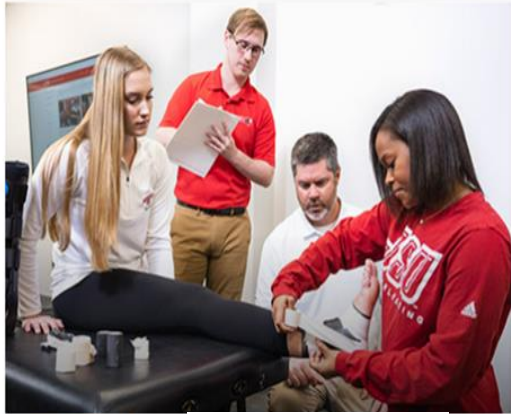


FINANCE & ADMINISTRATION



Procurement & Chrome River

June 26, 2024

Denise Hunt, Director of Procurement and Fixed Assets
Janice Thomas, Assistant Controller

Purchasing Guidelines

- [Purchasing Guidelines and Procedure Policy IV 03 01](#)
- No purchases should be made without prior authorization; budget availability required prior to creating a requisition or processing a PO amendment - [Refer to Procurement & Fixed Assets' web page for additional resources.](#)
- Purchase Requisitions are required for PO processing - See [Procedures and Instructions webpage](#) for "[Entering New Requisitions](#)"
- **Important! Save requisition as a draft to obtain REQ # for required forms.** Submit requisition *after* all forms have been attached. **Requisitions submitted without proper documentation will be denied and returned to requestor.**
- **Purchases requiring additional documentation (not all inclusive):**
 - Computer hardware (systems, mobile devices, peripherals) and software purchases that meet any of the criteria below requires a [Request to Purchase Computer Hardware/Software](#) form. This form must be completed, approved and **attached to the requisition before submitting it for approval.**
 - Purchase with an individual item cost of \$500 or more.
 - Software or services that require any integration with current JSU systems.
 - Software that requires installation on a JSU system, server, or computer.
 - Hardware or peripherals that require a connection to JSU's network.

Purchasing Guidelines

- The following physical security technologies (software or hardware) must also be approved by the Chief Information Officer and the Director of Public Safety. A [Request to Purchase Computer Hardware/Software](#) form must be completed, approved and **attached to the requisition before submitting it for approval.**
 - Security/Surveillance Cameras
 - Access Control Systems
 - Physical Security Systems
 - Door Readers and intercom systems
 - Smart door locks.
- Purchases for food or beverages must include the [Request for Meal/Entertainment Purchases \(Form 22\)](#). The **approved form** must be attached to the requisition before submitting it for approval. Requisitions with incomplete forms will be denied and returned to the requisitioner.
- The State of Alabama requires that a [Vendor Disclosure Statement](#) be **completed and notarized** for all proposals, bids, contracts (includes POs), or grant proposals greater than \$5,000. **The form must be attached to the requisition before submitting for approval.**
- A Chrome River Travel Pre-Approval Form is required for any employee travel pre-payments.

Purchasing & State of Alabama Competitive Bid Law

JSU's competitive bid law threshold is \$25,000 for goods or services covered under [Title 41 Chapter 4 Article 5 Division 3 Code of Alabama](#). Contact Procurement for assistance with bids related to this section.

Separate dollar thresholds and advertising requirements exist for Public Works, construction projects, renovations and improvements covered under [Title 39 Public Works Code of Alabama](#). Contact Capital Planning & Facilities for assistance with bids related to these projects.

What does this mean for you (Title 41 bids)?

- Campus-wide purchases to a vendor without a state contract or competitively awarded purchasing cooperative contract cannot exceed \$24,999 during a fiscal year (10/1 – 9/30).
- Goods and services are procured by competitive sealed bid when the above amount is exceeded.
- Dividing purchases between multiple POs to avoid the bid threshold is not allowed. JSU's total spend must be considered.

If a bid must be issued (under Title 41; contact CP&F for Title 39 bids):

- Department must provide product or service specifications in Word format to Procurement. Be specific with your requirements/specifications.
- Provide a minimum of three (3) potential vendors to Procurement (contact name, email address & company mailing address).
- Procurement will review specifications and provide feedback.
- Procurement creates a bid packet, establishes the bid opening date/time and emails the bid packet to potential vendors.
- Bids remain open for a minimum of ten (10) business days.
- Sealed bids are required in hard-copy form. The State of Alabama Competitive Bid Law does not allow for electronic bid responses.
- After bid opening, results are provided to the requestor.
- Bid is awarded to the “lowest responsive and responsible bidder whose bid meets the requirements”.

