

SFA Purchasing Responsibility Policy

Title: SFA Purchasing Responsibility Policy

Policy Owner: School of Fine Arts

Applies to: SFA Faculty, Staff, Students

Campus Applicability: UConn Storrs and Regional Campuses

Effective Date: April 1st, 2022

For More Information, Contact School of Fine Arts Financial Services Office

Contact Information: sfafinancial@uconn.edu

Official Website: <https://sfa.uconn.edu/office/faculty-resources/financial-services/>

REASON FOR POLICY

To support the need to procure goods and services for the School in a timely and cost-effective manner, while ensuring that as a state agency, all purchasing/non-payroll payment activity adheres to various State, University and School of Fine Arts policies and procedures.

APPLIES TO

SFA Faculty, Staff, Students

POLICY STATEMENT

The SFA Purchasing Responsibility Policy establishes the responsibilities for the requestor, Department Head/Director, SFA Financial Services Office, purchaser and the SFA Assistant Dean/COO in the purchasing/non-payroll payment process. Additionally, it defines the responsibilities for work occurring outside of SFA.

POLICY

Roles and Responsibilities

Requester Responsibilities

If purchasing via your own ProCard:

- Obtain budget approval and KFS account from your Department Head/Director for any purchase that is not utilizing your own research funding (Scholarship Facilitation funds, Research Grants, IDC accounts, area funds, etc.).

If requesting the purchase/payment be made by the SFA Financial Services Office:

- Obtain budget approval and KFS account from your Department Head/Director for any purchase that is not utilizing your own research funding (Scholarship Facilitation funds, Research Grants, IDC accounts, area funds, etc.).
- Submit a SFA Purchasing Request Form in HuskyBuy for pre-approval, being mindful to complete the form with detailed information about the purchase/payment you are requesting – including completed invitation letters or quotes.

Department Head/Director Responsibilities

Once the purchase request is received from the requestor, determine if the purchase falls within the budget before approving. If unsure, please consult with the Financial Services Office prior to approving the request.

Consult with Assistant Dean/Chief Operations Officer (COO) in the following situations to ensure that the budget is adhered to, and any further documentation is filed, as necessary;

- Equipment purchases reliant on facility infrastructure, such as a Kiln. UConn mandates that a project/equipment request form be completed.
- Purchases over \$10,000
- Facilities related purchases, such as key requests

The examples above should be submitted through the SFA Purchasing Request Form. If approval is obtained through email communication, please attach correspondence to the SFA Purchasing Request Form.

SFA Financial Services Office Responsibilities

Review and approve purchases against budget and ensure compliance with applicable policies and procedures.

Process procurement requests submitted through the SFA Purchasing Request Form.

Assist requestors with providing details related to applicable policies and procedures.

Assistant Dean/Chief Operations Officer (COO) Responsibilities

Review the following types of purchase requests to ensure compliance with State/University policies and procedures

- Equipment purchases reliant on facility infrastructure
- Purchases over \$10,000

- Facilities related purchases, such as key requests
- Unauthorized purchases

All purchases will be delivered to the respective Department Administrative Offices, Production Facility loading dock or the Central Warehouse. No deliveries will be accepted at the Dean's Office.

Purchasing Activity Outside of the Purchasing Request Policy

Travel

Travel related purchases/reimbursements, including registration fees are the responsibility of the traveler. We recommend all travelers apply for a University Travel Card to reduce out-of-pocket expenses. Registration fees (including for virtual conferences) are allowable on the Travel Card and therefore should not be purchased on a University ProCard or by the SFA Financial Services Office. Please refer to the University Travel Policy and the SFA Travel Policy for more guidance.

Purchasing/Payments/Hiring for work occurring outside of SFA

Work occurring on projects outside of SFA should be delineated from work that occurs within the School. This includes external grants and other funding that is not held within SFA. This helps to ensure that items are processed through the appropriate workflow, obtaining the necessary approvals, and adhering to any internal policies that may be associated with the home unit.

PROCEDURES

Follow the applicable steps as outlined in the above policy for obtaining approval for making your own purchases or for requesting the SFA Financial Services Office make the purchase/non-payroll payment on your behalf.

Please refer to the following lead-times for purchases to be processed within the Financial Services Office. Some purchases may take longer due to supplier setup and stipulations. Supplier setup can be completed within the same day but may also take several weeks – the length of time is mostly contingent upon the requested supplier properly completing their profile in a timely manner. These lead-times are intended to give a general sense and are not a guarantee of turn-around.

- Procurement Card (ProCard) Orders
 - For [eligible payments](#) under \$5,000, to suppliers that are not on contract or have an active record in HuskyBuy (i.e., if either of these are true, they should be submitted in HuskyBuy and not processed on the ProCard).
 - 2-3 days – contingent on tax exempt status with supplier
- Disbursement Vouchers (DVs)
 - For direct payments that do not require a Purchase Order and are either under \$2,500 or that cumulative total to supplier within the current Fiscal Year is under \$2,500 across the entire University
 - 2-3 days – contingent on supplier being active in HuskyBuy
- Purchase Orders (POs)
 - For payments \$2,500 or more that cannot be made on the ProCard or that require a signature/agreement of terms stipulated by the supplier

- Up to 3 weeks – contingent on supplier being active in HuskyBuy
- Personal Service Agreements (PSAs)
 - 30-90 days, dependent upon value

Special Payroll Authorizations

If work is to be completed by a current State of Connecticut employee, relative of a UConn employee, or by someone who has left state payroll within one year, the request should not be submitted through the SFA Purchasing Request Form. Please see the SFA Payroll Policy for further details and consult with your department Administrative Assistant.

- 6-8 weeks - contingent on the prospective employee already being listed in the correct PageUp search

Please see the SFA Purchasing Workflow Chart for further details regarding payment methods.

RELATED POLICIES

SFA Supplier Onboarding Policy - *in progress*

[Accounts Payable Policies and Procedures Manual](#)

[Payment for Personal Services](#)

SFA Unauthorized Purchasing Policy - *in progress*

SFA Special Payroll Policy - *in progress*

[University Special Payroll Policy](#)

[University Travel and Entertainment Policy](#)

[University Student International Travel Policy](#)

SFA Travel Policy

POLICY HISTORY

Policy Created: Approved by SFA Leadership 03/31/2022

Revisions:

n/a