

University Of Massachusetts Lowell	
Date: July 01, 2001	Section:2.1
Subject: Purchase Requisitions for all Purchases	

Following are the instructions for completing the purchase requisition form.

1. All purchases must be processed through campus Purchasing Department on purchase requisition form.
2. Reasonable care should also be exercised to include on each requisition only such items as can be furnished by the same type of supplier (e.g., do not mix hardware with lab supplies).
3. Each requisition must contain a complete description of the material desired and the name and address of suggested source of supply. If the material desired is available from a "single source" vendor, a sole source documentation form containing an explanation of why it is the only acceptable source must accompany the requisition together with a written quotation if amount exceeds \$5,000. **(See Dollar Limits, Section 2.4)**
4. If the product description will not fit easily in the description space of the requisition form, the information should be typed on a continuation sheet.
5. The prices, properly extended and totaled, and the approval of the Department Chairperson, director, or person exercising budgetary control must also appear on the requisition.
6. Each requisition should also designate the date that the material is required. Every effort will be made to obtain delivery by the required date. Do not use terms such as "Rush" or "ASAP".
7. Each requisition should be prepared and the original should be submitted to the Purchasing Department; the requisitioning department should retain a copy for its files. The department must state when (date) the prices were quoted and to whom they corresponded with (name of person contacted). This information must appear in the description column of the requisition or a quote should accompany the requisition.
8. The requisition is pre-numbered and all inquiries concerning the requisition should reference that number.
9. A copy of each purchase order issued by the Purchasing Department against a requisition, will be forwarded to the requisitioning department.

University Of Massachusetts Lowell	
Date: July 01, 2001	Section:2.2
Subject: Competitive Bid Procurement, Policies and Procedures	

Following is the policy and the procedures that shall be followed, in those instances when competitive bids, whether they be public or otherwise, are required. A competitive procurement is one in which the specified product/service, or an equivalent, alternate type of product/service, is available from more than one source of supply.

Departments are also referred to the section that covers the specific type of purchase to be effected for dollar limits, information, and instructions for those types of procurement; e.g., *Contracting for Services, **Section 3.5**; Sole Source, Sole Acceptable Source/Brand, **Section 2.3**; Equipment and Software Maintenance, Including Software Licenses, **Section 3.16**; Rental/Lease/Lease-Purchase of Equipment, and the Rental and Lease of Space, **Section 3.15**; and Contracting for Labor and Materials (Construction/Renovations)., **Section 3.4**.*

See *Dollar Limits for Most Types of Procurements, **Section 2.4**.*

1. Departments may issue a purchase requisition up to \$5,000 without benefit of competitive bids. State, University or MHEC Contract should be utilized, if available for the desire product/service.
2. Any purchase requisition for a competitive product in excess of \$5,000, which is not covered by a State, University or MHEC Contract, shall be competitively bid.
3. Following are the procedures for processing Competitive Bid Procurements.
 - a. Requesting departments will prepare a Purchase Requisition and may furnish the names and addresses of as many suggested sources of supply as they wish, with a minimum of three; however, the final selection of prospective bidders shall be left to the discretion of the Purchasing Department.
 - b. The description of a request for materials shall contain, at a minimum, the manufacturer's name and model number of the desired product, together with a brief description of the item, and an estimated unit and total price for each line item.

Keep in mind that Purchasing must know what the item is in order to determine possible sources of supply. The more complex the product, the more detail that is required.