Doing Business With JSU

Sales Tax Status

Jacksonville State University is exempt from state sales taxes on all purchases under the Alabama Department of Revenue Sales and Use Tax Rules 810-6-3.47.04. As an instrument of the State of Alabama, the University is not required by the State to have a registration or permit number nor are they available to state agencies. The University is not exempt from any type of lessor tax.

Note: Legislate Act 2015-534 exempts Jax State from obtaining an annual certificate of exemption according to its classification as an Alabama public institution. *The exemption letter is available from the Controller's Office upon request.*

Invoicing – Working with vendors submitting invoices? Here's some things to know:

1. Invoices should have an associated Purchase Order. The invoice date (and services rendered) must be dated after the PO date (Prepayments are the exception). The department should submit the invoice with the signed receiving document. Jax State can only pay for items received.
2. All invoices should include:
 - Purchase Order Number (other than prepayments)
 - Description of good or service
 - Quantity
 - Unit price
 - Invoice date and number
 - Bill to and Remit to address
3. Submit invoices to Accounts Payable **by noon on Wednesday** for processing.
4. Vendor disbursements are processed on Thursdays.

Encumbrances and Direct Vouchers


Encumbrance → Invoice → Payment

- The preferred method of payment is via Purchase Order, initiated by [entering a requisition](#). Direct Voucher encumbrances should be the **exception**, not the rule, and only when circumstances do not allow processing of a purchase order. Exceptions include utility payments, professional service contracts, petty cash requests, and travel reimbursements not applicable to Chrome River.
- Please ensure all professional service contracts have approval from the budget manager before sending to the Controller's office (controller@jsu.edu). The Controller's office verifies the contract, then forwards to AP for payment processing.
- All direct voucher encumbrances < \$5,000 must be sent to Procurement (purchasing@jsu.edu) for approval.
- All encumbrances > \$5,000 must be submitted to AP for payment either physically or via email. Banner does not automatically route them.
- Please email documents to accounts payable at accountspayable@jsu.edu for processing.

Document Approvals



Banner Finance Self Service



FINANCE SELF SERVICE

- Finance Query
- Journals
- Requisitions
- Budget Development
- View and Approve Documents

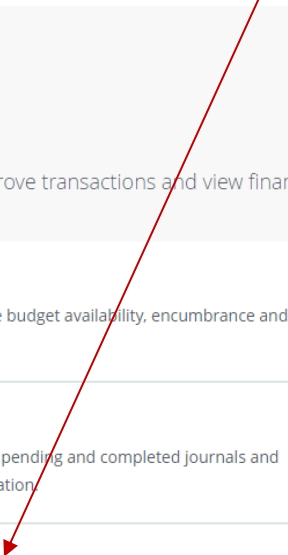
PLEASE CHECK YOUR DOCUMENTS ARE APPROVED

- To view a document prior to approval, click on the document number. See SOP on Controller's website
- Select a document for approval or disapproval

My Finance

Hello Arlitha,
Create, edit and approve transactions and view financial information for department / organization.

- My Finance Query**
Create, view and share budget availability, encumbrance and payroll queries.
- My Requisitions**
Create and view draft, pending and completed requisitions and supporting documentation.
- My Journals**
Create and view draft, pending and completed journals and supporting documentation.
- Approve Documents**
View list of documents pending approval. Approve, disapprove, or deny.
- Budget Development**
Create and review fiscal year operating budgets for the budget development process.
- Delete Finance Template**
Delete templates for Finance Queries, Budget Development, and Purchase Orders.



Purchasing Card

Purchasing Card Procedures – Policy IV 03 11

- Purchasing cards are limited to the President, members of the President’s Cabinet, Deans, and Head Athletic Coaches. Exceptions to this policy must be approved by the related Cabinet member and the CFO/Senior Vice President of Finance and Administration.
- Cardholders and departmental reconcilers are required to attend a training session before a card will be issued.
- The standard transaction limit is \$2,500 with a maximum cycle limit determined by the appropriate member of the President’s Cabinet unless authorized by the CFO/Senior Vice President of Finance and Administration.
- All purchases made on the purchasing cards must be for official University business.
- JSU is exempt from Alabama sales tax. Sales tax charges must be reimbursed to the University.
- Misuse of the card will result in revocation of the card, disciplinary action up to termination, and possible filing of criminal charges.
- Procurement is responsible for managing the purchasing card program.
- Responsibility for managing an account is assigned to the cardholder of that account. Cardholder is responsible for reimbursing the University for any charges that are not allowable under University purchasing policy.
- Card transactions require the same documentation as POs and associated payments.
- Monthly reconciliations are processed via Chrome River.
- Reference the above policy link for expenses that cannot be purchased with the purchasing card.

