

Southern Utah University Purchasing Guide

Purpose

The Southern Utah University (SUU) Purchasing Guide is established to guide, support, and clarify correct methods to procure goods and services at Southern Utah University. This guide is subject to the provisions of Policy 5.24, Purchasing.

Definitions

- A. **Account Manager:** Person in the department that is assigned to facilitate Purchasing Card maintenance.
- B. **Appropriate Documentation**

shipping documents for the Receiving Department. Not ensuring that your contact information has been added to the package may delay delivery.

The preferred method of payment for Campus Auxiliaries is an INDEX or FOAPAL (interdepartmental transfer). Purchasing Cards can be used at the SUU Post Office and Chartwell's Locations (Chick-fil-A, Dining Hall, Starbucks, etc..)

SUU is a tax-exempt institution in the State of Utah. Cardholders should not pay sales tax when using their Purchasing Card. Hotels and Airlines do not offer tax exemptions. Before initiating the transaction, indicate to the vendor that you are using an SUU Purchasing Card, and the University is tax-exempt. The University tax-exempt ID number is located on the card and is given to the vendor upon request. At times, a vendor may request documentation validating our tax-exempt status. Please contact the Purchasing Office regarding such requests. Wal-Mart and Home Depot have a vendor specific tax-exempt ID number. After establishing tax-exemption status, complete the transaction.

Limits

SUU Purchasing Cards utilize Single Transaction Limits and Monthly Limits to minimize negligent spending and uphold Purchasing Policy. Card Limit adjustment requests must be submitted through the [P-Card Approval Queue](#). Standard Limits are as follows:

- Faculty / Staff: Single Transaction Limit - \$1,000 Monthly Limit - \$5,000
- Student Worker: Single Transaction Limit - \$500 Monthly Limit - \$1,000
- Official Volunteer: Single Transaction Limit - \$500 Monthly Limit - \$1,000

Restricted Transactions

Restricted Transactions require pre-authorization (permanent or temporary) by submitting a Purchasing Card Adjustment Request in the [P-Card Approval Queue](#) at least one business day prior to the adjustment date. All requests are subject to approval from the Purchasing Department.

- Software and Computer: In compliance with University IT policies and procedures, all purchases of software, including subscriptions such as Software as a Service (SaaS), and computer hardware using a purchasing card must receive prior approval from the Information Technology (IT) department.
- Gift cards, gift certificates, or other cash equivalent items are prohibited, except on rare occasions and only when pre-approved by the Chief Procurement Officer, Chief Financial Officer, or University President. All applicable U.S. Internal Revenue Service (IRS) tax reporting and payment requirements apply under such circumstances.
- Alcohol purchases are generally prohibited; however, there may be times when alcohol purchases are permitted for ceremonies, receptions, fundraisers, and/or private events. SUU Policy #5.40 outlines the procedures for approval of alcohol consumption on campus.

University Wide Restrictions (Restricted Items include, but are not limited to)

- Restaurants – Food
- Entertainment
- Computers, Software, Mobile Communication Devices
- Florist – Floral
- Service Stations (fuel/services/goods)

- Purchasing Card Statement Package not submitted for review within 30 days
- Missing supporting documentation in your Purchasing Card Statement Package
- Using the Missing Receipt Form more than twice in one calendar year
- University Travel without Pre-Authorization (submitted and appuappuappu