rights; and contracting and related services for major construction projects (of value greater than \$1,000,000, housed in Book Seven of the general ledger). Said purchases are covered under separate policies and fall under the oversight of the Board of Trustees.

Individuals within the University community are expected to act as stewards of university funds when making purchases on the University's behalf. Responsible expenditure of university funds requires the proper consideration of necessity, price, quality, reliability, service and delivery terms, compatibility with the University's mission, and compliance with donor, grant and/or sponsor restrictions. To this end, Drury University will incur or reimburse expenses that are:

- For a university business purpose;
- Reasonable and necessary;
- Aligned with the University's best business practices;
- Aligned with the University's strategic imperatives and campus master plan;
- Properly documented, approved, and submitted; and
- Compliant with federal, state, and local laws.

## SECTION 2: PURCHASING METHODS

- A. The University employs various methods of purchasing, listed below in order of preference:
1. Accounts Payable system (see guide 405.201G1: Payments & Reimbursements)
    - a. Employees and students submit an invoice to Accounts Payable which then is paid by check, electronic fund transfer, ePayables, or wire transfer.
    - b. Provides for longer, more reliable payment history, best tracking of university spending, and compliance with policy and applicable laws.
  2. University credit card (named or temporary) (see policy 405.202P: University Credit Cards)
    - a. Employees and students directly pay a vendor with a named or temporary University credit card.
    - b. Increases the University's credit/purchase card rebate.
  3. Cash advance through Accounts Payable (see guide 405.201G1: Payments & Reimbursements)
    - a. A requested check made payable to an employee is cashed so that cash may be used for purchasing.
    - b. The employee's personal university account is billed for the entirety of the request until receipts for the purchase are received and processed by the Business Office.
    - c. Typically used only for Study Abroad purchases in foreign countries where university checks and credit cards are not accepted.
  4. Employee/student reimbursement of **small (under \$50)** purchases (see guide 405.201G1: Payments & Reimbursements)

- a. Employees/students submit receipts to the Business Office for reimbursement of personal funds expended for the University.
  - b. Strongly discouraged.
  - c. Sales tax paid by individuals **will not** be reimbursed (except in situations in which an individual's university card did not function properly).
- B. Purchases made on behalf of student organizations using funds from an agency account (see policy 405.001P: General Ledger for definition of agency accounts) should be made on a university credit card to the fullest extent possible.
- 1. Such purchases will be exempt from the purchase order policies below, as students must gain spending approval via Form 404.202F3: Student Credit Card Request before a card will be issued.
  - 2. In situations in which a university credit card will not be accepted, student organizations should seek assistance from the University's Business Office to secure payment for the vendor using one of the alternate methods in Section 2A above. For all such non-credit card transactions, the policies related to purchase orders shall be in effect.

### **SECTION 3: PURCHASING FROM BUDGETED VS. NON-BUDGETED ACCOUNTS**

- A. The University's general ledger is comprised of both budgeted (1-04-XXX-XXXXX-XXXXX) and non-budgeted accounts (e.g., accounts beginning 2- or 1-41-).
- B. For clarity in expense reporting, the University prefers, to the extent possible, to expense purchases directly from budgeted accounts.
- C. Purchasers who wish to use funds from a non-budgeted account must complete a request to transfer funds from their non-budgeted account to their budgeted account via form 405.001F3: Restricted Fund Transfer Spending Proposal before a purchase order request is submitted (if applicable) or the purchase is made.
- D. Exemptions from this requirement include, but may not be limited to, the following purchases:
- 1. Purchases from agency accounts (1-41-000-XXXXX-00000; e.g., student organization accounts, special event net accounts).
  - 2. Purchases from restricted operating funds (i.e., "2-book" funds) related to:
    - a. Scholarships
    - b. Grants
    - c. Construction-in-progress
    - d. Camps
    - e. Student Government Association-funded projects
- E. Once funds are transferred to an operating budget, the budget manager should spread the funds from the transfer budget line to the appropriate budget line to which the purchase will be expensed.

### **SECTION 4: PURCHASING APPROVAL THRESHOLDS**

- A. The manner in which the University approves a purchase depends on multiple factors, including cost, purchase order requirements, bid requirements, etc. Below is a summary of approval thresholds for university purchases.

