Mission Statement

The mission of the Office of Procurement is to support and supply the needs of our campus constituents in ways that demonstrate the core values of Alvernia University, especially collegiality and service.

In accordance with the commitment of Alvernia to excellence, sustainability and environmental responsibility, we seek to acquire quality products and provide services that support the work of faculty, staff, and students, and reduce and manage risk to the University and its constituents. We strive to work in harmony with the University’s policies, strategic plan, and goals, and are committed to professional customer and supplier relationships. Our practices comply with the National Association of Educational Procurement’s Code of Ethics.

Code of Ethics

1. Give first consideration to the objectives and policies of my institution.
2. Strive to obtain the maximum value for each dollar of expenditure.
3. Decline personal gifts or gratuities.
4. Grant all competitive suppliers equal consideration insofar as state or federal statute and institutional policy permit.
5. Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
6. Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
7. Receive consent of originator of proprietary ideas and designs before using them for competitive purchasing purposes.
8. Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier; and/or be willing to submit any major controversies to arbitration or other third party review, insofar as the established policies of my institution permit.
9. Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.
10. Cooperate with trade, industrial and professional associations, and with governmental and private agencies for the purposes of promoting and developing sound business methods.
11. Foster fair, ethical and legal trade practices.
12. Counsel and cooperate with National Association of Educational Procurement members and promote a spirit of unity and a keen interest in professional growth among them.
Table of Contents

Procurement Policy .................................................................................................................. 5
Airline Travel ............................................................................................................................. 7
Auto Rental ............................................................................................................................... 8
Bookstore .................................................................................................................................. 10
Business Cards .......................................................................................................................... 10
Catering ...................................................................................................................................... 10
Cell Phones ................................................................................................................................ 11
Certificates of Insurance ............................................................................................................... 12
Contract Authority ..................................................................................................................... 13
Office Supplies ........................................................................................................................... 15
Photocopying .............................................................................................................................. 15
Procurement/Credit Cards ........................................................................................................ 16
Purchase Requisitions ................................................................................................................ 18
Signature Authority ..................................................................................................................... 18
Stationery Supplies .................................................................................................................... 18
Vending Machines ...................................................................................................................... 19

Please direct questions to:

Lead Procurement Associate – Ann Nawrocki - 610-796-8428
Accounting & Procurement Associate – Denise Heck – 610-796-8338
Procurement Policy

Purpose: To ensure that purchases are completed in compliance with University policies and to use good procurement practices to promptly obtain the best quality of goods and services at optimal prices by leveraging the University’s buying power.

Policy:
All purchases over $1,000 require a fully completed and signed Purchase Requisition submitted to the Procurement Office. This centralized purchasing process includes the purchase and/or lease of materials, equipment, supplies and services. Procurement is responsible for providing the oversight of all University procurement policies. All Purchase Requisitions will be reviewed to ensure compliance, use of cooperative buying groups, and request for proposals to achieve the best overall value for the University.

Responsibilities:
This policy applies to any member of the University community purchasing goods or services utilizing Alvernia funds. No individual has the authority to enter into purchasing contracts, or in any way obligate the University for procurement indebtedness, unless they have been granted either Signature Authority or Contract Authority by the President or the Vice President of Finance & Administration. Any such negotiations are considered as unauthorized purchases and the individual may be personally obligated to the supplier.

Procedures:
Purchases under $1,000 - May be initiated by any University official up to their level of signature authority. If requested, the Procurement Office will assist and conduct the entire process. Purchasers are encouraged to:

- Purchase goods and services from Preferred Suppliers.
- Get price competition to the maximum extent practical.
- Use the University PA tax exemption status 75-075-946 whenever applicable.
- Choose the appropriate purchasing method - i.e. procurement card, purchase order, etc.
- Be aware of the standards of ethical behavior that apply to their purchasing activities and avoid unethical conduct and conflicts of interest.

When a need arises that requires a solicitation, the Procurement Office should be notified early to assist in the process. Good purchasing practice dictates that requests for proposals and quotations promotes competitive pricing and guards against favoritism, mistaken assumptions, and fraud.

Purchases between $1,000 and $2,500 - Require at least three verbal quotes from vendors, although the requestor may designate their preferred source. The preferred source will be used unless the same or acceptable item can be purchased at a
significantly lower cost in a timely fashion. The Procurement Office will assist or conduct the entire process as requested and will place the order.