- c. Purchasing will check the requisition to determine that it is complete and that the object code is accurate. Purchasing may add suggested sources of supply at its discretion. Purchasing will not significantly alter a purchase request without conferring with the requesting department.
- d. Purchasing will prepare the necessary bid forms, which will duplicate the information provided by the requesting department, minus the estimated prices, and mail them to the potential bidder(s).
- e. Purchasing will maintain a list of all purchase requisitions that are out to bid on a public bid board, which may be reviewed by vendors that call on the Purchasing Department. No eligible vendor may be denied the right to bid on an **open** purchase request that is so advertised. "Open" requests are those that have not yet been opened and read by the Purchasing Department.
- f. Bids will be publicly opened and read in the Purchasing Department by 11 a.m. on the bid opening date as specified on the bid form. Anyone may attend the bid opening. It is the vendor's responsibility to insure that the bid is received in the Purchasing Department by the due date and time. **Bids that are received in Purchasing after the due date and time cannot, and will not, be considered.**
- g. Prices will be checked for mathematical accuracy, and the bid will be awarded to the lowest eligible and responsible bidder meeting specifications. If the bidder elects to add shipping charges to his/her bid, those charges must be considered when determining low bid.
- h. Once the bids have been opened, no modification or alteration may be made by anyone.
 - (1) Any bidder who wishes to alter his/her bid may request to withdraw his/her bid from consideration.
 - (2) If the departmental requester wishes to alter the bid specifications once the bids have been opened, a rebid will be necessary.
 - (3) If the departmental requester wishes to alter the bid specifications prior to the opening of the bid, the Purchasing Department must be notified immediately, and a determination

will be made by Purchasing as to whether an addendum, cancellation or a rebid, is appropriate.

- i. All bid(s) are referred to the requesting department for review and recommendation. The requesting department shall promptly review the bid(s), and compare the specifications of any lower priced alternates that might be offered to the original bid specifications. While the bidder should have included with his/her bid, descriptive literature on any alternate product that was offered, the requester may have to contact the bidder(s) of the alternate product(s) to obtain this information. The original bid(s) may not be marked (written on) in any way.
 - j. If the requester finds that the specifications of any lower priced alternate product(s) are not **essentially** equal to the product(s) specified, the requester would do a written side-by-side comparison of the specifications to justify rejecting the lower priced product(s).
 - k. The requester may recommend that the award be made to the lowest, acceptable overall bidder, or, the requester may recommend that the award be split among the respective acceptable low bidders, provided a minimum savings of \$100 per award will result.
 - l. A bid analysis sheet, listing all the respective bidders, with a side-by-side comparison of the materials and prices, shall accompany recommendations for split awards.
 - m. The requesting department will submit the written recommendation to the Purchasing Department for the review/approval and the subsequent preparation and issuance of the Purchase Order(s).
 - n. Recommendations for award must be signed by the requesting department. If the recommendation will result in an increase to the estimated dollar amount specified on the purchase requisition, or a change that would affect the funding of the procurement in any way, the recommendation must be co-signed by the individual who has signatory authority for the account charge (Account Administrator), if different from the requester.
 - o. After awarding, modifications to any Purchase Order that has been bid, regardless of dollar amount, must first be discussed with the the Purchasing Department.
4. **Bonds:** The Purchasing Department reserves the right to include in the bid specifications the requirement that the successful bidder furnish the University with a Performance Bond, if deemed appropriate.

5. See the chart, *Dollar Limits for Most Types of Procurements, Synopsis of*, Section 2.4. Note that any type of procurement that is not specifically referenced in this manual shall be governed by the dollar limits assigned to Material Purchases, as indicated in that chart.

University Of Massachusetts Lowell	
Date: July 01, 2001	Section:2.3
Subject: Sole Source, Sole Acceptable Source/Brand	

Departments are also referred to the sections on *Contracting for Services*; **Section 3.5**; *Equipment and Software Maintenance including Licenses*, *Software*, **Section 3.16**; *Equipment, Rental/Lease/Lease- Purchase of, and the Rental and Lease of Space*, **Section 3.15**; and *Contracting for Labor and Materials*, **Section 3.4**, for complete information and instructions for those types of procurements.

Note that the section on *Contracting for Services*, **Section 3.5**, has a different set of processing parameters for sole source, sole acceptable source/brand, which takes precedence over the following:

1. **SOLE SOURCE:** A "Sole source" purchase means that the product/service is unique and that the vendor, to the best of the requester's knowledge and belief, based upon thorough research, is the only one in the world from whom the product/service can be obtained.
 - a. Sole source Purchase Orders/Requests that exceed \$5,000 shall be accompanied by a current, original written quotation from the vendor and a justification and/or an explanation from the requester written on the *Documentation Form for Sole Source, Sole Acceptable Source/Brand*. **Such justifications shall be written and signed by the end user/requester (the individual who claims the purchase is sole source/brand). The form shall be countersigned by the Account Administrator, if other than the requester.**

All such sole source justifications/quotations are subject to the review of the Comptroller, or his/her designee, who may request additional documentation/justification from the requester, and approve or disapprove the request.