	<b>Purchase Threshold</b>	<b>Purchase Approver</b>	<b>PO Required</b>	<b>Bid Required</b>	<b>Policy Reference</b>
1.	\$1-499	Budget Manager/Dept. Chair	No	No	Section 4 below
2.	\$500-1,499	Individual in Section 3A1 above Budget Manager's Supervisor (e.g., dean) +	Yes	No	Section 4 below
3.	\$1,500-4,999	Individuals in Section 3A1-2 above Divisional Vice President/Executive Dir. +	Yes	No	Section 4 below
4.	\$5,000-19,999	Individuals in Section 3A1-3 above Divisional Vice President/Executive Dir. +	Yes	Yes	405.102P: Competitive Bidding
5.	\$20,000-99,999	Individuals in Section 3A1-4 above Chief Financial Officer +	Yes	Yes	405.102P: Competitive Bidding
6.	\$100,000-499,999	Individuals in Section 3A1-5 above President +	Yes	Yes	405.102P: Competitive Bidding
7.	\$500,000-999,999	Individuals in Section 3A1-6 above Board of Trustees Financial Committee +	Yes	Yes	405.102P: Competitive Bidding 400.000P: Bylaws
8.	\$1,000,000+	Entities in Section 3A1-7 above Full Board of Trustees +	Yes	Yes	405.102P: Competitive Bidding 400.000P: Bylaws

**B. Splitting/Pyramiding Transactions**

1. Splitting one purchase into two or more purchases – also known as pyramiding – in order to avoid purchase authorization, competitive bidding, spending thresholds is prohibited, or purchase order requirements.
2. Persons found splitting purchases to circumvent policy will have their authorization thresholds reduced to \$0 (meaning that pre-authorization will be required for **all** purchases), and may be subject to other disciplinary measures.

**SECTION 5: PURCHASE ORDER SYSTEM**

A. Drury's purchase order (PO) system is designed to require budget managers and division heads to approve expenditures before they are made and to track encumbrances against departmental/divisional budgets.

1. POs are issued prior to the placement of an order.
2. POs are issued prior to the signing of any contract/agreement.

B. A PO must be used to authorize and encumber all purchases over \$500, except those types of purchases noted below:

1. POs are not necessary for orders less than \$500 unless required by the vendor.
2. Splitting purchases to avoid the \$500 PO threshold is a violation of policy (see Section 3B above).

C. Process:

1. For purchases less than \$5,000, proceed to Step 2. For purchases of \$5,000 or greater (single or per-fiscal year aggregate), the requester must complete form 405.102F1: Competitive Bidding Analysis and Vendor Justification, in accordance with policy 405.102P: Competitive Bidding.
2. The requester will submit a purchase order request (POR) through the purchasing system in MyDrury.
  - a. In special circumstances (e.g., purchases in multiple fiscal years, etc.; see guide 405.101G1) a hard copy POR (form 405.101F2) will be submitted to Administrative Services for manual entry in Jenzabar.
3. Once a POR receives final approval, a PO is created and the requester is notified by email.

4. The requester may download a pdf of the PO from the MyDrury system for transmission to the vendor or transmit the only PO number (dependent on vendor requirements).
5. The creation of a PO will generate an encumbrance of the PO amount on the general ledger account(s) specified on the POR. This encumbrance will be relieved when the invoice is paid through Accounts Payable or manually unencumbered by Administrative Services after approval of the applicable credit card statement. Budget officers should examine their budgets throughout the fiscal year to ensure that all PO encumbrances are removed.

D. Exceptions to Purchase Order Requirement

1. Travel (e.g., fares, gas, lodging, tolls, etc.)
  - a. This does **not** include any registration fee for a conference, etc., that will require travel. Such fees require a purchase order if over \$500.
2. Meals/food Service (e.g., travel meals, catering, etc.)
3. Wage garnishments
4. Educational agreements (e.g., dual credit teacher and/or cooperating school payments, post-enrollment invoicing programs, student teacher cooperation payments)
5. Legal settlements
6. Severance settlements
7. Library database subscriptions
8. University insurance payments and life insurance payments
9. Settlement payments (day-of or at-close-of event) for contracted entertainment events at university venues for which payment amount is based on final revenues.
10. Athletic Department game guarantees, tournament fees/registrations
11. Interest and principal payments on university debt
12. Cost of goods postage and shipping
13. Utilities
14. Background check services
15. Employee benefit services
16. Internal university purchases (e.g., Central Supply, etc.)
17. Refunds paid by the University
18. Tax payments
19. Institutional dues (only those paid from the central administrative dues account and authorized by the President)

