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## **PURCHASING**

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## **PURCHASING**

### **3.1 PURCHASE REQUISITIONS AND PURCHASE ORDERS**

#### **3.1.1 Authority to Obligate Funds**

Except for contracts signed by the President of the University and the Board of Regents, only the purchasing office under the direction of the Vice President for Business and Finance has the authority to obligate funds of the University for purchases, except where otherwise authorized in writing in advance by the president or as expressed herein. **All purchases of goods and services are to be requisitioned through the purchasing office prior to actually making the purchase.** The reason for this regulation is to ensure that controls which are in place to limit purchases and encumbrances to funds available are effective. Compliance with this requirement will be judged by comparing the requisition and resulting purchase order dates as recorded in the accounting system with the invoice date. Exceptions to this regulation which will be allowed are:

1. *Emergency Purchases:* an emergency purchase is defined as one in which the items or services are so badly needed that the university will suffer financial loss or operational damage if the purchase is not made immediately. (See Section 3.1.3)
2. *Procurement Card:* the procurement card may be used for purchases less than \$5,000.00, with the exception of capital equipment.

#### **3.1.2 Purchases made by Purchasing Office**

All purchases of supplies and equipment shall be made through the purchasing office unless otherwise authorized by the Vice President for Business and Finance. Wherever possible, competitive bids shall be secured for all purchases.

#### **3.1.3 Requisitions Submitted to Purchasing Department**

Requisitions for purchases of supplies, equipment, rentals and services including repairs to building and equipment must be submitted by the department head to the purchasing office on the approved outside requisition form. Department heads concerned shall render all assistance possible to the purchasing office in securing technical, scientific, and special items, and shall place the names of

possible or preferred suppliers and/or manufacturers on requisitions for such items. All requisitions and orders must show the actual or accurately estimated cost. The Purchasing Office will create a purchase order and furnish a copy to the department concerned. All cancellations of orders must be made by the Purchasing Office.

Requisitions for items costing less than \$5,000.00 can be made with the procurement card when possible.

Requisitions for orders costing \$5,000.00 or more must be bid by the purchasing office. Items costing \$5,000.00 or more must have at least two bidders from Historically Underutilized Business (HUB). The Purchasing Office will be responsible for these bidding procedures. Departments should not divide large orders into small segments in order to avoid dollar thresholds.

Emergency Purchases: The Purchasing Department will approve emergency purchases in excess of \$5,000.00. For emergency purchase of goods or services exceeding \$5,000.00 a department must send a full written explanation of the emergency along with other documentation listed below.

- State the reason for the emergency purchase by explaining what the emergency is and/or what caused the emergency situation.
- State the financial or operational damage that will occur if needs are not satisfied immediately
- State why the needs were not or could not be anticipated so that items could have been requisitioned through the Purchasing Department or purchased following regular delegated procurement procedures.

The departments shall contact the Purchasing Department for advice and assistance in the handling of emergency purchases. The Purchasing Department may not approve an emergency purchase unless the department has complied with either of the above requirements.

#### **3.1.4 Correspondence with Vendor**

All correspondence, personal, and telephone contacts with vendors relating to bids, contracts, and similar business shall be handled by the Purchasing Office unless otherwise authorized in advance by the Vice President for Business and Finance.

#### **3.1.5 Purchasing Ethic**

Where ethical competition is possible, all qualified bidders on record shall have equal opportunity to submit bids on a uniform and specified basis. No bidder shall receive special consideration or be allowed to revise a bid after having received

information from other bids. All University employees shall refrain from any relationships which give any bidder an advantage, and shall accept no gratuities or in any other manner obligate themselves to any representative of concerns seeking University business.

### **3.1.6 Limitation Date of Purchases**

All requisitions against department budgets should be placed with the Purchasing Office no later than August 31 of each year for all materials and supplies except those to be secured through interdepartmental requisitions. All requests for capital equipment must be in the purchasing office no later than April 30 each year. (See section 3.7 for purchasing dates and deadlines).