- b. **Justifications for Sole Source** shall include the following: (1) a statement to the effect that the requester has thoroughly researched the purchase, and to the best of the requester's knowledge and belief, based upon thorough research, the vendor for the product/service is the only one in the world from whom the product/service can be purchased; (2) a detailed explanation of what the product/service is, its purpose, and what it is about the product/service that makes it unique. As a general rule, the greater the value of the product/service, the more detail that is required to justify sole source.

- c. Sole source justifications should be written in lay terminology, as much as possible, so that they can be understood by those individuals who will review them. However, if unique technical features or accuracy are the basis for sole source, the justification must so include.
2. **SOLE ACCEPTABLE SOURCE/BRAND:** A "Sole Acceptable Source/Brand" purchase means that similar types of products/ services may exist, but that the vendor/brand, for reasons of expertise, and/or standardization, quality, compatibility with existing equipment, specifications, or availability, is the only source/brand that is acceptable to the requester or the University.
- a. **Sole brand** may be available from more than one source of supply and, if so, shall be competitively bid to those sources in accordance with the University's purchasing policy established for the particular type of procurement. (See the section on Policies and Procedures for Competitive Bid Procurements, **Section 2.2**) Justification for Sole Brand shall be written on the *Documentation Form for Sole Source, Sole Acceptable Source/Brand*.
 - b. Such a Purchase Order/Request in excess of \$5,000 shall be justified, in detail and in writing, to the Comptroller, or his/her designee, who may request additional documentation/justification from the requester, and approve or disapprove the request.
 - c. The justification/explanation shall be written on the Documentation Form for Sole Source, Sole Acceptable Source/Brand, and shall be accompanied by a requisition and an original written quotation from the vendor. Such justifications shall be written and signed by the end user/requester (the individual who claims the purchase is sole acceptable source/ brand). The form shall be countersigned by the Account Administrator, if other than the requester.
 - d. **Justifications for Sole Acceptable Source/Brand** shall include the following: (1) a statement to the effect that the requester has thoroughly researched the purchase and that the vendor/brand is the only acceptable vendor/brand to fit the particular need; (2) a detailed explanation of the particular need; (3) a list of the other vendors/brands considered; (4) why the vendor/brand was selected over other vendors/ brands, including a detailed comparison of features, if applicable; (5) what the requester has done by way of cost comparison to determine that the charge is not out of line with the current market pricing for the product/service.

3. "Best price" alone cannot be used as a basis for sole source; e.g., "We checked around, and this is the best price." If the product/service is available from more than one source of supply, "best price" must be determined as outlined in the section entitled, Competitive Bid Procurements, Policies and Procedures for, Section 2.2.

4. **QUOTES:** All quotations shall be current, (less than 30 days) and shall be legible. Such quotations shall appear on the vendor's letterhead, and shall not be marked (written on) by anyone other than the vendor. If other terms and conditions are referenced on the face of the quote, they must be included. Original faxed quotes are acceptable, provided they have been signed by the vendor, and/or appear on the vendor's letterhead.

University Of Massachusetts Lowell	
Date: July 01, 2001	Section:2.4
Subject: Dollar Limits for Most Types of Procurements, Synopsis of	

Type of Procurement	Department Sends purchase requisition to Purchasing	Department Prepares purchase requisition Competitively Bids through Purchasing (Unless Sole Source. See Last Column or contract)	Contract Agreement Required	Department Prepares Sole Source/ Sole Acceptable Source/Brand Form. Submit to Purchasing With Written Quote & purchase requisition
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Material Purchases					
1	Under \$1,000-Use Procard	No	No	No	No
2	Under \$5,000	Yes	No	No	No
3	Over \$5,000	Yes	Yes	No	Yes

Contract for Professional Services					
1	Under \$50,000	Yes	No	Yes	No
2	Over \$50,000	Yes	Yes	Yes	Yes

