

Purchase or Payment Pre-Approvals

Based on what you are purchasing and the value of that purchase, you may need to obtain some approvals prior to making a purchase or payment. A copy of the approval must be kept for your SPCC file.

Technology Purchases

- ▶ **Technology:** All technology purchases require some form of approval.
- ▶ **Buy Your Own:** Items pre-approved by IT that are low risk to the University for the user to purchase themselves. IT may be consulted on the item compatibility, but the risk lies with the department on if the wrong selection is made. Examples: laptop cables, ipad cases, etc. These purchases will have no physical approval, but it would be preferred that there is a reference in the documentation to the items being “buy your own” items.

Technology Purchases

- ▶ **Standard Technology**: Items that IT has standardized, for the most part, across the University and are pre-approved by Procurement to purchase on behalf of the departments. Examples: Computers, monitors, ipads.

Once you enter the Standard Technology Request form, the form goes to Procurement to purchase on your behalf. Procurement will enter the eVA purchase order for you, on behalf of your SPCC, but you are responsible for ensuring all the necessary paperwork is included in your payment card file.

Technology Purchases

- ▶ **Non-Standard Technology:** Any items not listed on the Buy Your Own or Standard Technology page fall under Non-Standard Technology. This includes ALL software. These require direct approval by IT. Additionally, ALL software and software subscriptions must go through the Non-Standard Technology Request process and must be approved annually.

Once the Non-Standard Technology Request Form is submitted, it goes to IT for processing. Based on the request, IT will perform a series of internal approvals. If the request is ultimately approved, a copy of their approval will be sent to Procurement. Procurement will then either purchase for you if possible OR will forward the approval to you with instructions on how to procure.

What is software?

Software is a set of instructions, typically referred to as programs, that perform operations and specific tasks based on a set of commands. Software enables users to perform tasks more efficiently. It can be purchased and downloaded onto a computer or set of computers, or it can “live” elsewhere and be accessed through a subscription or license purchase model.

Most software purchased at the University is a software-as-a-service: a method of software delivery and licensing in which software is accessed online via a subscription, rather than bought and installed on individual computers.

All software subscriptions must be approved ANNUALLY by IT, including software purchased on contracts.

Business Meals/Food/Catering

- ▶ **Business Meal and Food Approval Form**: All food and/or drink that is intended for human consumption requires an APPROVED Business Meal and Food Approval Form (BMF) prior to ordering. This includes bottles and jugs of water, candy/mints, etc.
- ▶ **Sodexo Waiver**: A Sodexo waiver may be required depending on the value of your catering/food needs.

A copy of the signed BMF and/or Sodexo waiver (as needed) must be included in the SPCC payment card file.

Cabinet Approval (Purchase/Payment Approval)

- ▶ **Cabinet Approval:** Cabinet Approval is required for all purchases \$1000 and over, regardless of funding.

A copy of the cabinet member's written approval must be kept for the SPCC payment card file.

Travel Pre-Approval

▶ Emburse (formerly Chrome River) Travel Pre-Approval:

Travel pre-approval is required for:

- ▶ Any day-only travel \$500 or more (including all expenses associated with the travel, including registration fees)
- ▶ Any travel that involves overnight travel (regardless of amount)

The approved travel pre-approval must be printed (physically or electronically) to keep in your SPCC payment card file with the travel purchase/payment.

SPCC Spend Profile or Restriction Changes

- ▶ SPCC Spend Profile/Restriction Changes: If the value of the purchase will be over your SPCC Single Transaction Limit or requires a restriction lift, you must contact the Program Administrators to get an increase or a restriction lift.
 - ▶ Once your limits have been increased or the restriction is lifted, the Program Administrators will email you with a confirmation of the change and the effective date of the change. This confirmation email must be kept for your SPCC payment card file.

Late Payment Approval (for SPCC only)

- ▶ **DOA Approval to Pay Late Invoice:** If you receive an invoice and it is over the 30-day allowable payment limit, and you are paying with a charge card, you **MUST** get DOA approval prior to paying. Contact your Program Administrators to facilitate this. To request late payment approval, you must have:
 - ▶ The original invoice
 - ▶ Proof of the date you received the invoice or good/service, whichever is later (date stamp or email date stamp)
 - ▶ Works transaction Approver approval
 - ▶ Justification for the lateness