### **3.1.7 Requisitions for September Delivery**

Provided the University operating budget for the next fiscal year has been approved by the Board of Regents, departments may submit requisitions during the summer (after July 1) for materials and supplies for September delivery to be charged against the departmental budget for the next fiscal year.

### **3.1.8 Professional Service Contracts**

See Section 9.1

### **3.1.9 Qualification of Information Systems Vendors**

The Department of Information Resources (DIR) is a state agency created in 1989 that serves as the chief information office for the State of Texas. DIR provides contracts for computer hardware, software, technical services, and telecommunications infrastructure and services for the state. All DIR contracts are competitively bid and comply with applicable state purchasing laws. State agencies and Higher Education are required to purchase information technology (IT) commodity items through contracts established by DIR unless the agency first obtains an exemption from DIR.

The DIR has developed a policy called the Electronic and Information Resources (EIR) Accessibility Policy. The purpose of the Electronic and Information Resources (EIR) Accessibility Policy is to establish proper limits regarding

- the design and testing of web pages and web applications and
- the procurement of electronic and information resources

to comply with the accessibility rules assigned by the State of Texas in accordance with the Texas Administrative Code, Title 1, Chapters 206 and 213.

This document sets forth the policy of the Texas Department of Information Resources (DIR) with regard to the accessibility of all new or changed web pages, web content, and web applications as well as all electronic and information resources developed, procured, or changed by DIR employees, contractors, vendors, and volunteers.

DIR is committed to making DIR websites accessible to all users, regardless of physical status, cognitive ability, or technology. Web accessibility encompasses all disabilities that affect access to the web, including visual, auditory, physical, speech, cognitive, and neurological disabilities.

WTAMU'S Procedure can be found at the following link:

[http://www.wtamu.edu/webres/File/About/Accessibility/290104w101\\_accessibility\\_of\\_electronic\\_and\\_information\\_resources\\_20101202.pdf](http://www.wtamu.edu/webres/File/About/Accessibility/290104w101_accessibility_of_electronic_and_information_resources_20101202.pdf)

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## **PURCHASING**

### **3.2 CENTRAL SUPPLY INTERDEPARTMENTAL REQUISITIONS**

Central Supply stocks a wide variety of office, custodial, and maintenance supplies. Most of these items are items purchased from a HUB Vendor while striving to get the best product at the lowest price.

Submit a Central Supply interdepartmental requisition through campus mail and/or deliver the requisition to 2403 Russell Long Blvd. Central Supply will deliver your order to the specified location and charge your account for the purchase.

A list of products is available through Purchasing and Inventories or at <http://www.wtamu.edu/administrative/vpf/pur/centralsupply.html>.

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## **PURCHASING**

### **3.3 INTERDEPARTMENTAL TRANSACTIONS**

No department shall furnish materials or services to any other department of the University without an interdepartmental requisition approved by the fiscal office with the exception of the following: vehicles, telephones, and postage. See Section 4 for interdepartmental services provided by designated service departments.

## PURCHASING

### 3.4 RECEIPT OF MERCHANDISE

Departments requesting merchandise should receive and account for all goods shipped. Check to see if all cartons listed on the delivery receipt or packing slip are received. Check all cartons for visible damage. Immediately after delivery, open all cartons and inspect all merchandise thoroughly for damage or loss. Items may be damaged in transit though outer cartons appear to be intact.

If visible or concealed damage is discovered, damaged items, containers, and inner packing materials must be held in receiving area pending pick-up by Central Supply or carrier making delivery. **Call Central Supply immediately if damage is discovered.** Confirm the call in writing. Retain a copy of your letter and send a copy to the Purchasing Office.

Notify the Purchasing Office within 5 days after receiving the supplies if adjustments need to be made. Most companies require written notice within 10 days if damage or adjustments need to be reported. Include letter with specific complaints.