**Purchases between $2,500 and $25,000** - Require at least three written quotes from vendors. The requestor may designate their preferred source. The preferred source will be used unless the same or acceptable item can be purchased at a significantly lower cost in a timely fashion. The Procurement Office will assist or conduct the entire process as requested and will place the order.

**Purchases greater than $25,000** - Require a formal bidding process with at least three written proposals from vendors. The Procurement Office will conduct the entire process. The Vice President responsible for the area will designate an individual to assist in developing the specifications and making a source selection recommendation. The Vice President will either agree or recommend an alternate source. The Procurement & Risk Management Office will prepare the contract for signature.

WB Mason, travel, registrations, subscriptions and low dollar purchases made with the University’s P-Card do not require a Requisition/Purchase Order to be processed. Be aware that some suppliers require a PO regardless of order dollar amount and may not accept credit cards as payment. If unsure whether a purchase should or can be made with the P-Card, contact Ann Nawrocki or Denise Heck.

**Exceptions to these guidelines will be considered individually.**

**Supplier Information** - All University contract supplier information and pricing is proprietary and may not be used for any purposes other than official University business. University contract supplier information:

- Is not to be provided to other suppliers or anyone outside the University;
- Is not to be used in any unethical fashion;
- Is not to be used for personal purchases or private gain;
- Is not to be used for misrepresentation or illegal trade practices;

Misuse of supplier data will be considered improper handling of institutional data.

**Definition:**

**Conflict of Interest** - One may not have a financial interest, position or relationship with any person, firm or corporation that does business with the University that would influence, or could be regarded as influencing, their actions for the University. This applies also to the employee’s wife, husband, child, or any other relative who resides in the home. Such family financial interests can become a conflict of the University employee. Any situation which is unclear should be reviewed with management.
Airline Travel

Procurement recommends using Boscov’s Business Travel, 4500 Perkiomen Ave., Reading, PA for travel services. Alvernia has an established line of credit with Boscov’s, so payments are streamlined. If not charging travel on your university credit card, Procurement requires travelers to complete a purchase requisition, including proper authorization, before making online reservations.

Reservations Team: Peggy Rebuck, Connie Bright and Dianne Abrams

“Group” Travel Contact: Pat Cinfici and Tom Roberts

Call Center Reservations Numbers:

<table>
<thead>
<tr>
<th>Local</th>
<th>Fax</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>610-370-3476</td>
<td>610-370-3955</td>
<td><a href="mailto:biztravel@boscovs.com">biztravel@boscovs.com</a></td>
</tr>
<tr>
<td>610-370-3955</td>
<td>800-354-8672</td>
<td><a href="mailto:biztravel@boscovs.com">biztravel@boscovs.com</a></td>
</tr>
</tbody>
</table>

To make online reservations, please create an account by emailing your name, department account number, and telephone number to biztravel@boscovs.com. BizTravel will then email you a username and password. Once you have your username and password, you can make online reservations by:

- Go to www.boscovsbusinesstravel.com
- Travel Tools (on toolbar across top); Web Reservation
- My Account, across from your name
- Complete your account information (frequent flyer information, phone numbers, seat preferences, etc.)
- Complete reservations or online bookings will generate an e-mail confirmation (ticket numbers and other pertinent information)

For technical assistance or to request a demo, please contact Tom Roberts at 610-370-3485 or at biztravel@boscovs.com.

Boscov’s Travel offers:

- An experienced reservations team that provides excellent personal service.
- Always searches for the lowest fare for the desired itinerary, using resources that extend to 15 airline and public websites.
- Low service fees of $12 for online bookings and $25 for phone bookings.
- Availability 24/7 for emergency situations.
- Flexibility with changes or cancellation of tickets.
- Group travel expertise.
- Will reserve hotels, car rentals, limousines, and many other ancillary services.
- Travel planning may begin up to 6 months in advance.

Always check tickets thoroughly for accuracy of time, date, connecting flights, and destination.
Vehicle Rentals for University-Related Business

Alvernia University has a “Business Rental Preferred Rate Agreement” with Enterprise for reduced rates and insurance coverage.

