

Internal Audit

INTEGRITY, OBJECTIVITY, CONFIDENTIALITY, COMPETENCY

Making University Purchases

When a department needs a commodity or service, purchases can be made by using either a purchasing card (p-card) or by purchase requisition. Your first choice should always be the p-card, if one has been issued to your department, and the expenditure is allowable under p-card procedures.

If the purchase is not allowable by p-card, completing a requisition is required PRIOR to making the purchase. Allow enough lead time for deliveries and services to be completed without placing your department in an emergency situation. Once a requisition has been submitted to Procurement Services, they will create a purchase order to be sent to the vendor.

As we begin the new academic year, here are a few other helpful reminders:

- ALL university purchased goods must be delivered to the University address.
- Training for purchasing by requisition or by p-card is available to any University employee at any time. Contact Lisa Corbin (x1130) in Procurement Services to schedule a training time for new employees or a refresher session for existing employees.
- Procurement Services has established contracts with a variety of vendors to obtain pricing and services most favorable to University interests. Contact Procurement Services to determine if you are able to

utilize one of these vendors. Examples include contracts for rental cars, computers, and office supplies.

- All contracts and purchase agreements must be reviewed by Procurement Services and the Office of the General Counsel.
- Sufficient budget must be available in order for Procurement Services to process a requisition. Contact the Budget Office with questions regarding your department's budget.
- If you have any questions regarding the purchasing process, you are encouraged to contact Procurement Services.

Policy Links

Procurement Services Purchasing Manual can be found at:

http://www.fgcu.edu/AS/Finance/secure/Section_4.pdf

P-Card Manual can be found at:

http://www.fgcu.edu/AS/Purchasing/Files/Cardholder_Manual_Rev_8-8-13_Final.pdf

New FGCU Policy 1.013 Contract Review can be found at:

http://www.fgcu.edu/generalcounsel/files/policies/Policy_1_013_Contract_Review_070115.pdf

**Have a great year
and
GO EAGLES!**

Challenge Question

Which of the following is a non-allowable p-card expenditure?

- Training Materials
- Registration Fees
- Mobile Computing Devices
- Consumable Office Supplies

Send responses to Jena Valerioti at jvalerioti@fgcu.edu by **Friday, September 4th**.

Correct responses will be entered into a drawing for a **\$15 Starbucks gift card**.

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Resource Links



FGCU Regulations
<http://www.fgcu.edu/generalcounsel/regulations.asp>
FGCU Policies
<http://www.fgcu.edu/generalcounsel/policies.asp>