**Verify that the merchandise delivered belongs to your department.** If the merchandise does not belong to your department, **call Central Supply immediately.** Remember, it could be your order setting in another department.

The receiving report (the copy of the purchase order) should be signed, dated, and returned to the Purchasing Office the same day merchandise is delivered. Invoices cannot be paid until the receiving report is returned. Prompt action on completing the receiving report will insure the invoice is paid within 30 days. Slow response time on the receiver might cause interested to be charged to that department.

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## **PURCHASING**

### **3.5 INVENTORY AND EQUIPMENT MANAGEMENT**

#### **3.5.1 EQUIPMENT INVENTORY PROCEDURES**

Equipment is defined as non consumable personal property, including furnishings, which is owned or received by the University. Inventory controls are mandatory for all equipment that has a value greater than \$5,000 and on all controlled equipment (video, computer, scientific) that has a value greater than \$500 per unit. According to state law this equipment must be identified as West Texas A&M University property by assigning an inventory number. The department will be responsible for this equipment.

The inventory system is a major control element in managing equipment. The inventory record of equipment is an itemized list of all equipment in the possession or under the control of that department. The department head is responsible for all equipment in that account. The minimum data to be maintained for each item in the inventory records of each property account is as follows: inventory number, item description, manufacturer's serial number, acquisition date, acquisition cost, department name, location, property account number, and source document reference number.

Consolidated inventory records for the University are maintained and controlled in a central inventory office under the direction of the property manager (Director of Purchasing and Inventory Services). "Physical inventory" is the act of verifying the accuracy of the itemized inventory record including the existence of each item, and the completeness and accuracy of the data recorded. Once a year each department will receive a listing of items assigned to the department. Any changes or discrepancies should be reported immediately to the inventory assistant in writing.

#### **3.5.2 ACQUISITION OF EQUIPMENT**

The property manager will be the official representative for the University in all matters pertaining to the acquisition of equipment through purchase and rental. Prior to acquiring equipment, the department head will insure that there is a justified need; that necessary funds and trained personnel will be available to operate the equipment; and that required facilities, including adequate utilities,

will be available. The department head will screen surplus property lists for similar usable equipment that is available through transfer.

A department may trade-in equipment that it owns for new property of the same or similar type if it is in the best interest of the state. However, a department may not trade in property that has been declared either surplus or salvage; Such property must be disposed of under applicable state law or the Texas Building and Procurement Commissions' (TBPC) surplus property program. Trade-ins are not allowed on TPBC term contracts or scheduled purchase items.

Before making any trade-in a department should document the age, condition, make, model and serial number of the used equipment and estimate its approximate value. If the state could reasonably realize greater cost savings by declaring the equipment as surplus or salvage, the equipment should be disposed of under applicable state law or TBPC's surplus property program. If a University determines that a trade-in offers the best value to the state, the University shall in addition to the above requirements include in the solicitation document the following:

- A Less trade-in at state's option: to be picked up by the successful bidder "as is" as per the University's terms and conditions. Provide a deadline in terms of the number of days for the vendor to remove the used equipment; and
- Each type of trade-in allowance must be shown on the solicitation document as an individual line item;
- Used equipment will not be released to the vendor on a trade-in until the purchased equipment is received unless the University receives a bond, letter of credit or similar instrument as collateral.

### **3.5.3 RECEIPT AND NUMBERING OF EQUIPMENT**

Practical and clearly understood procedures for receipt and numbering of equipment are critical to effective management of equipment to avoid loss of accountability and control.

The inventory number is to be permanently affixed to an item promptly on receipt but not later than three workdays after receipt, unless prevented by unusual circumstances. In order to meet this deadline the department must send a receiving report to purchasing the day the item is delivered. The receiving report should include verification of correctness of items, quantity, and condition of

equipment. Examples of acceptable reasons for not accomplishing such within the three workdays would be that the item had to be assembled, calibrated, or connected to a system before it could be inspected properly and placed in use.