Contract for Operational Services					
1	Under \$25,000	Yes	No	Yes	No
2	Over \$25,000	Yes	Yes	Yes	Yes

	Equipment/Software Maintenance				
1	Under \$5,000	Yes	No	Yes	No
2	Over \$5,000	Yes	Yes	Yes	Yes

	Equipment Rental/ Lease/Lease Purchase				
1	Under \$5,000	Yes	No	Yes	No
2	Over \$5,000	Yes	Yes	Yes	Yes

? For complete and accurate details, see the respective section of the Purchasing Manual that deals with the type of procurement that you wish to effect; e.g. Sole Source; State and MHEC Contract; Competitive Bids; Contract for Services; Equipment Maintenance, Labor & Materials etc.

Note: If covered by State, University and MHEC Contracts – No dollar limit. (Use judgment. Bid large quantities through Purchasing, if appropriate.)

University Of Massachusetts Lowell	
Date: July 01, 2001	Section:2.4.1
Subject: Purchase Requisition Flow – Purchase of Materials Only *	

A	B	C
\$1 - \$5,000 – Non Contract \$1 – Unlimited – Contract	Over \$5,000 Non-Contract – Competitive purchase requisition Advertises & Obtains Public Bids. If Contract – Follow Column A	Over \$5,000 Sole Source/Sole Acceptable Source/Brand If Contract – Follow Column A
Dept. researches purchase & maintains backup documentation, as may be appropriate. Dept. states where prices were obtained and when. Delivery terms must be stated.	Purchase requisition prepared by Dept. & attachments affixed Submitted, as appropriate. Dept. furnishes name & address of one or more suggested source of supply & Account Administrator signs purchase requisition.	Dept. researches purchase & determines only available from one source of supply.
If material is available on MHEC, Univ. or State Contract, Dept. must state the contract used on the purchase requisition. Dept. states where and when Prices were obtained. Delivery terms must be stated.	Purchase Requisition to Purchasing w/attachments, if applicable. Purchasing checks purchaser requisition to insure that purchase meets policy & that purchase requisition is complete.	Dept. obtains written quote from vendor
Purchase requisition is prepared by Dept. and signed by Account Administrator.	Procurement adds vendors & creates bid.	Documentation form for Sole Source/Sole Acceptable Source/Brand completed by Dept. & Signed by Requestor and Account Administrator
Purchase requisition to Purchasing	A bid opening date is established. Bid is mailed to suggested vendors & posted on a public bid board.	
Purchasing verifies that purchase meets policy; checks object code to insure purchase requisition is complete.		
Purchasing issues purchase order. Purchase order is mailed to vendor by Purchasing.	Purchasing opens & publicly reads bids on bid opening date.	Purchase requisition prepared by Department & signed by Account Administrator.
	Purchasing reviews bids & refers bids out to Dept. for review & recommendation. Department submits recommendation to Purchasing.	Purchase requisition quote & documentation form to Purchasing
	Purchasing reviews recommendation, & if all is in order, issues a PO.	Form & Quote is sent to Comptroller for review. If all is in order the Comptroller signs Sole Source Form.
	Purchasing mails PO to vendor.	Purchasing creates Purchase Order/maintains file & mails PO to the Vendor.

*For complete and accurate details, see the respective section of the Purchasing Manual that deals with the type of procurement that you wish to effect; e.g., Sole Source; State, University and MHEC Contract; Competitive Bids, etc. the flow is the same for most types of procurement; however, the dollar limits may vary; i.e., Contracts for Services, Equipment Maintenance, Equipment Rentals. (See Dollar Limits for Most Types of Procurements, Synopsis of, section 2.4)

University Of Massachusetts Lowell	
Date: July 01, 2001	Section:2.5
Subject: Equipment Purchases	