Which payment method is allowable?

General Expenditure Questions (not all inclusive)	Payment Method					Notes (Taxes are not reimbursable)
	Purchase Order	P-Card	Reimbursement	Foundation Payment Request	NOT ALLOWED	
Memberships & Dues when applicable to duties and mission of University	X	*				
Any donation, political contribution or charitable contribution					N	
Tables for fund raising events (civic and community events) in which there is a clear benefit to the University (i.e., when such sponsorship would not be considered a true charitable contribution)	X					
Flowers or gifts for University employees or their immediate family; or for Donors / Supporters for any occasion				F	N	
Flowers purchased for official University functions/events	X	*				
Holiday Parties				F	N	
University employee retirement reception				F	N	
Recognition/Appreciation gifts to employees (including student workers) by departments					N	
Recognition/Service Plaques, Pin, etc <i>ordered by Human Resources or the Appropriate Dean or Cabinet Member</i>	X	*				
Promotional give away Items purchased in bulk (Items reflecting JSU logo and colors & low in value such as: cups, tshirts, pens, etc.) Requires business purpose.	X	*				See Approved Vendors & Bid/Contract Info: https://www.jsu.edu/purchasing/promotional-product-vendors.html
Tokens of appreciation to employees for assisting the University with the evaluation of a program or other activity					N	
Tokens of appreciation (low cost; not cash or cash equivalent items) to non-employees for assisting the University with the evaluation of a program or other activity	X					
Gift Cards, cash equivalent awards to employees						Processed through Foundation and reported to/paid via Payroll Per IRS Regulations, gift cards are taxable to the recipient and must be reported as income to the IRS. All cash and cash equivalents must be reported on a tax return.
Refrigerators, Microwave, Coffee Pot, Heaters, Fans, coffee, water, snacks, anything for personal use or consumption					N	Expense may be reimbursed by Foundation. Confirm with prior to purchase.

Expenditure examples and allowable payment methods (*not intended to be all inclusive*).

Documentation will be posted to the "[Procedures and Instructions](#)" webpage.

Field Key Definition:
 X - Preferred method of payment
 * - Acceptable method of payment
 F - Foundation ONLY
 N - Not allowed from University Funds



Foundation Reimbursements

- Expenses not allowable with JSU funds may be processed directly through the Foundation.
- Contact the Foundation (jsufnd@jsu.edu) directly for guidance and confirmation prior to initiating a purchase.
- It is recommended that department consult with Procurement or the Controller's Office prior to transferring Foundation funds to JSU to ensure that proper purchasing guidelines are followed.
- Once funds are transferred, JSU policy applies.



JSU Transaction Matrix



JSU Transaction Authorization Matrix – Policy I 05 03

- What is it?
 - Defines authority to approve transactions
- What does it do?
 - Provides framework for oversight of transactions
 - Guides users to those who can approve transactions

Expense Authorization Matrix – Policy I 05 03 01

- What is it?
 - This matrix operates as a subset of the Transaction Authorization Matrix (Policy I.05.03)
 - Defines authority to approve transactions
- What does it do?
 - Defines the workflow of transactions approvals (requisitions, purchase order amendments, direct vouchers)
 - Guides users to those who can approve transactions



iContracts Overview

JSU reviews all contracts, or agreements, between the University and another party (or parties) that create an obligation to do, or to refrain from doing, a particular thing in exchange for something of value or that incurs a financial commitment of university funds. Contract clearly spell out the terms of an agreement, without ambiguity, and is signed by representatives of both parties that have the proper authority to enter into the agreement. [Complete the Contract Intake Review Form](#) and submit to contracts@jsu.edu for processing.



iContracts is a Universal Contract Manager (UCM) is a cloud-based Contract Lifecycle Management solution. It is comprehensive suite of fully integrated solutions to help JSU improve collaboration, expand visibility, and act as a central repository.

A purchase requisition **MUST** be entered with the contract attached for PO processing. No DIRECT PAYS!