- Alvernia’s business customer number is 57AE631. Please refer to this number when making your reservation within Central and Northeastern Pennsylvania locations. (Refer to list of locations on Page 3).
- The Enterprise office closest to Alvernia is at 125 Morgantown Road (2 miles away). Call 610-376-4722 to make your reservation. Press “4” to reach the local office.
- Reservations can also be made online at: http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=ALVERNIA. Sales tax incorrectly appears on the online cost estimate. However, the reservation confirmation includes a note that Alvernia University is tax exempt. Therefore, applicable taxes will be removed.
- Enterprise will deliver your reserved vehicle.
- Van reservations must be made by telephone, with at least 24-hour notice. Drivers must be at least 25 years old to rent or drive 12-passenger and 15-passenger vans.
- If you will be more than 10 minutes late picking up a vehicle, you must call Enterprise and let them know, otherwise they will not hold your reservation.
- Alvernia’s Enterprise Business Rates include full collision damage waiver, and up to $300,000 supplemental liability coverage. Secondary coverage is provided by Alvernia University's automobile insurance coverage.
- Enterprise has a fuel match policy where renters are asked to replace the fuel that was in the tank when they received the vehicle. Pump prices will be charged if the fuel tank is not at the check-out fuel level when the vehicle is returned.
- If a renter loses a key or has car problems during business hours (8 a.m. to 6 p.m.) the renter should call the branch office where the vehicle was rented. After business hours, they should call the 800 number listed on the back of the rental agreement.
- Check for noticeable damage before accepting the rental vehicle and make sure any damages are noted in writing on the rental agreement.
- Report vehicle accidents as soon as possible to the Director of Risk Management at 610-796-8345.
- To compare auto rental prices with employee reimbursement, please calculate mileage at $0.54 cents per mile (effective January 1, 2016).
• **2016 Rate Information**

<table>
<thead>
<tr>
<th>VEHICLE CLASS</th>
<th>DAILY</th>
<th>WEEKLY</th>
<th>MONTHLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compact</td>
<td>$40.50</td>
<td>$222.75</td>
<td>$775.00</td>
</tr>
<tr>
<td>Intermediate</td>
<td>$41.50</td>
<td>$228.25</td>
<td>$825.00</td>
</tr>
<tr>
<td>Standard</td>
<td>$42.50</td>
<td>$233.75</td>
<td>$875.00</td>
</tr>
<tr>
<td>Full Size</td>
<td>$43.50</td>
<td>$239.25</td>
<td>$925.00</td>
</tr>
<tr>
<td>Mini-Van</td>
<td>$69.50</td>
<td>$382.25</td>
<td></td>
</tr>
<tr>
<td>Medium SUV</td>
<td>$69.50</td>
<td>$382.25</td>
<td></td>
</tr>
<tr>
<td>Cargo Van/Pick-Up</td>
<td>$58.50</td>
<td>$321.75</td>
<td></td>
</tr>
<tr>
<td>15 Passenger Van</td>
<td>$103.00</td>
<td>$566.50</td>
<td></td>
</tr>
</tbody>
</table>

**Vehicle Rentals for Personal Use**

• Enterprise extends discounted rates to Alvernia employees for personal vehicle rentals. The customer number for personal use is **L57E032**. Liability insurance is **not** included in personal use rates. The decision to purchase insurance coverage is a decision of the renter.

Further information on vehicle rentals and the policy can be found at S:\Business Office\Procurement\Vehicle Rental – Enterprise or [Vehicle Rental Enterprise Guidelines.pdf](mailto:Vehicle Rental Enterprise Guidelines.pdf)
Bookstore

- Alvernia University’s bookstore is run by the Follett Higher Education Group and Follett has the exclusive rights on our campus to buy, sell, and distribute merchandise traditionally found in campus bookstores.
- Follett offers faculty and staff a 10% discount on all purchase over $1.00, excluding textbooks, sale merchandise, and academically discounted software. Follett also offers all departments a 20% discount on purchases of supplies over $1.00, excluding textbooks, sale merchandise, and academically discounted software.
- Complimentary textbooks must be ordered from the publisher; and should not be purchased from the bookstore.

Business Cards

- Submit a business card request form with the following information (exactly as it should be printed on the business cards):
  - Full name and title
  - Building and room number
  - Telephone number(s)
  - Fax number
  - Email address

The costs are approximately $49.95/250 and $63.30/500.
- Allow 3 weeks for processing and delivery.
- Business card proofs will be e-mailed to the e-mail address on the business card for approval and/or edits. Accurate completion of your order depends on your prompt and careful attention to the proof.
- Forward proof with approvals or change requests to typesource@comcast.net.
  - Approved proofs should include a statement of approval.
  - Change requests should be specific. After changes have been made, you will receive a revised proof.