1. For Procurement purposes, the Lowell Campus defines "Equipment" (Subsidiary KK, FRS Object Codes 2001-2012) as any item that meets **all** of the following criteria:
 - a. Is an entity unto itself (stands alone – must be externally visible): e.g., computer, printer, external modem, microscope, filing cabinet, etc;
 - b. Has a unit net price of \$1000 or more (after any discount that may be taken); and
 - c. Has a life expectancy of two years or more.
2. The item may or may not bear a manufacturer's serial number.
3. Supply or accessory items may be included on a purchase requisition with the piece of equipment (Subsidiary KK) when they are an integral part of that equipment; e.g., cabling for a computer, glare screens, software, internal drives, etc. However, if a separate Purchase Order is issued for those types of items only, the cost should be charged to the appropriate subsidiary/object code for the item purchased (Subsidiary EE or FF).
4. Computer boards generally go inside the computer itself and do not "stand alone". Therefore, a board purchased alone without the computer would ordinarily be considered an enhancement or a replacement part (Subsidiary EE or FF). However, if the net price of the board is \$1,000 or more, an/or bears the manufacturer's serial number, it may go in Subsidiary KK.
5. Any equipment item with a net price of \$1,000 or greater shall be charged to the equipment object code that most appropriately fits the description of the item to be purchased.
6. To properly identify these items within the inventory system, it is important that the item description contain the following: the noun describing the item (e.g., "Table"), the manufacturer's name and catalog or model number (e.g., "Steelcase Model 3225"), and whatever description remains (e.g., "30" W x 60"L plastic laminate oak top, stainless steel legs"), followed by the cost of the item.
7. Any item that meets the definition of "Equipment" as contained herein shall be charged to an "Equipment" object code, regardless of the source of funds.

8. Any item that meets the definition of “Equipment” as contained herein may not be charged to a reservation of funds.
9. Upon completion of the construction of the piece of equipment, the department shall report the new equipment item to the Property Office to be recorded in the Fixed Assets Systems.

University Of Massachusetts Lowell	
Date: July 01, 2001	Section:2.6
Subject: Equipment, Disposition/Disposal	

1. All equipment items serviceable, repairable or unusable that become excess to a department's needs shall be reported to the Property Office for redistribution or disposal. Items so reported may be: (1) reissued to another department on campus, (2) used as a trade-in to offset the acquisition cost of a purchase of like equipment, (3) transferred to another state agency, or (4) declared surplus through State Surplus Property as items no longer capable of serving the purpose for which they were obtained.
2. Please see the University of Massachusetts Lowell Property Office Web Site at www.uml.edu/Dept/property for complete information and downloadable forms.

University Of Massachusetts Lowell	
Date: July 01, 2001	Section:2.7
Subject: Alterations to Buildings	

Requirements for the installation of any equipment in, or renovation to, any building that will involve utility connections and/or building alterations shall be processed as follows, (Subsidiary JJ, FRS Object Code 1960, & Subsidiary NN, FRS Object Code 2316):

Installation of Equipment:

Departments that wish to purchase equipment that involves utility connections and/or building alterations; e.g., scientific equipment, washing machines, large computer installations, air conditioner installations, water coolers that require plumbing connections, etc., shall contact the campus Facilities Department prior to processing their purchase request to Purchasing. The Facilities Department must determine whether present building utilities are adequate to carry the load and if the structure of the building is sufficient to house the equipment.

Alterations to Buildings:

Physical alterations and/or renovations to any University building that involve the utilization of trade labor and materials not only must deal with unique statutory requirement, but also must be concerned with building and safety codes. Whenever a University department intends to alter the existing electrical wiring or plumbing, perform carpentry, install carpeting or flooring, or the like, the requirements must be processed through the Facilities Department, regardless of the amount of money involved or the source of funds. If the contract exceeds \$10,000 and needs to be bid, all bidding for Labor & Materials must generate from the Office of Economic development. In may cases, the Facilities Department will already have contracts in place that serve to expedite the completion of small jobs.

Requests for such equipment and/or building alterations should be sent directly to the Facilities Department. Once approval has been given, the request will be forwarded to the Purchasing Department for processing.