Contract Examples

- Advertising/Marketing Agreements
- Clinical affiliations
- General Vendor Agreements
- Grant Agreements
- International Agreements
- Leases
- Memorandum of Understanding (MOU)
- Professional Services Contracts
- Software Agreements (End User Licensing Agreements – EULA)



iContract FAQs



Q: Do we only send our contracts through the new University Contracts email?

Yes, unsigned should be submitted to contracts@jsu.edu along with the [Contract Intake Review Form](#) for review and processing.

Under JSU Policy [IV:03:01](#), contracts may only be signed by the CFO/Senior Vice-President for Finance and Administration, the President or the Director of Procurement. Given the volume of contracts, please allow 3 business days for approved contracts to be signed.

Q: Do we need to send our contracts for Legal review first?

- Yes, In accordance with [Policy I.05.03](#), all contracts and agreements for over \$5,000 in value must be reviewed by JSU's General Counsel prior to being executed by a JSU authorized signer. While all efforts should be made to negotiate price and terms that are most favorable to the University in advance, vendors should be informed that all proposed contracts are subject to review by JSU's counsel.
- All international contracts, including **renewals** and some **EULAs**, should be submitted, **unsigned**, to contracts@jsu.edu for legal review processing. The appropriate signature authority will be determined during the contract review process.

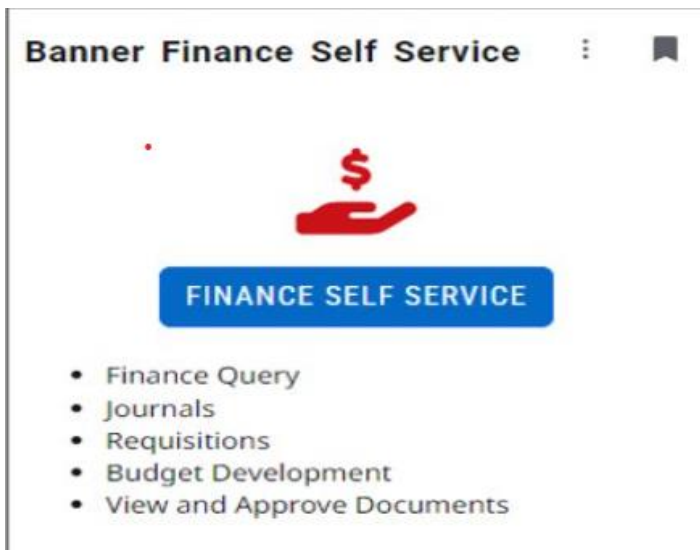
Q: Will additional contract training be available?

- Yes, JSU's General Counsel will provide contract training at a future session.

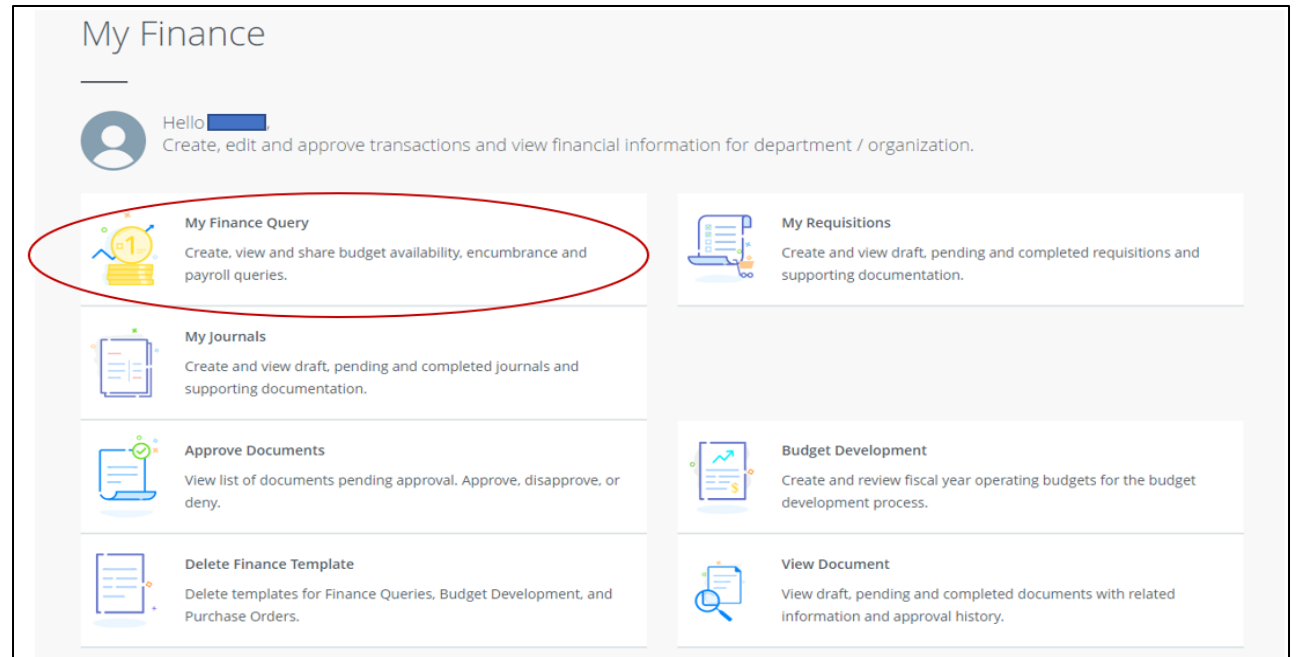
Encumbrance Query – Detailed Instructions