E. Emergency Expenditures

1. In cases of emergency or extreme urgency, it may be necessary for the University to engage vendors to initiate repairs of facilities and/or equipment or serve the University community without a purchase order in place.
2. Emergency expenditures may be initiated without a purchase order by the Director of Facilities Services (or equivalent position) and/or the Director of Technology Services (or equivalent position) **with written authorization received prior to the expenditure(s)** from the President, Chief Financial Officer, or Provost.
3. The President, Chief Financial Officer, and/or Provost also may initiate emergency expenditures.
4. The President, Chief Financial Officer, and/or Provost may override the purchase order approval thresholds in Section 3 above for the purposes of emergency expenditures, up to \$500,000. Emergency expenditures in excess of \$500,000 must involve the applicable Board of Trustees parties, as detailed in Section 3 above.

5. In such cases, an appropriate purchase order(s) must be generated as soon as an estimate may be obtained from the involved vendor(s). Invoices for emergency repairs should not be submitted for payment without a purchase order without written authorization from the Chief Financial Officer.

## SECTION 6: CENTRALIZED PURCHASING

- A. In order to maintain university standards, avoid duplication and/or excessive spending, obtain optimal pricing, and operate more efficiently, some types of expenses are centralized in, or delegated to, certain departments. The University may amend this list at its discretion.
- B. **These expenses are prohibited for purchase by individual employees or departments, except as listed below (rare exceptions must be documented in writing):**

ITEM	AUTHORIZED DEPARTMENT	ADDITIONAL POLICY
<b>Condolence, congratulatory, and celebratory goods and services for individuals</b> <ul style="list-style-type: none"> <li>E.g., deaths, marriages, births, promotions, etc.</li> </ul>	University Advancement	405.108P: Gifts from the University (policy in development)
<b>Employee recognition items</b> <ul style="list-style-type: none"> <li>E.g., awards, prizes, retirement gifts, etc.</li> </ul>	Staff: Human Resources Faculty: Academic Affairs Retirement: Administrative Services	405.108P: Gifts from the University (policy in development)
<b>Donations to other non-profit organizations</b> <ul style="list-style-type: none"> <li>E.g., Cash donations, purchases of tables at charitable events, team sponsorships, etc.</li> </ul>	Office of the President Marketing & Communications	405.108P: Gifts from the University (policy in development)
<b>Employee business cards, nametags</b>	Marketing & Communications	
<b>Marketing and advertising goods and services</b> <ul style="list-style-type: none"> <li>Excludes purchases &lt;\$500 of small promotional “give-away” items (e.g., pens, etc.). <ul style="list-style-type: none"> <li>Any such excluded promotional items still must conform to university design standards as set by Marketing &amp; Communications.</li> <li>Purchases made with Student Government Association funds or student organization dues are exempted from this purchasing restriction, but not from design standards.</li> </ul> </li> </ul>	Marketing & Communications, Enrollment Management, Freshman Experience Drury GO/CCPS Athletics	Policy in Development
<b>Computing equipment (&gt;\$100), communication devices (&gt;\$100) and software (&gt;\$500).</b>	Technology Services	405.106P: Computing Hardware and Software Procurement
<b>Cellular/mobile phone contracts</b>	Technology Services	Policy in development
<b>Resale Items (e.g., books, clothing, gifts, etc.)</b>	Bookstore Operations, Postage & Logistics	
<b>Discount clubs and purchasing memberships</b> <ul style="list-style-type: none"> <li>Sam’s Club, Costco, Amazon, etc.</li> </ul>	Administrative Services	See Section 8 Below