University Of Massachusetts Lowell	
Date: July 01, 2001	Section:2.8
Subject: Postage, How To Purchase	

1. Like many governmental agencies, the U.S. Post Office will not sell anything on credit. They must have the cash/check in hand first. Therefore, a payment voucher must be generated and a check issued to the U.S. Post Office before postage can be obtained (Subsidiary EE, FRS Object Code 1406).
2. Make a payment voucher out to the U.S. Post Office for the required items. Address the payment voucher as follows:

Postmaster of Lowell, MA
C/O (the name of your department)
(The name of your building location)
University of Massachusetts Lowell
Lowell, MA 01854

Submit the request to Accounts Payable to be processed.

3. The requesting department will be notified when the check is available to be picked up from Treasury.
4. Postage should only be purchased outside the University when the University Mailroom cannot provide the desired service.

University Of Massachusetts Lowell	
Date: July 01, 2001	Section:2.9
Subject: Travel	

Reimbursable Expenses

The following items are reimbursable as described below:

- ? Air travel booked at lowest Coach Fares
- ? Business entertainment essential to the transactions of university business, which is consistent with university policy. The Policy for Management of University Funds is available in the Comptroller's Office.
- ? Conference fees.
- ? Laundry and dry cleaning expenses for travel period if away seven nights or longer.
- ? Lodging for approved business travel in moderately priced single occupancy accommodations.
- ? Meals while on travel status (per diem meal allowance and meals included with conference registration).
- ? Mileage allowance for personal auto use on university business is reimbursable at the current authorized rate as per the university travel guidelines (University travel guidelines are available in the Comptroller's Office.
- ? Passport, passport photo and visa fees for international business travel.
- ? Rental of mid-size car (only when a rental car is necessary and warranted).
- ? Taxis and other local transportation while on travel status.
- ? Telephone charges while on travel status, relating to business and personal phone calls to maintain reasonable contact with family.
- ? Tips for business meals (20%), bellhops, baggage handlers, taxis, maid service.
- ? Tolls, parking etc., while on university business.
- ? Travelers check fees.

Non-Reimbursable Expenses

The following items are intended to be a representative list of expenses that are not eligible for reimbursement; however, the list is not all-inclusive:

- ? Airline stopover charges (additional airfare, lodging, etc. when made for personal convenience.
- ? Air travel & car rental trip insurance.
- ? Alcoholic beverages, mini-bar services in a hotel.
- ? Articles stolen while on travel status (requires approving authority).

- ? Car rental charge over mid-size rate (unless directed by specific business reasons).
- ? Driver's license issuance or renewal fees.
- ? Gasoline and other operating expenses for personal car.
- ? In-room movies, newspaper.
- ? Laundry and dry cleaning expenses for travel period less than seven nights.
- ? Loss or theft of a cash travel advance or personal item.
- ? Luggage, including attaché case or similar article (claim for damage to personal property must be filed with the transportation carrier).
- ? Optional trip insurance (including air travel, lost luggage, etc.)
- ? Personal credit card membership dues, fees, or charges including liability insurance for lost card use by third parties.
- ? Personal expenses (i.e. Toiletries, barber, masseur, city tours, personal entertainment, etc.) while overnight out-of-town travel.
- ? Telephone charges from airplane.
- ? Traffic fines, parking violations and court costs.
- ? Transportation between home and work location when not on travel status.
- ? Unauthorized trips or entertainment.
- ? Unauthorized use of company charge card.
- ? Unreasonable meal expense incurred while discussing business with another employee when not on travel status.

Personal Vehicle

The University will reimburse travelers the standard Internal Revenue Service (IRS) mileage allowance. This mileage rate covers all automobile expenses such as fuel, maintenance, towing, repairs, tires, depreciation, and insurance. The current standard Internal Revenue Service (IRS) mileage rate as of January 1, 2002 for employees who use their cars for University business is 36.5 cents per mile.

- ? In addition to the standard mileage allowance, necessary and reasonable charges for the following automobile-related expenses are allowed: tolls, ferries, parking, bridges, tunnels, and liability and physical damage insurance coverage in foreign countries that do not provide such coverage.
- ? If two or more employees travel in the same vehicle, only the employee who owns the vehicle will be reimbursed.
- ? When employees travel on a one-day trip they are encouraged to utilize the "Single Day trip" form that incorporates flat rate mileage allowance.
- ? The traveler will be reimbursed mileage based on the actual driving distance by the most direct route. The most direct route is considered the

shorter distance from the traveler's home or Lowell Campus to the destination point.

