Purchasing and Accounting Procedures

1. Faculty/Staff member will identify item or service to be purchased*.
   a. If a graduate student will be involved in the purchase or request of an item or service, their supervising faculty/staff member must be involved (as indicated in item 2 below) in the completion of the SHS purchase request form.
   b. *If an individual item, collective items, or service from one vendor is ≥$10,000, the purchase request must be sent to Procurement Services; SHS will initiate this purchase once the below information pertaining to the purchase request form is completed and the request is approved. Note: A “sole source” form must be filled out for such purchases. [https://bf.memphis.edu/forms/procurement/sole.html](https://bf.memphis.edu/forms/procurement/sole.html)
   c. Prior to completing step 2 below, faculty/staff member should confirm that adequate funds are available within indicated account. If not, the purchase request should not be completed and the item or service should not be ordered.
      i. SHS Business Officer should confirm that funds are available if purchase request is submitted.

2. Faculty/Staff member will complete a Purchase Request Form, which can be found on the SHS website: [http://www.memphis.edu/shs/faculty/faculty_staff_forms.php](http://www.memphis.edu/shs/faculty/faculty_staff_forms.php) Submission of the form must either be a signed, hard copy (placed in the Dean’s box in FH 106) or emailed to the SHS Business Officer. (The email from the faculty/staff member will serve as that faculty/staff member’s signature.)
   a. All information must be completed in order for the form to be approved. This includes the following:
      i. Requestor’s name
      ii. Vendor
      iii. Index number to be charged (six digit number; if unknown, check with Business Officer before submitting)
      iv. Product Description
      v. Catalog Number
      vi. Quantity of item
      vii. **Actual cost** of item or service (not an approximation of cost)
      viii. Justification for item or service (to include the type of request such as supplies, travel, animal care, technology, membership dues, instructional, etc.)
      ix. Signature
      x. If the item has already been purchased/ordered, the box at the top right of the form needs to be completed (PO#, Confirmation #, and Vendor Phone)

3. The Dean will review the purchase request form and approve or deny the request. If the request is denied, the faculty member will be informed.
4. If the purchase request is approved, one of the following options will be executed. The faculty/staff member should consult with the SHS Business Officer to determine which option will be used.
   a. The faculty/staff member will purchase the item or service requested.
      i. If the purchase is to be made using a personal payment method (e.g., credit card), the faculty/staff member should retain the itemized receipt and submit this for reimbursement within two weeks of the purchase. This itemized receipt should be accompanied by a credit card statement showing the charge (assuming a credit card was used to make purchase).
         1. If the vendor charges sales tax, the faculty/staff member should submit a tax exempt form at the time of purchase. The form can be requested from the SHS Business Officer. With the exception of food, the University will not reimburse the cost of sales tax.
         2. If the reimbursement is for food, and itemized receipt must accompany the receipt showing payment and tip. Accounting will NOT reimburse meals without an itemized receipt.
   b. The SHS Business Officer or an assistant will purchase the item or service requested.
      i. If purchases are made using Tigerbuy or via other sources.

5. Once the purchase is made, the SHS Business Officer will enter the purchase into the relevant account spreadsheet. A separate spreadsheet will be available for each account within SHS.
   a. The entry will include the purchase date, the vendor, the item or service purchased, and the total cost.
   b. If employee salaries are being paid from an account, the faculty member should work with the SHS Business Officer to determine the amount that should be deducted for each pay period.
   c. It is highly recommended that faculty members maintain an account spreadsheet of their own, so that debits and credits can be checked against those indicated on the account spreadsheet provided by the SHS Business Officer (see below).

6. If a new account is created (e.g., grant, FRG, online) and information for the account is provided to a faculty member, the faculty member should provide this information to the SHS Business Officer upon receipt. This is needed so that the SHS Business Officer can establish a new account spreadsheet.

7. At the end of each month, the SHS Business Officer will submit an electronic account spreadsheet via email attachment which will include each account held by a faculty member (e.g., grant, start-up, FRG). In the case of online revenue accounts, a named faculty member acting on behalf of the academic unit (likely the unit coordinator) will receive this account spreadsheet.
   a. The account activity will include all activity associated with the account, from account inception. It will not simply include activity within one specific month.
      i. Most account activity will include debits, as incoming revenue is rare. In the case of online accounts or other accounts in which revenue is included, entries will be written in “positive” numbers to indicate a credit rather than a debit to the account.
      ii. Prior to submitting these account spreadsheets, the SHS Business Officer should confirm via the UofM Banner system that debits and credits are accurate for each account. If not, items should be investigated before releasing the account spreadsheet to faculty.
   b. Faculty members who have very little activity in a given account and who do not desire to receive the electronic file of account activity should “opt out” by informing the SHS Business Officer.

8. At the end of each quarter (September, December, March, June), in addition to the end of May (for end of fiscal year preparations), the SHS Business Officer will print hard copies of each account spreadsheet held within the school, collate all spreadsheets, and submit to the School Dean for review. The Dean and Business Officer will review accounts together as needed.