

**IMPORTANT MESSAGE FROM FINANCE and ADMINISTRATION – ESSENTIAL PURCHASE POLICY:**

**1. REVISION OF ESSENTIAL PURCHASE REVIEW/APPROVAL PROCESS**

In March 2009, procedures were established to determine essential university purchases and/or expenditures. Purchase requisitions and direct pay vouchers, regardless of cost, required the review/approval of the President, Vice President or designee. This was changed effective July 1, 2016, so that essential purchases and/or expenditures involving purchase requisitions and direct pay vouchers require approval of the President, Vice President or designee **only when the cost is \$5,000 and above**. *Please see Exhibit A for the list of approvers in each division.*

**2. CONFIRMING OR AFTER-THE-FACT EXPENDITURES**

As a reminder, all confirming or after-the-fact purchase requisitions, honorariums, PSAs and/or TAs will continue to require a written justification for not following procedures from the requester. **All confirming or after-the-fact purchase requisitions, honoraria, PSAs and TAs require the requester to provide a written justification for not following procedure and a statement of action to be taken to prevent future unauthorized expenditures. This document must be submitted to the President or Vice President of the requester’s division. The President or Vice President must provide their signature of approval in order for the Finance and Administration department to process the expenditure.**

**3. BANNER INDEX FINANCIAL MANAGER**

Banner financial managers, as the authorized approver for their associated budget, must continue to sign and date any and all documents involving procurement, contracts and payments. **All purchase requisitions, honoraria, PSAs, voucher disbursements, employee reimbursements, and travel authorization forms will be returned unprocessed to the requester if the associated Banner financial manager’s date of approval and authorizing signature is missing from the form.** If the Banner financial manager is unavailable for signature (for example: on vacation, at a conference, etc.), the President or Vice President of that division may sign the document on the Banner financial manager’s behalf. Unfortunately, Banner financial managers **MAY NOT** delegate a colleague or support staff to sign on their behalf. **NOTE: If a Banner financial manager must be changed, the current Banner financial manager or the associated VP must send an EMAIL request listing the name of the current Banner financial manager and the name of the new Banner financial manager with the impacted Banner Index Codes. Send the email to Pamela Mikaelian, Director of Accounting Services, at mikaelianp1. If you need to know who is assigned as a Banner financial manager to the Index(es) in question, please also send an email request to the same address.**

**4. FOR PO’S WITH A VALUE OF LESS THAN \$100K WITHOUT A CONTRACT**

- 1) The Purchasing Department prepares the Purchase Order (“PO”) according to CSCU procurement policy and procedures (following bid award, contract agreement, etc.), following receipt of a properly signed Purchase Requisition.
- 2) SCSU’s Manager of Procurement Services reviews the PO and any accompanying documentation, then signs the PO.

**5. FOR PO’S HAVING A VALUE OF \$100K or MORE AND ANY PO WITH A CONTRACT**

Step #1 listed in the above section regarding PO’s having a value of less than \$100K shall be adhered to as well as the following:

- 1) Approving signatures on the PO’s shall be in accordance with the “Authority to Sign Documents” memorandum and “Delegation of Signing Authority” matrix currently in effect.
- 2) Upon signature of authority on the PO, each area’s support staff will return the PO directly to the Purchasing Department for further processing.

**For further information, please refer to the following:**

CSCU Procurement Manual: <a href="https://www.ct.edu/files/pdfs/policies-CSCU-Procurement-Manual.pdf">https://www.ct.edu/files/pdfs/policies-CSCU-Procurement-Manual.pdf</a>	CSCU Travel Policies: <a href="#">Travel Office   Southern Connecticut State University</a> (southernct.edu > inside southern > For Faculty/Staff > Accounts Payable > Travel)
P-Card Manual: <a href="#">P-Card Program   Southern Connecticut State University</a> (southernct.edu > inside southern > For Faculty/Staff > P-Card)	

## EXHIBIT A

### APPROVERS FOR ALL FINANCE EXPENDITURES \$5,000 AND ABOVE BY DEPARTMENT

#### ESSENTIAL PURCHASE REVIEW / APPROVAL

To determine essential purchases and/or expenditures, the following contains the approval process for all finance expenditures involving purchase requisitions and direct pay vouchers that are \$5,000 and above:

- 1) **President:** The University's President shall approve all requisitions/direct pay vouchers \$5,000 and above for her/his department. The Purchasing and Accounts Payable Departments shall not process any requisitions/direct payment vouchers for this department without the President's signature. Keep in mind the President also has the authority to approve for any department, if necessary.
- 2) **Human Resources:** The President has authorized the Vice President for Finance & Administration to be responsible for the approval of all purchase requisitions/direct pay vouchers in the office of Human Resources. The Purchasing and Accounts Payable Departments shall not process any requisitions/direct payment vouchers \$5,000 and above for these departments reporting to the Vice President without the Vice President's signature.
- 3) **Enrollment Management:** The President has authorized the Vice President for Enrollment Management to be responsible for the approval of all purchase requisitions/direct pay vouchers in the offices of Financial Aid, Academic Advisement, Admissions and Registrar. The Purchasing and Accounts Payable Departments shall not process any requisitions/direct payment vouchers \$5,000 and above for these departments reporting to the Vice President for Enrollment Management without the Vice President of Enrollment Management's signature.
- 4) **Information Technology:** The President has authorized the Chief Information Officer or the Director of Technology Administration to be responsible for the approval of purchase requisitions/direct pay vouchers in the Office of Information Technology (OIT). The Purchasing and Accounts Payable Departments shall not process any requisitions/direct payment vouchers \$5,000 and above for OIT without the Chief Information Officer or the Director of Technology Administration's signature of approval.
- 5) **Athletics:** The Vice President for Student Affairs has authorized the Director of Athletics to be responsible for the approval of all requisitions/direct pay vouchers for the Athletics Department. The Purchasing and Accounts Payable Departments shall not process any requisitions/direct pay vouchers \$5,000 and above for the Athletics Department without the Director of Athletics' signature of approval.
- 6) **Finance and Administration:** The Vice President's approval is necessary for all purchase requisitions/direct payment vouchers that are \$5,000 and above for all departments reporting to this area. The Purchasing and Accounts Payable Departments shall not process any requisitions/direct payment vouchers that are \$5,000 and above for any departments reporting to the Vice President without the Vice President's signature of approval.
- 7) **Institutional Advancement:** The Vice President's approval is necessary for all requisitions/direct payment vouchers that are \$5,000 and above for those departments reporting to this area. The Purchasing and Accounts Payable Departments shall not process any requisitions/direct payment vouchers that are \$5,000 and above for any of the departments in Institutional Advancement without the Vice President's signature of approval.
- 8) **Student Affairs:** The approval of either the Vice President for Student Affairs, the Assistant Vice President for Student Affairs or the Assistant Vice President and Dean of Student Affairs is necessary for all requisitions/direct payment vouchers that are \$5,000 and above for departments reporting to these areas. The Purchasing and Accounts Payable Departments shall not process any requisitions/direct payment vouchers that are \$5,000 and above for any departments reporting to the Vice President for Student Affairs without the signature of approval of either the Vice President for Student Affairs, the Assistant Vice President for Student Affairs or the Assistant Vice President and Dean of Student Affairs.

- 9) **Academic Affairs**: The Provost and Vice President for Academic Affairs has determined that the deans and/or directors of the units that fall within the division of Academic Affairs shall be responsible for approving purchase requisitions and/or direct pay vouchers that are \$5,000 and above. The Purchasing and Accounts Payable Departments shall not process any requisitions/direct payment vouchers that are \$5,000 and above for any departments reporting to the Provost and Vice President for Academic Affairs without the signature of approval of the dean and/or the director of the unit making the purchase.
  
- 10) **Diversity and Equity Programs**: The President has authorized the Vice President for Diversity and Equity Programs to be responsible for the approval of all purchase requisitions/direct pay vouchers in the office of Diversity and Equity Programs. The Purchasing and Accounts Payable Departments shall not process any requisitions/direct payment vouchers \$5,000 and above for Diversity and Equity Programs without the Vice President's signature.