An encumbrance query can be used to view open purchase orders by budget/FOAP, payments processed against a purchase order and other encumbrance activity. A periodic review can assist with monitoring open encumbrance documents and identifying available funds.

1. Login to your **MyJaxState** account
2. Select the **Finance Self Service** tile

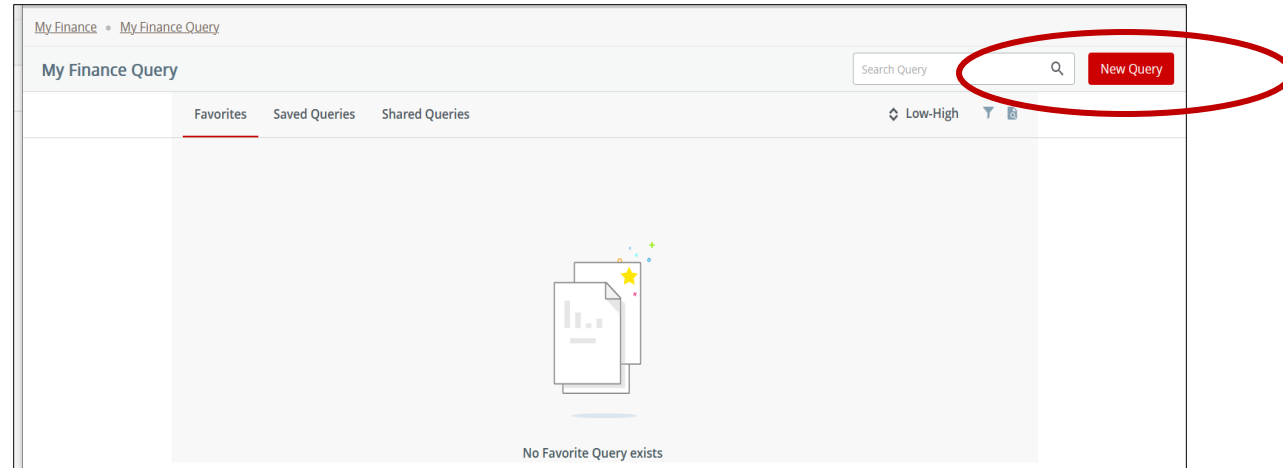


3. Select **My Finance Query**

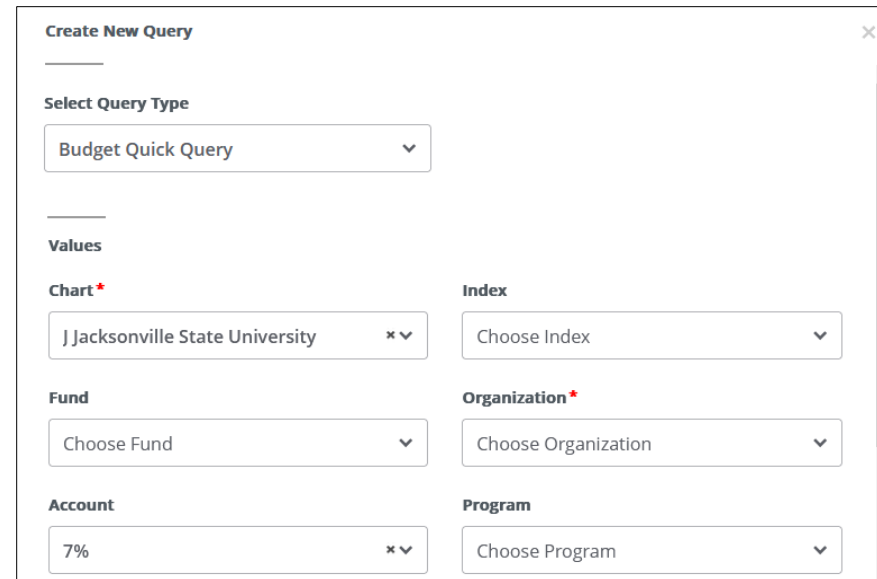


Encumbrance Query – New Query

4. Select New Query



5. The Create New Query box will appear



A screenshot of the 'Create New Query' dialog box. The dialog has a title bar with a close button (X). The main content is organized into several sections:

- Select Query Type:** A dropdown menu with 'Budget Quick Query' selected.
- Values:** A section header.
- Chart*:** A dropdown menu with 'J Jacksonville State University' selected.
- Index:** A dropdown menu with 'Choose Index' selected.
- Fund:** A dropdown menu with 'Choose Fund' selected.
- Organization*:** A dropdown menu with 'Choose Organization' selected.
- Account:** A dropdown menu with '7%' selected.
- Program:** A dropdown menu with 'Choose Program' selected.

Encumbrance Query – Create New Query

6. From the **Select Query Type** drop down menu, select **Encumbrance Query**. The system should default to the **Chart**.
7. Select the **Fund**, **Organization**, **Account** (enter 7% for all operating accts or enter a specific acct #) and **Program**.
8. Scroll down and select **Commitment Type** “All”, **Encumbrance Status** can be **All**, **Open**, or **Closed**. To see only open purchase orders, choose Open. Otherwise, choose **All**. Click **Submit**.

Create New Query

Select Query Type

Encumbrance Query

Values

Chart*	Index
J Jacksonville State University	Choose Index
Fund	Organization*
10000 Current Unrestricted	62001 Procurement & Fixed Assets
Grant*	Account
Choose Grant	7%
Program	Activity
70 Institutional Support	Choose Activity