<b>Furniture purchases over \$1,000</b> (single or grouped)	Facilities Services	
<b>Firearms and Ammunition, Tasers</b>	Law Enforcement Academy Shooting Sports Club Coach(s) Safety & Security	Policy in Development
<b>Rental of construction and outdoor equipment</b> • E.g., lifts, lawn & garden, lighting, etc.	Facilities Services O'Reilly Family Event Center Event Staff	
<b>Hazardous Chemicals</b>	Chemistry Department Facilities Services	Policy in Development
<b>Investment Management Services</b>	Administrative Services Board of Trustees	400.201P: Investment Policy Statement
<b>Legal Services</b>	General Counsel Administrative Services	Policy in Development
<b>Tax, Accounting Services</b>	Financial Services Administrative Services	Policy in Development
<b>Employee Benefits</b>	Human Resources Administrative Services	Policy in Development
<b>Insurance</b>	Administrative Services	Policy in Development
<b>Architectural, Engineering, Construction Services</b>	Facilities Services	Policy in Development
<b>Intellectual Property Rights</b>	Academic Affairs General Counsel	Policy in Development

## SECTION 7: RESTRICTED AND ADDITIONALLY-REGULATED PURCHASES

- A. To reduce the University's liability and risk of fraud, some purchases are restricted as described below. Other purchases, due to their more complicated nature, are regulated by policies in addition to this policy.
1. Gift Cards
    - a. Due to payroll tax regulations and complications with student financial aid, the purchase of gift cards/gift certificates is prohibited in most circumstances.
    - b. See policy 405.108: Gifts from the University for limited exceptions.
    - c. Exceptions to the gift card restriction may be granted only by the Chief Financial Officer. Exceptions must be documented in writing and attached to the expense documentation.
  2. Fireworks
    - a. University personnel are prohibited from purchasing fireworks.
    - b. A licensed, insured vendor must be contracted for all fireworks.
    - c. All fireworks contracts must be reviewed by the Vice President of Administration prior to engagement of the vendor (see Section 13 below and form 404.004F1: Contract Checklist) and filed with Administrative Services once signed.
    - d. The vendor's certificate of liability insurance must be attached to the signed contract before filing.
  3. Drones
    - a. Due to liability and insurance issues, the purchase of drones or similar devices must be approved by the Vice President of Administration.

4. Alcohol
  - a. The approval, purchase, and distribution of alcohol for and at university meals and social events is governed by the *Community Standards Handbook* and policy 404.002P: Alcohol at Meals & Social Events.
5. Entertainment Acts
  - a. The Vice President for Administration must be consulted before any entertainment acts are contracted to ensure all university, insurance, governmental, and legal requirements are met.
  - b. Requester should provide all specifications and contracts to the Vice President of Administration for review with adequate time to complete the process before the act must be confirmed.
6. Membership Dues for Professional and Social Organizations
  - a. The University will pay or reimburse expenses for memberships only as follows:
    - 1) Membership dues which are necessary to maintain a professional certification or credential as a requirement of an employee's position, as approved by the employee's divisional vice president/executive director.
    - 2) Membership dues which reduce other future expenses for the University by an amount that exceeds the cost of the dues.
    - 3) Membership dues which provide access to necessary data or information not available from other sources (membership limited to one university employee per department).
    - 4) Membership dues for social organizations (e.g., country clubs, rotary, etc.) in which the University has determined that membership is a strategic benefit (membership limited to one university employee per organization).
    - 5) The office of Administrative Services shall maintain all university-wide memberships in coordination with the Office of the President.
7. Home Internet Expenses
  - a. Expenses for home internet are limited as follows:
    - 1) A full-time employee who works exclusively off campus may seek reimbursement in the amount defined in policy 435.101P1: Remote Employment.
    - 2) Full-time employees who must regularly monitor network status or provide technology support from their personal residence during non-normal business hours will be entitled to a reimbursement of up to 50% of reasonable home internet costs (not to exceed \$50/month).
8. Subscriptions to Magazines, Journals, Newspapers, etc.
  - a. Departments should take care not to duplicate university subscriptions whenever possible.
  - b. Subscriptions paid by the University must not be issued in the name of an individual, but rather in the name of the applicable department.
  - c. University employees are prohibited from having subscriptions of any type that are paid by the University delivered to their home address.
9. Personal Cellular Phone Expenses
  - a. Payment of personal cellular phone expenses by the University is a rare occurrence and must conform to policy 405.107P: Cell Phones and Phone Service.
10. Travel
  - a. See policy 405.103P: Travel Expenses
11. Meals & Entertainment