Catering

Catering guidelines are available at http://www.edu-dine.com/Alvernia/Catering.asp.

- Aladdin’s Catering Director will send a confirmation sheet after orders are placed so that individuals will know what food is being purchased and the prices before orders are finalized. The confirmation sheet must be coded with the department that will be charged for the catering expense, signed by the department person with signature authority, and emailed or faxed back to the Catering Director.
- Catering invoices must be approved by the appropriate department managers through the PN3 Accounts Payable system.
- Catering that costs less than $300 does not have to be purchased from Aladdin.
The University accommodates employees who have a valid business need for wireless communication services in one of three ways:

1. **Stipends** - the Accounting office will provide payroll stipends for employee owned devices upon receipt of an approved Wireless Communication Stipend Request form;
2. **University Provided** - the Procurement office issues devices for approved Public Safety, Facilities, Event Management, Information Technology, and University Life employees from a select menu of carriers and options upon receipt of an approved Purchase Requisition;
3. **Reimbursement** - for occasional business call expenses, employees may submit an Employee Expense Report to the Accounting office for reimbursement.

**Valid Business Need** - The need to be readily accessible for contact with the public or with university faculty, staff, or students, coupled with the impracticability of a regular land-line telephone for required or essential business communication due to:

- Frequent travel, working at a remote location, etc.; or
- The need to receive or initiate communication in emergency situations; or
- The need to be accessible and available during non-business hours or by electronic means at all times.

The complete “Cell Phone / Wireless Communication Device and Services Policy” and the “Wireless Communications Stipend Request” form and service provider discount information are available in the S:\Business Office\Cell Phone & Wireless Communication Device Policy & Information folder.

**For University provided equipment, Verizon and Sprint /Nextel are the preferred vendors:**

- Equipment and new lines of service may be obtained by submitting a signed Purchase Requisition to Purchasing. For Blackberries, iPhones, Droids, etc, please contact Roger Straub first to make sure your chosen equipment is compatible with Alvernia’s network.
- Alvernia’s business account pools minutes for all cell phone users, except for the data segment of the Blackberry service. The monthly service charge per cell phone is an average of the total monthly charges for all cell phones and it runs approximately $32/month. Blackberries are also charged data fees for an average total monthly charge of approximately $75.
- Invoices are sent directly to Accounts Payable and department managers must approve charges through PN3.
- Report any cell phone billing problems to Procurement.
Certificates of Insurance

Businesses, including Alvernia, often require a certificate of insurance (COI) when outsiders use their facilities or borrow equipment. A COI provides proof of insurance coverage in case there is damage to the facility or equipment and the user is liable as part of a contract, purchase order, or other agreement.

**Current certificates** are located in the “S:\Business Office\Insurance Certificates & Information” folders and on the Willis Certificate Portal

- **2014-2015 Certificates** – This folder contains the certificates issued by Alvernia to its various business associates in a document labeled “CERTIFICATES OF INSURANCE 2014-2015.” These reoccurring certificates are saved alphabetically. *Caution: If you print a certificate from this document, print only the one certificate you need and not the entire 560 pages.*

- **Vendors & Contractors - Certificates of Insurance** – This folder contains certificates issued to Alvernia from its contractors and vendors.

Before ordering a new certificate of insurance, please check the databases to see if one has already been created for that business to avoid duplications.

**New certificates can be ordered one of two ways:**

1. Submit a request online through the Willis Certificate Portal at http://certs.willis.com. To obtain portal access, contact the Procurement Office to get a username, password, and instructions; or,

2. Complete a *Certificate of Insurance Request* form (located in the “S:\Business Office\Insurance Certificates & Info” folder) and email it to certificates@willis.com.

Instructions for completing the request form:

- Account Name = Alvernia University
- Requestor Name = your name
- Requestor Telephone = your number
- Required by = date certificate is needed
- This Request has ___ additional pages = specify number of additional pages, if any

Certificates of Insurance – Certificate Holder Information

- Name Insured = Alvernia University
- Certificate Holder = Name of the business requiring the certificate
- Address = address of the certificate holder
- Attention = Contact person’s name

- Required Coverages = check applicable coverages
- Additional Terms and Conditions = check if applicable
- Handling Instructions = specify how certificate is to be transmitted.