Account Type	Commitment Type
Choose Account Type	All
Encumbrance Status	
All	
<hr/>	
Fiscal Year*	Fiscal Period*
2023	14
SUBMIT	

Encumbrance Query – Review Query Results

- The query results reflect PO numbers issued to date under **Document Code** (“E” docs, too!), **Description**, **Original Commitments** (original PO amount) and **Encumbrance Adjustments** (change orders/amendments). The **Encumbrance Liquidations** and **Year to Date** columns show the total of amounts paid from the PO to date. The **Current Commitments** column shows the amount available on the PO.
- Select the PO number (in blue) to see a list of related documents. You can view a PDF of the PO by clicking on the **Description**.

My Finance • My Finance Query • Encumbrance Query

SSB9 TEST SYSTEM

Encumbrance Query New Query

← Procurement & Fixed Assets - 62001 ✎ ➤ 📄 ⓘ

Query Results ⬇

Account ^	Document Code ⚡	Description ⚡	Original Commitments ⚡	Encumbrance Adjustments ⚡	Encumbrance Liquidations ⚡	Year to Date ⚡	Current Commitments ⚡	% Used ⚡	
72106	P0096348 ⓘ	ABS Business Systems, Inc.	\$439.23	\$0.00	(\$439.23)	\$439.23	\$0.00	100.00	Un
72501	E0107918 ⓘ	GovDeals surplus ads/Oct-Dec 22	\$231.75	\$0.00	(\$231.75)	\$231.75	\$0.00	100.00	Un
72501	P0095689 ⓘ	Anniston Star	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00	Un
72601	P0097667 ⓘ	B & M Patel, Inc. dba Subway	\$4.00	\$0.00	\$0.00	\$0.00	\$4.00	0.00	Un
Report Total (of all records)			\$1,174.98	\$0.00	(\$670.98)	\$670.98	\$504.00	57.11	

Encumbrance Query – Review Query Results

11. The document codes starting with an "I" reference invoices processed against the PO. Click on the "I" document number (in blue), to view a PDF reflecting the vendor invoice number(s) and amount(s) paid.
12. Document codes starting with "01" are check numbers and will reflect a \$0 amount.
13. Document codes starting with "!0" are ACH numbers and will reflect a \$0 amount.
14. Click the < at the top left to return to the PO list.

