1. Purpose
The purpose of this procedure is to ensure appropriate internal requisition and purchasing controls are implemented and exercised.

2. Related Policy/Authority
Policy 1015

3. Faculty/Staff Responsibilities
Vice President of Administration/CFO is responsible to ensure that an overall structure of sound internal controls is implemented, GAAP is followed in all accounting, and that all external regulations and requirements for routine business transactions are addressed in the control and reporting structure. The VP of Administration/CFO is responsible to periodically review the structure and implementation of internal controls, and to regularly review all financial reports presented to the Ownership, the Board, the Debt Trustee, and any governmental agency or accrediting body.

The Controller is responsible for the implementation and oversight of these procedures.

4. Definitions/Abbreviations
GP = Microsoft Dynamics GP (Great Plains) software system, the central finance and human resources administrative software system

PR = Purchase Requisition

RR = Receiving Report

PO = Purchase Order

5. Procedural Steps
Purchase Requisition
Purchase Requisition (PR) are the requisitions entered by the Department’s designee or Administrative Assistance into GP. Regardless of the dollar amount a department is required to enter a PR prior to obtaining goods and services. No purchase may be made until the PR has been reviewed and approved by the Department Director/Chair and by the Controller and/or Assistant Controller.

Purchase Order Disbursement
Upon delivery of goods or services, vendors will submit invoices to Accounting Technician in the Finance office. If a requestor receives an invoice directly, submit the original invoice to the Finance office. Payments are initiated by the Accounting Technician upon receipt of an invoice from the vendor. All vendor invoices must reference the Purchase Order number, not the Purchase Requisition.
Receiving information
A receiving report (RR), which includes either notification that goods have been received and meet expectations, or authorization to pay for services rendered, must be completed by the requestor and submitted to the Finance office to authorize the payment. Each month, Accounting will match approved PR, RR and invoices to authorize cash disbursements. Requestors will be prompted for RR upon receipt of invoice.

Issuance of Payment
Checks and ACH transfers are processed and released on Friday. Checks will be mailed to vendors unless a check pick-up has been expressly requested and approved on the PR; in this case, the Finance office will provide the payment to the requestor.

Accounting Technician will make every attempt to process invoices that have discount payment terms within the discount period. All other invoices are paid within 30 days for the invoice date (net 30), unless other payment terms have been agreed.

There is a weekly disbursement approval cycle; questions about pending disbursements should be directed to the Finance office. A pending disbursement request will be in one of the following stages:
  a. Under review
  b. Approved or declined (declined requests will be returned to the requestor immediately)
  c. Approved but waiting for payment scheduling
  d. Scheduled for payment
  e. Paid

Credit Card Purchases
Any purchases made with the BCOM credit card must have an approved purchase requisition or approved travel requisition before proceeding with any expenditure
NOTE: The only exception will be given to the CEO or CAO. A purchase request will be completed in arrears by either party that utilizes the card.

Expense Reimbursement
An employee may purchase goods and/or services out of pocket. The employee will complete and submit an Expense Reimbursement Report (ER) form [https://bcomnm.org/finance/finance-forms] to the Finance office along with original receipts within 7 business days after the purchase was made.

Approval process for the ER is the same as for PR process. In general, purchases of goods and services should be made through the PR process, rather than through the ER process; justification for the use of the ER for non-travel expenses will be required as a part of the submission.

Travel Expense/Reimbursement
Refer to SOP FIN.018.00 for Travel Expense/Reimbursement.

6. Reports/Charts/Forms/Attachments/Cross References
N/A
7. Maintenance
Office of the Controller; updated whenever an external reporting requirement is added or changed.

8. Signature
Signature on File 8/28/19
Jennifer Taylor, VP Administration/CFO Date

9. Distribution List
Internal/External

10. Revision History

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Subsection #</th>
<th>Summary of Changes</th>
<th>New/Cancellation/Replacement Procedure? (if applicable)</th>
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