Only authorized personnel designated by the department head should sign receipt for equipment.

Permanent attachment of a special property tag indicating University ownership for sensitive and pilferable items of non inventory status (normal value of \$500.00 or less per item) should be done prior to being put in use.

#### **3.5.4 UTILIZATION OF EQUIPMENT**

Equipment is to be used solely for official purposes, and primarily for those purposes for which originally authorized. It should not be diverted to some other purpose unless the original requirements have been met or subsequent requirements are of a higher priority. When practical, equipment will be scheduled for use by more than one individual or more than one activity through equipment pools or other sharing arrangements. Such arrangements can reduce equipment duplication and idle equipment time.

The use of official vehicles is an area requiring special emphasis to ensure that employees do not, in the course of normal activities, give the impression to the public of misuse or misapplication.

Federal equipment issued to or provided to any department is to be utilized only in the manner for which it was originally furnished and authorized unless specific written exception is received from the grantor.

“Idle” equipment is that which is not surplus to needs of an activity, but is not used continuously, and periodically is idle for three or more months after which it is again needed and used. The department head will insure that idle equipment is promptly identified and reported, at least quarterly, to the next higher administrative level. The head of the next administrative level will determine if the equipment can be scheduled for use by another activity under the same jurisdiction.

#### **3.5.5 ASSIGNMENT AND LOAN OF EQUIPMENT**

Equipment may be assigned or loaned to an individual or activity for official purposes only.

When equipment is to be assigned to an employee for use overnight or for weekend use at some location other than the normal official work area, the department head will require the use of a signed receipt or sign out procedure. When equipment is assigned to employees for longer periods of time for use on a regular basis for demonstrations, research, or teaching, the department head will require the use of a signed receipt. When items of equipment are specifically assigned to an employee for use in the employees' official duties, the department head will ensure that if the employee transfers or terminates, all equipment assigned to the employee has been returned to the department.

The department head will establish procedures for management of equipment that is loaned to an activity not under the control of the department head. The procedures will include the following requirements as a "minimum":

1. Issue and return of equipment by means of signed receipts by authorized personnel.
2. The receipt specifying, if applicable, restrictions on use, and requirements for special handling, operator training, and other specific stipulations.
3. Identification in department head's inventory records of "on-loan" items.
4. Specific time limits for loan.
5. Periodic review of items on loan.

The department head loaning the equipment may require the borrower, if applicable, to record or report the usage time during loan, or other required usage data upon return of the item.

### **3.5.6 PHYSICAL INVENTORY PROCEDURES**

A physical inventory of all equipment for each property account (department) will be conducted at least once each fiscal year. The property manager will issue written instructions to each department head for required physical inventories; including establishment of dates of annual physical inventories and such other inventories as may be required. Arrangements will permit orderly and thorough physical inventories with a minimum disruption of normal activities. The instructions will include a requirement for the department head to conduct and certify the correctness and completeness of the physical inventory and the required report. Inventories may also include unannounced complete or spot check physical inventories.

Each annual physical inventory conducted within the University will include as a minimum the elements listed below:

1. Verify existence of all items charged to the property account.
2. Record appropriate data for any accountable item on hand for which the property account is not charged.
3. Verify legibility of inventory number on each item and report for replacement those that are missing or illegible.
4. Report absence of any item not on hand.
5. Verify specific location of each item.
6. Verify condition of each item.
7. Verify current utilization of each item.
8. Verify continued need for each item and when applicable report those that are surplus and available for transfer and those idle, in a sufficient amount of time to consider sharing use with other authorized activities.
9. Record precise date that each item was inventoried.
10. Record full name, title, and office phone number of individual(s) who performed inventory.
11. Provide signature of individual(s) above, certifying as to date recorded or verified.
12. Provide signature of the department head, dean or officer.

