

University of Kentucky, College of Nursing

Purchasing Procedures

All purchases made on the behalf of the University of Kentucky must be made in accordance with the University of Kentucky Business Procedures Manual <http://www.uky.edu/ufs/business-procedures-manual> . The Business office will interpret these policies & procedures and ensure compliance with University requirements.

The following procedures are to be used for all purchases made within the College of Nursing.

- A. **Prior to order placement, a purchase request form must be completed and submitted to the CON business office for approval.** This policy is in place to ensure that the College is compliant with University purchasing guidelines and to ensure funding is available. The interactive PDF purchase request can be found on the CON website under faculty/staff resources:
http://www.uky.edu/nursing/sites/www.uky.edu.nursing/files/CON%20Order%20Form%202016-17_2.pdf
- a. To ensure the timeliest processing of your order request be sure all the information requested on the purchase request is complete. You will be contacted by the business office if there are any concerns regarding your request.
 - b. Complete/sign the purchase request form electronically and submit via email to conorders@uky.edu. Signature authority can be delegated if the program or project leader chooses. The business office must have documentation of the delegated signature authority on file. If you wish to delegate signature authority, please contact the Assistant Dean for Finance or the Chief Budget Officer.
 - c. The requester must sign in the appropriate field. The responsible party or delegate of the funding source will need to sign as the Budget Authority Approval. If grant funds are being used the PI or delegate must sign the PI approval line.
 - d. The purchase request must include the source of funding that will be used for the expense.
 - e. The purchase request must include a statement regarding the business purpose and/or benefit to the grant funded project. Your order request will be returned if this information is not included on the purchase request.

B. The CON business office will review the request, the source of funding and will determine who in the CON business office will be reviewing your request. The CON grants financial analyst will review all requests for grant accounts (304xxxxxxx or 32xxxxxxx), the Chief Budget Officer will review all other requests.

C. Once your request has been approved by the business office it will be forwarded to the CON purchasing expert for processing, please allow 2-3 business days for your order request to be completed from the time of submission. The CON Business Office will follow the University's purchasing policies and procedures for all purchases. This may result in the need for additional documentation for your order to be successfully processed. University purchasing policies and procedures can be found by following this link: <https://purchasing.uky.edu/> Please note you will need to login using your UK

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credentials to access this information. Once your order has been processed, we will make every effort to send an email confirmation.

D. Pre-approval Requests: If your purchase requires you to personally complete the purchase you will need to follow all purchase request guidelines. Be sure to note in the special considerations section that you will need to use the CON Procard for this purchase. You will receive an email notification of your approved request along with the approval confirmation number. Once you receive the approval confirmation you may proceed with the procard check out process from the CON business office. Please have your order approval number on hand. The Procard and receipt for the purchase will need to be returned to the business office the same business day.

E. The internal purchase order number or University requisition number will be used as a tracking number for all purchases. It should be noted on all correspondence relating to the purchase. **All packing slips must be signed/dated and turned into the CON business office.** In the event that a vendor did not include a packing slip please send an email or note to the business office stating that the items have been received and be sure to reference the purchase order #. All invoices must be submitted to the business office to ensure proper payment processing. In efforts to ensure the CON is compliant with the policies for document retention we must have all documents. If you need copies of any documentation, please contact the business office and the information will be provided to you.

F. Shipping packages from CON:

If you are sending a package via UPS/Fedex submit your purchase request form per normal procedures and be sure to note the expected shipping date. List the preferred shipping company in the Vendor section. If shipping same day please bring the prepared package to the CON business office Room# 315W no later than 2:00pm. Alternatively you can provide the requested information below and we can email you the airbill for placement on the package and the requestor can coordinate getting the package to a local shipping office or dropbox.

Please be sure to include the following information on your request form:

- a. Ship To address and contact information
- b. Your contact information
- c. The dimensions of the package
- d. The weight of the package
- e. If applicable the amount you want to insure the package for
- f. The airbill will be completed as directed and the package will be shipped per the instructions. You will be contacted asap in the event there is problem with the information provided.

If you will be using the USPS service, please take your completely prepared package to the mail room. If you will be using a postal code that is related to a specific account, you will need to complete a mail card and use the appropriate account number and corresponding postal code.

Postage stamps can also be purchased from the University post office, this process can take 2-3 business days to complete.

G. **Printing**

a. Business Cards

i. **To order business cards, the business card order form needs to be completed and submitted to conrders@uky.edu for processing.** This form can be found on the CON website under faculty/staff resources <https://www.uky.edu/nursing/sites/www.uky.edu.nursing/files/Business%20Cards%20Order%20Form.pdf>

The CON uses Southland Printing Company for our business card needs.

To update your business cards please provide your current card with any updates/changes that need to be made. You will receive a proof of your business card which will need to be approved by you prior to printing

H. **Food Orders**

a. On-campus events that will be catered you must chose a UK approved caterer, <http://www.uky.edu/Purchasing/catererslist.htm> Please note you will need to login using your UK credentials to access this information.

b. Complete the CON Purchase Request form (see above) and submit to the business office preferably no later than 7 business days prior to your meeting/event. Most food orders can be paid by using a University Procard

c. To ensure timely payment of the expense the following documentation must be submitted to the CON Business Office:

1. Original itemized receipt or itemized invoice
2. List of Attendees with UK affiliation listed for each
3. Meeting Agenda

I. **Faculty/Staff or Student Awards**

a. All awards must have a current approval code prior to being purchased or given

i. Approved Faculty/Staff awards can be found here

<https://www.uky.edu/ofa/awards-honors>

ii. Approved Student awards can be found here

<https://www.uky.edu/advisors/administrative>

b. Administrative steps for processing new award requests

i. Approval must be obtained from the appropriate CON leadership

ii. The following information needs to be provided to the CON business office for submission to university officials for review/approval. Please allow 10-14 business days for processing:

1. Award Name
2. Description
3. Purpose

4. Selection Criteria
5. Award Type
6. Award Value
7. Funds Source

iii. You will be notified by the CON business office once approval has been received. Awards cannot be given or purchased until university approval is received and an award code is assigned.

J. Discretionary Expenditures

The University has strict guidelines that the CON must follow regarding discretionary purchases. The CON business office will distinguish these types of expenditures for the College of Nursing based on the information provided in the order submission. All CON discretionary expenses must contain the CON Dean approval. If a purchase is deemed discretionary at the time of review the business office will route the request to obtain Dean's approval if the approval is not already in place. Please note this may create a processing delay.

The University discretionary policy can be found here:

<https://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/bpm/E-7-10.pdf>

K. Independent Contractor Hires

First step is to determine if a vendor should be classified as an independent contractor. There are several factors used to determine the appropriate classification. In efforts to assist with the appropriate classification UK's Human Resource department requires the worker status evaluation form to be completed. The link to this form is below.

<https://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/eforms/workerstaturevaluationform.pdf>

Please note: If the answer to any of the questions on this form is yes, your vendor will need to be paid as an employee.

Additional documentation that will be required for hiring an independent contractor is a completed scope of work form. The link to this form is below.

<https://www.uky.edu/hr/sites/www.uky.edu.hr/files/eForms/IndependentContractorScopeWork.pdf>

These forms must be accompanied by a CON purchase request form. Please be sure to establish the purchase order form and the scope of work form for the entire scope of work to be performed within the current fiscal year. New documents will be required each fiscal year.

The University's policy regarding hiring independent contractors can be found here:

<https://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/bpm/E-7-3.pdf>

For all your purchasing needs please contact the CON Business Office with any questions you may have.

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