- a. See policy 405.104P: Meals & Entertainment Expenses
12. Professional Development
- a. See policy 405.105P: Professional Development Expenses

## **SECTION 8: PROHIBITED PURCHASES**

- A. Purchases for Personal Use/Benefit
1. Under no circumstances will university funds be used to purchase any goods or services for the personal use of university employees or non-university persons.
    - a. This includes items for which the individual uses university funds to purchase an item, and then reimburses the University for the item.
  2. Under no circumstances will the University arrange to create or facilitate any buyer-seller arrangements between individuals and university suppliers/vendors for personal use by university employees or non-university persons.
    - a. Example: At an individual's request, the University purchases paint at the University's negotiated reduced cost, and then sells the paint to the individual at cost.
  3. Illegal goods or services.

## **SECTION 9: DISCOUNT CLUBS, PURCHASING MEMBERSHIPS, AND DIRECT CREDIT ACCOUNTS**

- A. The University maintains purchasing memberships and direct bill/credit accounts with certain discount clubs and other vendors. These memberships and accounts are authorized and maintained through Administrative Services and Financial Services.
- B. University employees and students are prohibited from opening memberships or direct bill/credit accounts in the University's name at discount clubs or with other vendors without express written authorization from Administrative Services or Financial Services.
1. All credit applications for direct bill/credit accounts with vendors must be signed or approved by the Chief Financial Officer or Controller.
- C. Employees or departments desiring to join a discount club or purchasing program not listed below should contact and obtain approval from Administrative Services.
- D. Current Central Memberships
1. **Sam's Club**
    - a. Individual employees must be carded as members on the University's business account in order to purchase on behalf of the University.
      - 1) Membership must be requested through form 405.203F1: Application for University Sam's Club Card.
      - 2) Members must be university employees. Students are prohibited from joining the University's Sam's Club account.
    - b. Due to membership costs and limitations, an applicant must demonstrate a regular-to-frequent need to purchase items from Sam's Club or demonstrate a need for items only available from Sam's Club (a rare occurrence).
      - 1) Membership will be limited to one employee per department.

- 2) Memberships will be reserved for those with the highest need. Membership will be reevaluated annually to assess continued need and most efficient use of membership availability.
- c. The cardholder's department is responsible for all membership fees, which vary based on the number of members in a given fiscal year.
- d. The Sam's Club membership is a combination direct credit/business membership. Because of their direct credit ties, Sam's Club membership cards must be treated with the same care as a credit card.
- e. Employees are prohibited from loaning/delegating their cards to another person so that the borrower may make purchases on the cardholder's behalf or the borrower's. Carded employees must be present in store for every purchase made with their cards.
  - 1) Employees or student purchasers without a university Sam's Club card in their name must be accompanied by a carded employee in order to make a purchase on behalf of the University.
- f. University Sam's Club purchases should be paid with the employee's university credit card, not billed to the direct credit membership, except in cases in which a credit card malfunctions.
- g. The business cards may also be used to make personal purchases. In such cases, the employee must ensure that the University's tax exemption is **not** applied to any personal purchase.
- h. Employees are prohibited from adding another employee or other individual as a complementary member on their university membership.
- i. Employees are prohibited from opening individual business memberships in the University's name at Sam's Club.
- j. The University will not pay or reimburse employees for other personal or business Sam's Club memberships.
- k. The University will not reimburse sales tax paid on purchases made with a personal or non-university business membership.

## 2. Amazon Business Prime

- a. In order to qualify for exemption from state sales tax, Amazon purchases must be made through an Amazon Business account.
- b. All Amazon purchases for the University must be made using the central business account maintained by Administrative Services.
- c. Employees or student organizations wishing to purchase items through Amazon must apply via form 405.203F2: Application for University Amazon Business Prim Membership.
  - 1) Due to membership limitations, membership will be limited to one person per department or student organization.
  - 2) Memberships will be reserved for those with the highest need. Membership will be reevaluated annually to assess continued need and most efficient use of membership availability.
- d. **Employees are prohibited from using the Amazon Business Prime Account for personal purchases or storing personal credit card information on the University's Amazon Business Prime account.** As all purchases on the Business Prime account are tax-exempt, use of the University's account for personal purchases will endanger the University's tax-exempt status and is prohibited.
- e. The University will not pay for or reimburse employees or departments for personal Amazon Prime memberships.