- ? Non-reimbursable expenses include car repairs, rental car costs during repair of personal car, and traffic violations, fines or tickets.

MEALS & BUSINESS EXPENSES

Personal Meal Expenses

Personal meal expenses are reimbursed to a University employee while on travel status on behalf of the University via a domestic per diem rate as calculated below.

- ? A University employee is reimbursed a full per diem rate of \$35.00 when in travel status for 24 hours for Massachusetts, New York City and Washington, DC; the per diem is reduced to \$30.00 for travel in the rest of the United States after the 1st 24 hours. An employee is eligible for one half the per diem when travel status is 12 consecutive hours but less than 24 hours.
- ? The per diem includes meal gratuities.
- ? Conferences frequently provide meals to attendees, either as part of the registration fee or separately. The University may pay for these meals if appropriate.
- ? The domestic meal per diem shall not be reduced by conference meals.

Business Meal Expenses

Documentation for business meals must include a statement of business purpose and a list of attendees in order to meet IRS guidelines.

- ? Reimbursement for business meals must also include original receipts attached to the travel expense voucher.
- ? Tips included on business meal receipts will be reimbursed. As a general rule, travelers should not tip more than 20% of the bill.

Alcoholic Beverages

The use of alcohol for business entertainment purposes is highly prohibited and only allowed in special circumstances as it places significant exposure on the University.

University Of Massachusetts Lowell	
Date: July 01, 2001	Section:2.10
Subject: Logos/Trademarks (UMass), Licensing	

1. The University of Massachusetts has initiated a licensing program under which the right to the commercial use of the name, seal, initials, mascot, and associated logos of the University of Massachusetts is granted to manufacturers for use on various products (clothing, glassware, key rings, etc.) for sale or distribution. The Licensees pay a royalty to the University of Massachusetts for use of the University's trademarks at the five campuses: Amherst, Boston, Dartmouth, Lowell, and Worcester.
2. Any University department that wishes to have such items produced for resale or for promotional purposes shall first contact Christine Dunlap, Communications & Marketing office, at extension 3224 to determine if licensing will be required.
3. If licensing is necessary, the vendor will be required to be an authorized Licensee and pay the University a 7.5% royalty based on the total product cost inclusive of royalty.

University Of Massachusetts Lowell	
Date: July 01, 2001	Section:2.11
Subject: Memberships	

1. Only institutional memberships (memberships that are made in the name of the University) are authorized. Such memberships shall pertain to the function of the department from which issued (Subsidiary EE, FRS Object Codes 1412).
2. Memberships to dining, travel, or credit granting organizations may not be paid with any University funds.
3. Requisitions for memberships shall designate the names of the individuals who will represent the University in the membership.

University Of Massachusetts Lowell	
Date: July 01, 2001	Section:2.11
Subject: Memberships	

1. Only institutional memberships (memberships that are made in the name of the University) are authorized. Such memberships shall pertain to the function of the department from which issued (Subsidiary EE, FRS Object Codes 1412).
2. Memberships to dining, travel, or credit granting organizations may not be paid with any University funds.
3. Requisitions for memberships shall designate the names of the individuals who will represent the University in the membership.

University Of Massachusetts Lowell	
Date: July 1, 2001	Section:2.12
Subject: Radioactive & Radiation Emitting Materials/Equipment, Purchase of	

1. Nuclear Regulatory Commission and Massachusetts Department of Public Health regulations require that all radioactive material and radiation producing equipment be purchased through the University Radiation Safety Committee. Therefore all **Purchase requisitions** must be signed and approved by the Radiation Safety Officer and/or the Radiation Safety Committee. In keeping with these regulations the following procedure should be followed:
 - a. Departments requiring radioactive material or radiation or x-ray emitting equipment should submit a purchase request directly to the Radiation Safety Officer on campus. Requests sent directly to the Purchasing Department will be forwarded to the Radiation Safety Officer for appropriate action and approval before the purchasing process is initiated.