The property manager will maintain procedures to ensure that adjustments in property records resulting from physical inventories are properly recorded. Items charged to a department that appear to have been lost, abandoned, or not under the control of any individual or department will immediately be reported to the property manager for investigation.

The property manager will provide the vice president of business and finance a written report of results of annual physical inventories, and when appropriate, results of special inventories, including comments on effectiveness of the inventory, identification of problem areas or trends, corrective actions taken or planned, and recommendations for any actions required but not within the authority of the manager to accomplish.

### **3.5.7 DISPOSITION OF EQUIPMENT**

Disposition of equipment may be accomplished by any of the following actions and shall be recorded as:

1. Sold as surplus of salvage property.
2. Broken, unable to repair, and discarded.
3. Lost, stolen or otherwise missing noted in report to University police.
4. Transferred to another department.
5. Transferred to another agency of the State of Texas.
6. Traded-in on new property.

Relief from responsibility for equipment that has been disposed of by any of the methods listed above requires formal documentation. The property manager and the department head must insure that each deletion entry is entered promptly and accurately in the inventory records and that valid documentation exists. The property manager is responsible for collecting, on a monthly basis, data for deleting items of State owned equipment from inventory records for all property accounts under that jurisdiction. The property manager is responsible for assembling the required forms, verifying the completeness of the information contained therein, and transmitting the forms to the state auditor for final approval. The forms will be transmitted to the state auditor so as to arrive not later than the 20th of the following month. Final approval of the state auditor must be received by the property manager before an item of state owned equipment can be deleted from the inventory records.

### **3.5.8 SALE OF EQUIPMENT**

The University may sell equipment when it has been determined to be either surplus or salvage. "Surplus" equipment is that which is in excess of needs but still has some usefulness. "Salvage" equipment has no value for the purpose for which it was originally intended.

The department head will notify purchasing by written memo when they have surplus or salvage property. Send one copy of written notice to Central Supply. Central Supply will arrange a convenient time to pick up the equipment in the department. The equipment will be physically moved to a storage area. Purchasing will change the location and department to surplus property on the computer.

The agency head is authorized to sell in an orderly manner all surplus and salvage equipment. No item of equipment will be sold without the advance approval of the agency head. All requests for authorization for sale will include the inventory number and item description for each item of equipment.

At least once a year a listing will be made of the surplus and salvage equipment. The department heads will be notified in writing with a list of equipment. If the surplus equipment can be used by a department on-campus, the equipment will be transferred. If the university departments do not need the surplus equipment, a list will be prepared for advertisement for a surplus and salvage sale. All sales of equipment will be by competitive bidding, either by sealed bid or public auction, unless the agency head grants an exception. The sale will be advertised in the Canyon and Amarillo newspapers approximately twice a week in a 10-14 day calendar period.

Requests for surplus property sales will be initiated and submitted by the Central Supply supervisor to the property manager who will forward them for required approvals. The property manager will insure that there are written procedures for

sales by the surplus property activity that provide for sufficient public notice of each sale and timely solicitations of sealed bids, accurate description of items offered, adequate and convenient time for public inspection of items prior to sale, and provision of rejection of any and all bids. All sales will be for cash or bankable equivalent. Generally, bid forms will provide that all items sold, including scrap lots, will be removed by the successful bidder within 10-14 working days from the date of the sale.

A deletion request will be sent to the state auditor's office requesting removal of the equipment sold in the surplus and salvage sale.

### **3.5.9 CANNIBALIZATION OF EQUIPMENT**

"Cannibalization" of equipment is the dismantling of a piece of equipment for parts to be used as replacements in other pieces of equipment. Except in emergencies, cannibalization will be limited to the removal of serviceable parts and assemblies from the uneconomically repairable items of equipment, or components thereof, in order to install them on another item of equipment to make it operational.

The remainder of a cannibalized item and parts removed from the repaired item must be turned in to Central Supply for disposal.