- f. The University will not pay or reimburse sales tax paid on purchases made with a personal or non-university business Amazon account. Sales tax found on purchases made for the University outside of the University's Business Prime account will be billed to the purchaser. See Section \_\_: Exemption from Sales Tax.
- g. The University will not pay or reimburse shipping fees incurred through purchases on an Amazon account other than the University's central business account.
- h. Employees are prohibited from storing university credit card information on an Amazon account other than the University's central business account.

## **SECTION 10: CAPITAL EXPENDITURES**

- A. Purchases of equipment that has a value of or greater than \$5,000 and construction projects that will total at or above \$5,000 must be capitalized, in most cases.
- B. Capital purchases are designated to certain areas of the general ledger. The purchaser must contact Administrative Services to confirm that capitalization is necessary and ensure that the necessary general ledger accounts are present and funded for the equipment/project.
  - i. General ledger accounts for capital expenditures must be created and funded **prior** to the submission of a POR.

## **SECTION 11: VENDOR INSURANCE REQUIREMENTS**

- A. To lessen the University's liability, vendors performing services for the University are required to submit proof of liability insurance (\$1,000,000 per occurrence, \$2,000,000 aggregate) and worker's compensation insurance (\$500,000) before they may be hired.
  - 1. Single-employee vendors are not required to hold worker's compensation insurance but *are* required to hold general liability insurance.
- B. This requirement should be included in any bid/quote/RFP specs.
- C. Insurance certificates should be sent to the Accounts Payable Coordinator for filing.

## **SECTION 12: EXEMPTION FROM SALES TAX**

- A. Drury University is exempt from sales and use tax in Missouri and various other states.
- B. All employees are responsible for ensuring that purchases within Missouri and other applicable states are not charged state sales and use tax.
- C. If sales tax is charged on a purchase in error, the employee responsible for the purchase must contact the vendor to obtain credit for the sales tax.
- D. In most cases, avoidable Missouri sales tax will be billed to the employee responsible for the purchase.
- E. Tax-exempt certificates for Missouri and other states may be found at [www.drury.edu/tax-exempt](http://www.drury.edu/tax-exempt).

## SECTION 13: SIGNATORY AUTHORITY FOR CONTRACTS/AGREEMENTS

- A. Signing of contracts/agreements in the name of the University is restricted to the following university officers (see policy 400.004P: Signatory Authority):
  - 1. President
  - 2. Chief of Staff
  - 3. Vice President for Administration
  - 4. Chief Financial Officer
  - 5. General Counsel
  - 6. Provost/Vice President for Academic Affairs
  - 7. Vice President for Student Affairs (only for contracts of value <\$1,000, and which are related only to student field trips and events (i.e., venue & equipment rentals))
- B. Any one of the above officers may sign contracts up to \$10,000; contracts above \$10,000 require the signatures of two of the above officers.
- C. All contracts/agreements must be reviewed **prior to signing** (see policy 400.004: Signatory Authority and form 400.004F1: Contract Checklist).

## SECTION 14: ETHICAL PRACTICES

- A. All university employees are governed by the ethical policies outlined in the *Faculty Handbook* and *Staff Policy Handbook*.
- B. Additionally, employees making purchases for the University must comply with the principles outlined in policy 405.000P: Standards of Business Conduct.

## SECTION 15: ENFORCEMENT

- A. Violation of any portion of this policy may result in disciplinary action, up to and including termination of employment or enrollment.
- B. Attempts to circumvent this policy and other related purchasing policies will inhibit an individual's ability to make purchases on behalf of the University and may result in other disciplinary action, up to and including termination of employment or enrollment.
- C. Individuals who incur expenses in violation of this policy may be expected to reimburse the University for the expense. The amount of the identified unauthorized expense will be added to the individual's university account. Standard terms of payment will apply.
- D. See policy 405.000P: Standards of Business Conduct for more information.