

 VILLANOVA UNIVERSITY	Policy: Methods of Procurement
	Submitted By : John Durham
Financial Affairs Department Procurement Policies and Procedures	Approved: January 24, 2007

Policy

There are a number of different methods that University departments may use to procure goods and services. The appropriate method for particular types of purchases varies according to the type of item being purchased, as well as the amount of the purchase, and certain other circumstances surrounding the purchase.

The Villanova Procurement Matrix was created to enable departments to determine the appropriate method of procurement for a particular good or service. Depending on the particular item being purchased, the dollar amount of the purchase and other circumstances surrounding the purchase, departments may procure goods and services using one of the following methods: the Procurement Card, Purchase Requisitions, Blanket Orders, Requests for Payment, Sole Source Vendors with Electronic Invoicing, Interdepartmental Purchases, Business Expense Reimbursement, Travel Expense Reimbursement, and departmental Petty Cash accounts.

The Procurement Matrix lists items that are routinely purchased at the University and indicates the appropriate purchasing method(s) for each item. Special notes are listed at the end of the Matrix for dollar amount restrictions, bidding requirements, and insurance requirements. Any items that have links associated with them will refer you to contracts and pricing already established with preferred/contracted vendors for those items. Information regarding preferred vendors can also be found in the Procurement Yellow Pages, on the Procurement Department website.

The Procurement Department should be contacted for assistance with regards to items not listed on the Matrix.

Procedure

1. **Procurement Card** – The Villanova University Procurement Card program has been established to provide Departments with a convenient and efficient means of purchasing low-dollar amount items and, to reduce the transaction costs associated with initiating and paying for these purchases. There is an individual transaction limit (\$2,500) along with a monthly card limit (\$7,500) which applies to Procurement Card purchases. If a purchase would exceed either limit, a Purchase Requisition must be used. Procurement Card purchases must comply with the applicable policies listed in the Procurement Card Policy and Procedures (found on the Procurement Department Website)

2. **Purchase Requisition** – Purchase requisitions are orders for goods or services which Departments initiate by processing requests in the SCT Banner system or through Novasis. Requisitions are electronically presented for the appropriate levels of approval based on the dollar amount of the order, and after approval, the dollar amount of the order is encumbered against the

department's budget. Once approved, requisitions are electronically forwarded to the Procurement Department for review, approval, and conversion into Purchase Orders. Please see [Purchase Requisition Policy](#) for additional information regarding processing purchase requisitions.

3. **Blanket Orders** – Blanket purchase orders may be issued on behalf of departments having frequent, relatively small, or emergency needs from a designated vendor. Blanket orders are set for a particular time frame (usually one to three years) and for a predetermined amount. Blanket orders are typically issued for supply-type commodities, such as supplies for routine maintenance and repair, and scientific supplies for laboratories. They do not create encumbrances against department budgets in the Banner system. Please see [Policy on Blanket Purchase Orders](#) on the Procurement Department website for more information regarding blanket purchase orders.
4. **Requests for Payment** – Requests for Payment are a means to process payments for services or products when a requisition, procurement card, or blanket order was not utilized for a purchase. Individual departments are responsible for placing these orders directly with vendors and for submitting the correct paperwork to the Procurement Department for payment. Please see [Policy on Requests for Payments](#) on the Procurement Department website for more information.
5. **Sole Source Vendors with Electronic Invoicing** - A variety of items have been competitively bid and awarded to one vendor by the Procurement Department. In order to streamline the payment process for these commodities, an electronic invoicing process has been set up with the vendor. Purchases across all University departments are paid for from one invoice which is submitted electronically to the Procurement Department by the vendor. Journals entries are utilized to charge individual department budgets. Please refer to each item's individual website (accessed through the Procurement Department website) for detailed instructions for each particular item.
6. **Interdepartmental Purchases** – Certain items are purchased from other campus departments. Charges for these items are charged against individual department budgets through journal entries.
7. **Travel Expense Form** – [Travel Expense Forms](#) are used for pre-approved travel for University business, such as attendance at seminars, conferences, and meetings. It is the traveler's responsibility to submit all expenses to the Procurement Department in a timely manner, in accordance with IRS regulations. Please review the [Travel and Business Expense Policy](#).
8. **Business Expense Reimbursement Form** – [Request for Reimbursement for Business Expenses Form](#) is used to reimburse employees for University business-related expenses which were paid for from the employee's personal funds. Due to the availability of the Procurement Card and departmental petty cash accounts, the need for payment via this method should be minimal. Please review the [Travel and Business Expense Policy](#)
9. **Departmental Petty Cash Accounts** – Departmental petty cash accounts are used to facilitate small cash disbursements, for appropriate University business, where: 1) it is not cost effective or practical to process a check for payment, and 2) the payee does not accept the University Procurement Card for payment. Please see [Policy and Procedures Related to Petty Cash Accounts](#) for more information.