### **3.5.10 DAMAGED OR DESTROYED EQUIPMENT**

After investigation of any item of equipment that is damaged or destroyed to determine responsibility, the property manager will initiate necessary action to report the item for inventory deletion.

### **3.5.11 LOST OR STOLEN EQUIPMENT**

When equipment is lost (missing) or stolen, the department head must notify the University Police and the purchasing department within 24 hours of discovering the item missing. A written notice should be sent to the purchasing department for documentation.

The property manager, after being notified by the department, will request an incident report from the University Police department. Notification will be made to the president and the department head, and recorded in State Property Accounting within 24 hours. The notice will describe the item, request an immediate search for the item, and will list the name and phone number of the individual to be contacted to report any information concerning the item. The property manager will insure that the condition code in the property account records for the equipment is noted "missing", with the date that this determination was made. The University Police department incident report will include the following information:

1. Identification of the person responsible for the equipment.
2. Date and place the item was last seen.
3. Manner in which the loss occurred.
4. Determinations if prescribed procedures were adequate to safeguard the equipment.
5. Recommendation for holding an individual or individuals monetarily liable and, if so, for what amount.

Any individual who, through misuse or neglect, causes or permits equipment to be lost, stolen, damaged or destroyed may be held monetarily responsible for the loss sustained as may be determined by proper authority.

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## **PURCHASING**

### **3.6 PURCHASING DATES AND DEADLINES**

No requisitions of any type or purchase orders issued under delegated authority will be honored beyond the following deadlines. The deadline date refers to the date of receipt in the purchasing office.

A. *Outside Requisitions:*

1. Organized Research and Restricted Research Accounts. Capital items (equipment \$500 and more), April 30. Other purchases, June 30.
2. Physical Plant, Farm, Ranch, Dairy and Library. Capital items (equipment \$500 and more), April 30.
3. All teaching departments. Capital items (equipment \$500 and more), April 30. Other purchases, August 30.
4. All other non-teaching departments. Capital items (equipment \$500 and more), April 30. Other purchases August 30.

B. *Internal Requisitions to:*

1. Central Supply, August 30.
2. Print Shop, July 31.
3. Media Center, July 31.
4. Maintenance jobs involving labor - May 31, Commodities - July 31, (except for special jobs must be able to complete before August 31.)

**\*\*Note\*\*** All interdepartmental requisitions must be filled and/or completed by August 31. Any request, which cannot be filled and/or completed by August 31, will be canceled and should be resubmitted on next year's budget if the merchandise or service is still desired.

**\*\*\*Funds cannot be requisitioned and carried forward beyond the end of the fiscal year for internal requisitions.**

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## **PURCHASING**

### **3.7 PRINTING PROCEDURES**

Printing is defined as any reproduction requiring type to be set. Reproduction of copy other than type being set is defined as “electronic reproduction”. **The University Communications Services department must approve** all printing and reproduction for the appropriate use of the University logo and name.

All printing jobs are routed thru the University print shop. The print shop will process the job(s) to one of our contracted printing vendors. If the contracted printing vendors are unable to meet your requirements then the Purchasing Department will discuss with you the proper way your printing needs will be handled.

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## **PURCHASING**

### **3.8 FORMS**

Requisition

Purchase Order

Central Supply Interdepartmental Requisition

Interdepartmental Requisition

Transfer of Equipment

Assignment and Loan of Equipment

Documentation for Reimbursement / Payment of Business Meals

Member Justification

Texas Sales and Use Tax Exemption Certificate

Physical Plant Request for Quote

Supplemental/Missing Document Form

Hotel Direct Bill

Cell Phone Application Form

Additional forms can be found at

<http://www.wtamu.edu/administrative/vpf/pur/forms.html>

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## **PURCHASING**

### **3.9 HIGHER EDUCATION ASSISTANCE FUND (HEAF)**

#### General

The Higher Education Assistance Fund was established to provide permanent capital funding for many state colleges and universities whose resources had been severely limited by the repeal of the ad valorem tax. The people of Texas approved an amendment, now Article VII, Section 17 of the Constitution, which created the Higher Education Assistance Fund. Appropriate expenditures and the use of the funds are as follows:

#### **3.9.1 Acquiring land with or without permanent improvements.**

Acquisition of land is the outright purchase of real property without improvements or rural property with permanent improvements located thereon for purposes other than the use for student housing, intercollegiate athletics or auxiliary enterprises.