For assistance, contact Denise Heck at 610-796-8338 or denise.heck@alvernia.edu. COIs are typically issued within four business days, but please call if a faster response is needed.
Contract Authority

Contract Authority refers to the ability to legally obligate the University to purchase goods and services. All legal documents between the University and another party must be signed by an authorized University official. As the value and risk of a contract increases, the level of specification, terms and conditions, and legal review must also increase. The following positions have contract authority in the amount indicated:

<table>
<thead>
<tr>
<th>Position</th>
<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Unlimited</td>
</tr>
<tr>
<td>Vice President for Finance &amp; Administration</td>
<td>up to $100,000</td>
</tr>
<tr>
<td>and for Approved Capital Budgets</td>
<td>up to $1,000,000</td>
</tr>
<tr>
<td>Assistant to the President for Mission</td>
<td>up to $20,000</td>
</tr>
<tr>
<td>Provost</td>
<td>up to $20,000</td>
</tr>
<tr>
<td>Vice Presidents</td>
<td>Up to $20,000</td>
</tr>
<tr>
<td>Director of Risk Management</td>
<td>up to $20,000</td>
</tr>
<tr>
<td>Director of Event Management</td>
<td>up to $20,000</td>
</tr>
<tr>
<td>Director of Facilities &amp; Campus Operations</td>
<td>up to $20,000</td>
</tr>
<tr>
<td>Director of Facilities Planning &amp; Construction Management</td>
<td>up to $20,000</td>
</tr>
<tr>
<td>Director, Grants</td>
<td>up to $20,000</td>
</tr>
<tr>
<td>Director of Library &amp; Educational Services</td>
<td>up to $5,000</td>
</tr>
<tr>
<td>Lead Procurement Associate</td>
<td>up to $10,000</td>
</tr>
<tr>
<td>Dean of Professional Programs - for Affiliation Agreements</td>
<td>up to $2,000</td>
</tr>
<tr>
<td>Dean of Arts &amp; Sciences - for Academic Fieldwork Agency agreements</td>
<td>up to $2,000</td>
</tr>
<tr>
<td>and for Arts &amp; Culture Series</td>
<td>up to $5,000</td>
</tr>
</tbody>
</table>

Definition:
Contract - An agreement between two or more parties creating obligations that are enforceable or otherwise recognizable by law. The four elements required to establish a contract include: an agreement between the parties involved, legal purpose, consideration, and competent parties.

Responsibilities:
Contract authority is designated by the President and the Vice President for Finance & Administration. Contracts must be signed by both Alvernia and the contractor before work begins because there is no insurance transference unless a written contract is signed prior to a loss. If there is no signed contract, then Alvernia has no access to the contractor’s insurance and our insurance must cover losses. If a project must begin before a contract is signed, it is critical that both parties sign a one page “Vendors Indemnity & Insurance Agreement,” to transfer coverage and protection to Alvernia.

Procedures:
Contracts between $2,500 and $25,000 - Require at least three written quotes from vendors. The requestor may designate their preferred source. The preferred source will be used unless the same or acceptable item can be purchased at a significantly lower cost in a timely fashion. The Procurement Manager will assist or conduct the entire process as requested. The Procurement Manager is the source selection official and will place the order.
Contracts over $25,000 - Require a formal bidding process with at least three written proposals from vendors. The Procurement Office will conduct the entire process. The Vice President responsible for the area will designate an individual to assist in developing the specifications and making a source selection recommendation. The Vice President will either agree or recommend an alternate source. The Procurement Office will prepare the contract for signature.

Exceptions to these guidelines will be considered individually.

**Key Items of Contract Authority:**

1. You must have the contract authority for the total commitment amount of contract (the number of contracted years multiplied times the annual cost (i.e. 3 yrs. x $5,000 = $15,000).

2. Read the contract thoroughly. The “Contract Review Checklist” is a helpful tool for ensuring that all necessary provisions are included in the agreement. The objectives of the terms and conditions are to minimize the risk exposure of both parties. You must understand what the University is agreeing to because you are responsible for the proper wording of the contract and its ramifications.