Procurement & Fixed Assets - 62001		SSB9 TEST SYSTEM			
Query Results					
Document ^	Rule Class Code ⚡	Original Encumbrance ⚡	Encumbrance Adjustments ⚡	Encumbrance Liquidations ⚡	Year to Date ⚡
!0031577 ⓘ	DNEI	\$0.00	\$0.00	\$0.00	\$0.00
I0254668 ⓘ	INEI	\$0.00	\$0.00	(\$439.23)	\$0.00
I0254668 ⓘ	INEI	\$0.00	\$0.00	\$0.00	\$439.23
P0096348 ⓘ	PORD	\$439.23	\$0.00	\$0.00	\$0.00

Chrome River

Chrome River

[\(Using Chrome River Presentation\)](#)

Chrome River is the travel and purchasing card management system in use by JSU.

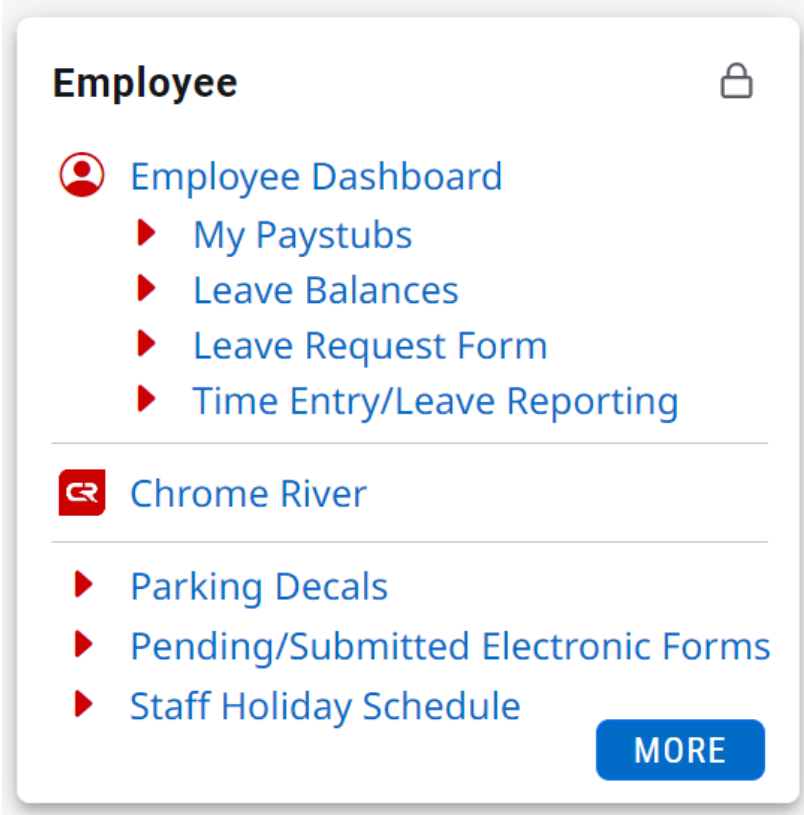
Things to look out for:

Preapproval:

- Travel dates
- FOAP – Allocation(Chrome River)

Expense report:

- Receipts attached
- Itinerary attached(when applicable)
 - ✓ [University Travel Policy IV:06](#)
 - ✓ [University Travel Facts](#)
 - ✓ [Frequently Asked Questions](#)



The screenshot shows a web interface for an 'Employee' dashboard. At the top right is a lock icon. Below the title, there is a section for 'Employee Dashboard' with a person icon, containing four items: 'My Paystubs', 'Leave Balances', 'Leave Request Form', and 'Time Entry/Leave Reporting'. A horizontal line separates this from the 'Chrome River' section, which has a red 'CR' icon and three items: 'Parking Decals', 'Pending/Submitted Electronic Forms', and 'Staff Holiday Schedule'. A blue 'MORE' button is located at the bottom right of the dashboard area.



Have A Question?

- Accounts Payable – accountspayable@jsu.edu
- Controller – controller@jsu.edu
- Procurement – purchasing@jsu.edu
- Payroll – payroll@jsu.edu
- Student Accounts – studentaccounts@jsu.edu

Additional Training

[Fiscal Year End Training](#)

[Entering A New Encumbrance](#)

[Entering New Requisitions](#)