#### **3.9.2 Constructing and equipping buildings or other improvements.**

Construction is the erection, installation or assembly of a new facility to include the addition, expansion, extension or replacement of an existing facility. Construction includes related site preparation, excavation filling and landscaping or other land improvements. HEAF funds are not available for auxiliary functions.

#### **3.9.3 Major repairs or rehabilitation of buildings or other permanent improvements, (not available for auxiliary functions.)**

Major repairs or rehabilitation is the restoration of a facility by alteration, conversion, rehabilitation or replacement of constituent parts or materials that have deteriorated by action of the elements or wear and tear in use and that have not been corrected through maintenance or minor repairs. Major repair/rehabilitation includes corrections of deficiencies and failed or failing major components of existing facilities such as roofs, foundations, heating, ventilating, and air conditioning systems and elevators.

Other permanent improvements include but are not limited to landscape development, utility systems, streets and sidewalks, parking lots, drainage systems and livestock fencing.

Fixed equipment are those items installed as a part of construction that are attached to a building or facility. Fixed equipment includes, but is not limited to, cabinets, fume hoods and mechanical equipment.

Furnishings are items that are not attached to the building or facility and support general office, classroom, conference room and library functions. Furnishings include, but are not limited to, desks, tables, filing cabinets, credenzas, chairs and bookcases.

Moveable equipment are items not attached to the building or facility that support specific functions and are often of a scientific or technical nature. Moveable equipment includes, but is not limited to, typewriters, computers, modems, printers, cameras, forklifts, microscopes, recorders and analyzers.

#### **3.9.4 Acquisition of capital equipment (not available for auxiliary functions.)**

Capital equipment is defined as fixed or moveable tangible assets to use for operations, the benefits of which extend over more than one fiscal year. These assets may be acquired through purchase from an outside vendor or by construction or development by university employees. Computer software operating systems and application programs are considered capital equipment. The development, excluding routine maintenance and acquisition of computer software, are includable equipment costs.

Equipment may also include the original contract or invoice price, freight in, import duties, handling and storage, specific in transit insurance charges, sales use and other taxes imposed on the acquisition, cost of site preparation, installation charges, charges for testing and preparation of use and cost of reconditioning used items when purchased. Maintenance agreements for one year, which are purchased as part of the original acquisition, are appropriate cost in this category.

#### **3.9.5 Purchase of library books and library materials.**

The purchase of library books and library materials for permanent retention is only allowed if these purchases will be located in a designated library. The approved designated libraries are as follows:

1. The Cornette Library;
2. Music Library - located in Mary Moody Northern Hall and operated by the music department;
3. Learning Center - located in the Cornette Library and operated by the department of education;
4. Learning Resource Center - located in the ET Building and operated by the division of nursing.

When submitting requisitions for the purchase of library books or library materials to be maintained in one of the above designated libraries, the department should include the following statement on the requisition. **PURCHASE OF LIBRARY BOOKS AND/OR LIBRARY MATERIALS TO BE LOCATED IN THE \_\_\_\_\_ LIBRARY.**

The purchase of periodicals, publications or subscriptions by individual departments, which will be housed in that department instead of one of the above-approved libraries are not approved expenditures for HEAF funds.