3. No work may begin until the contract is signed by both parties. A contractor’s insurance is not transferred to Alvernia unless a written contract is signed prior to the loss. If a project must begin before a contract is signed, it is critical that both parties sign a one page “Vendors Indemnity & Insurance Agreement.” This document transfers the contractor’s insurance and indemnification to Alvernia.

4. Anticipate and evaluate the risks involved and implement appropriate risk transfer.

5. You have full ownership of the contracts you sign. You must keep a file of the contract documents, administer or delegate the administration of the contract, and resolve any problems.

6. Forward a copy of the contract to the Procurement Office because the financial auditors require a report of all contracts and their financial commitments during Alvernia’s annual audit.

7. You must track your contracts, including their annual commitment amounts, renewals and termination requirements.

8. Any proposed contract involving a potential conflict of interest with a member of the Board of Trustees shall be brought to the attention of the Vice President for Finance and Administration.

9. Call the Procurement Office with any questions 610-796-8428.

**Contract Management & Administration:**

1. Ensure the contractor’s progress and performance complies with the contract.

2. Ensure the University fulfills its obligations under the contract.

3. Problems should be resolved promptly and fairly. Document problem histories in case you need a record for termination.

4. Maintain accurate records of contractual transactions.
Office Supplies

W.B. Mason is Alvernia’s preferred vendor for discounted office supplies. W.B. Mason offers Alvernia significant overall savings, dedicated customer services representatives, next day desktop delivery on most orders placed before 5:00 p.m., no minimum order requirements, marked delivery trucks and uniformed delivery personnel.

To gain access to Alvernia’s customized W.B. Mason website go to http://www.wbmason.com/. Employees should complete the “Ordering Registration Form” and return it to the Procurement Office for processing. Once the registration is complete, new users will receive a welcome email detailing login credentials.

Alvernia’s customized home page features the contact information for our dedicated customer service representatives. For any questions regarding product information, availability and pricing, please contact a member of that team directly. Alvernia’s account number is C2315456.

Training is available upon request by contacting the Procurement Office.

Photocopying

Xerox is Alvernia’s preferred print management supplier. The IT Dept. will assist in providing information and together with XSE Group of PA, LLC (partnering Xerox dealer), help assess department needs/requests and recommend the appropriate solution and/or unit.

PaperCut print management software is utilized to track and monitor print jobs as well as provide the secure print option across campus.

For service calls, please dial 215-345-9155, press 2 for service and be prepared to give the device # (found on the front of each unit). Alvernia’s onsite tech – Russ Dubin can be contacted at rdubin@xsegoservice.com.

For general assistance please e-mail servicedesk@alvernia.edu
For online training, visit printtraining@alvernia.edu
Procurement/Credit Cards

Procurement/Credit cards are available to Alvernia employees with the written approval of the employee’s Vice-President. The requestor should provide written notification, with the proper approvals to the Lead Procurement Associate and include the required credit limit and the correct spelling of the cardholder’s name.

Cardholder Responsibilities:

- Maintain receipts and an accurate record of items purchased.
- Verify the accuracy of monthly statements and take appropriate and timely action to identify and correct any errors.
- Reconcile monthly statements using the Employee Expense Report form:
  - Fill in the Employee Name, Date, Month/Day, University Purpose, Description/Explanation, Total Paid, and the Department and Object Codes for each purchase listed on the statement. The Summary table on the lower right side must also be completed to summarize the charges for each department code.
  - Staple all receipts to the statement (do not tape or paperclip).
  - Cardholder must sign the form and have the appropriate department manager sign his/her approval on the Employee Expense Report form.
  - Forward the statement, signed Employee Expense Report, and receipts to Accounting within 2 weeks of receipt.
- Report lost or stolen cards immediately to the VISA program administrator at 866-794-2139 (Fulton Cards) or 800-685-4039 (PNC Cards) and to the Lead Procurement Associate - Ann Nawrocki at 610-796-8428.
- The back of the monthly statement has instructions for resolving disputed charges.
- Only the cardholder, whose name is on the card, is authorized to use the card.
- Travel expenses should be pre-approved using a Travel Request Form.
- Procurement cards are set-up for use in the United States only. If you plan to use your card outside the U.S., please notify the Lead Procurement Associate what country you are traveling to and the travel dates in order to have the card enabled for your foreign travel charges.
Procurement Responsibilities:

- Maintains a file of the individuals authorized to conduct procurement card transactions.
- Assists in resolution of problems.
- Administers the overall program.

Accounting Responsibilities:

- Assures monthly individual statements are approved by the appropriate department head and supported with proper documentation.
- Statements not approved properly will be returned to the cardholder.

Refer to the P-Card Policies and Procedure for additional and detailed information:
S:\Business Office\Procurement\P-Card Policies and Procedure Manual or

Alvernia University Procurement Card Program Policy and Procedures Manual 6-8-2016.pdf
Purchase Requisitions

Purchase Requisitions are required for the procurement of all supplies, equipment and services that cost over $1,000. A purchase order is a contract between Alvernia and a vendor.

The necessity for departments to pre-plan supply and equipment needs cannot be over-emphasized. The time required for processing an order and securing delivery can vary depending upon the Procurement Office’s workload and the vendor’s stock, but at least 5 business days are required.

Do not separate a requisition into two or more requisitions in order to circumvent the request from going to the next level of signature authority.

For training in the online PN3 Requisition process, please contact Denise Heck.

Signature Authority

Signature Authority is a non-contracting means of authorizing the expenditure of funds up to the level of authority. Signature authority allows employees to initiate purchases under $1,000 and to authorize purchase requisitions, check requisitions, employee reimbursements, and other budget obligations for their division up to their delegated level of signature authority. As the value and risk of a purchase increases, the level of review of its specifications, terms and conditions, and total cost must also increase.

Purchase Requisitions may not be separated into two or more requisitions in order to get the request under an employee’s delegated signature authority. The level of signature authority is delegated by the President or the supervising Vice President.

Stationery Supplies

- Order forms are available in the S:\Business Office\Forms\Procurement folder.
- When planning a large mailing, please give the Procurement Office advance notice so that there is enough stationery in-stock to meet your requirements.
- Specify if supplies are needed by a specific date, and allow at least 5 days for delivery.
Vending Machines

Refunds are available at the following locations:

- Physical Education Center - Athletics Office
- Francis Hall - Student Billing Office
- Student Center - Public Safety

Repairs / Refilling - Please note the ID number posted on the Coke machines when calling for service.

- Coca-Cola (beverages) 1-888-361-9074 or 1-800-224-4012
- Canteen (snacks) 1-866-483-6348

<table>
<thead>
<tr>
<th>Building</th>
<th>Location</th>
<th>Outlet No.</th>
<th>Type</th>
<th>Snacks</th>
<th>Features</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASC</td>
<td>1st Floor</td>
<td>4093798</td>
<td>Coke 660-9</td>
<td></td>
<td>Credit card slide</td>
</tr>
<tr>
<td>Anthony Hall</td>
<td>Laundry</td>
<td>8171429</td>
<td>Coke 660-9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bernardine Hall</td>
<td>1st fl. Hall</td>
<td>8171426</td>
<td>Coke 660-9</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2nd fl. Hall</td>
<td>8171424</td>
<td>Coke GFV</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2nd fl. Hall</td>
<td>8171425</td>
<td>Coke 660-9</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3rd fl. Hall</td>
<td>8171408</td>
<td>Dasani GFV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business &amp; Communications</td>
<td>Lobby</td>
<td>8171423</td>
<td>Vault D501E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clare Hall</td>
<td>Laundry</td>
<td>8171419</td>
<td>Coke 804-9</td>
<td>Yes</td>
<td>Credit card slide</td>
</tr>
<tr>
<td>Francis Hall</td>
<td>4th Floor</td>
<td>8171407</td>
<td>Coke V510</td>
<td>Yes</td>
<td>Credit card slide</td>
</tr>
<tr>
<td></td>
<td>4th Floor</td>
<td>8171414</td>
<td>Dasani 804-8</td>
<td>Yes</td>
<td>Credit card slide</td>
</tr>
<tr>
<td>Nursing Resource Center</td>
<td>Lobby</td>
<td>8179814</td>
<td>Dasani GFV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Education Center</td>
<td>Weight room</td>
<td>8171412</td>
<td>Dasani GFV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Center</td>
<td>Lobby</td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Veronica Hall</td>
<td>Lobby</td>
<td>8171413</td>
<td>Coke 804-9</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lobby</td>
<td>8171415</td>
<td>PowerAde 804-9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upland Center</td>
<td>Lobby</td>
<td>3033512</td>
<td>Coke</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>