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## **PURCHASING**

### **3.11 REIMBURSEMENTS AND PAYMENTS OF BUSINESS MEALS**

Reimbursements and payments of business meals must include required documentation answering the following questions – “Who, what, when, where, and why?” This information may be provided on [Documentation for Reimbursement/Payment of Business Meals](#) form, on the face of the requisition, or on an internally developed form. This documentation should be included with all food purchases - reimbursements to individuals, payment to vendors (including Aramark), and procurement card purchases. A business meal is defined as “a meal consisting of both University and non-University employees with a specific University business function.” Sales tax may be paid on business meals.

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*Revised 6-01-11*

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**PAYMENT ON PROFESSIONAL SERVICES CONTRACT**

9.1 Guidelines

9.2 Requisitions

9.3 Professional Services Agreement

*Effective 9-01-01*

*Revised 6-01-11*

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## **PAYMENT OF PROFESSIONAL SERVICES CONTRACT**

### **9.1 GUIDELINES**

A professional services agreement can be used only when an employer-employee relationship does not exist between WTAMU and the person performing the services. Generally, an employer-employee relationship exists if the person for whom the services are performed has the right to control and direct the individual who performs the services. This right to control and direct pertains not only to the results of the work but also to the details and means by which the results are performed; having the right to do so is sufficient. Twenty factors have been identified to determine whether sufficient control is present to establish an employer-employee relationship. The importance of each factor varies depending on the occupation, the factual context in which the services are performed and individual interpretation. No one factor is determinative. Additionally, if an individual receives a form W-2, "Wage and Tax Statement" from WTAMU, the IRS will take the position that all income paid to the individual is earned as an employee.

Another factor in determining whether or not a person can be hired under a professional services contract is previous employment with WTAMU or another part of the System. System policies state that no funds appropriated to WTAMU may be used to enter into a consultant or professional services contract with any individual who has been employed by the System within the past 12 months.

The professional services agreement included in this section includes definitions and instructions on the reverse side.

[Twenty Factors IRS Considers to Determine a Worker's Status](#)

*Effective 9-1-01*

*Revised 6-01-11*

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## **PAYMENT ON PROFESSIONAL SERVICES CONTRACT**

### **9.2 REQUISITION**

An outside requisition is required to process a payment for a professional service (see professional services form on 9.3). The requisition should contain the following information:

- 1) Department to be charged for the service;
- 2) Account number of department to be charged;
- 3) Person requesting the payment;
- 4) Approval of department head;
- 5) Date of request;
- 6) Approval of appropriate dean or senior officer;
- 7) Name and complete mailing address of vendor;
- 8) Description of professional service and date of service;
- 9) Amount of professional service, and
- 10) Any special instructions.

This completed requisition should be submitted to the purchasing department with a completed [Professional Services Agreement](#) attached. Blank requisitions may be obtained through the purchasing department.

*Effective 9-01-01*

*Revised 6-01-11*

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## **PAYMENT ON PROFESSIONAL SERVICES CONTRACT**

### **9.3 PROFESSIONAL SERVICES AGREEMENT**

A professional services agreement must be attached to every requisition submitted to the purchasing department for payment of a professional services contract (see example on the following page). The form must be completed per instructions and definitions on the reverse side of the form.

Submit the completed Professional Services Agreement with the requisition to the purchasing department by noon on Tuesday to insure payment by the following Friday. Blank Professional Services Agreements may be obtained through the Accounting and Business Office.

[Professional Services Agreement](#)

*Effective 9-1-87*

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## **14 EQUIPMENT REPAIRS (service calls)**

### Computer Equipment

Call HELP Desk 651-4357

Information needed:

Make and model

WT #

Serial #

Dept. and person's name to contact

Problem

### Minolta Copiers:

Call Tascosa Office Machines 373-6268

### Canon & Sharp Copiers and Fax Machines

Call Tascosa Office Machines 373-6268

### Typewriters

Call Tascosa Office Solutions 359-0691

Xerox Copiers 1-800-894-0831

### Fax Machines

Call Tascosa Office Solutions 359-0691