Some examples of radiation or X-ray emitting equipment include microwave ovens, high voltage power supplies, infrared and ultraviolet equipment, color television sets, ultrasonic equipment, diathermy machines, high powered radio and microwave transmitters, lasers, and x-ray equipment. If you are in doubt about any item that must be reported, please contact the Radiation Safety Officer.
 - b. The Radiation Safety Officer will approve the requisition and forward it to the Purchasing Department.
 - c. The Purchasing Department will perform the purchasing process, prepare the Purchase Order and send it to the vendor.
 - d. All radioactive material and radiation emitting equipment must be shipped to the hazardous materials stockroom at 201 Riverside Street.
 - e. The use of the University Procard to purchase radioactive material or equipment is *strictly prohibited* and will result in the suspension of all Procard privileges.
2. Departments should anticipate their needs well in advance in order to allow for this lengthy purchasing process.

University Of Massachusetts Lowell	
Date: July 01, 2001	Section:2.13
Subject: Reimbursements-Employee and Non-Employee	

Following are the policies and procedures governing reimbursements to employees and non-employees:

Employee Reimbursements:

1. In accordance with University policy, reimbursements to faculty and staff against University funds, other than those for charges incurred for authorized business expenses as outlined in Trustee Doc. T92-031, may be made only under unusual circumstances. Request for reimbursement must contain a detailed explanation/justification for the reimbursement. A payment voucher and original receipts must be submitted before a faculty or staff can be reimbursed.
2. Reimbursements cannot be made, under any circumstances, for services against Subs. HH (Consultant Services), JJ (Operational Services), or NN(Construction), or for Massachusetts sales tax, nor can they be made for travel, or travel related expenses, except as may be noted. (See the Travel Policy as contained in Section 2.9.
3. University employees shall not be paid for services rendered to their own, or to any other department. Such payments must be authorized by, and processed through, the campus Human Resources office, as may be appropriate.
4. Employees may request reimbursement for a business related expense by submitting payment voucher with appropriate accounting information and signature with supporting receipts to the Accounts Payable office for processing.

Non-Employee Reimbursements:

1. Reimbursement for non-employee travel shall be processed with a payment voucher with original receipts made out to the non-employee.

Final approval of any reimbursement shall be left to the discretion of the Purchasing Department and the Comptroller's Office, Immediate Supervisor and Account Administrator.
2. The non-employee (individual), must have a Vendor Code in order to be reimbursed. (See Page 1.13, Vendor Code/Foreign Individual)

University Of Massachusetts Lowell	
Date: July 01, 2001	Section:2.14
Subject: Business Expense Procedure	

Following is the procedure that shall be followed for processing of expenses related to business activities:

(See Business Expense Policy Trustee Doc. T92-031, as revised (Appendix C, page 1.2)

Business expenses are defined as lunches, conference meals, campus events and refreshments and entertainment. All requests for business expenses either for specific events, which require a purchase order encumbrance or for direct reimbursement to an individual, require the approval of the employee's immediate supervisor and Account Administrator

CATEGORIES OF EXPENDITURES:

If allowed by Trustee trust fund guidelines, the following type of expenditures may be made:

1. Expenditures to enhance employee and student morale or to recognize achievement, longevity, performance or retirement can be made. These circumstances include:

Institutional social functions – Maximum of \$24.00 per person, per event.

Employee and student recognition awards/dinners- Maximum of \$25.00 per person for dinner and maximum of \$100.00 maximum value for award.

2. Entertainment of institutional donors, alumni, guests and visitors should be in moderation and good taste and must be supported by a budgeted line item an/or specifically authorized by the Vice Chancellor. Sports, theater and other entertainment tickets can be purchased with Trust Funds monies (however, not for faculty and staff) if the event is being held on campus and the expenditure benefits the mission of the University or directly supports its instructional programs. Areas of expenditure can include:

Equipment and furniture rentals

Materials and supplies

Food and non-alcohol beverage

Entertainment

Travel and related expenses (in conformity with travel guidelines)

3. Miscellaneous:

Moving Expenses – such expenses are appropriate for the Chancellor and selected officers of the Institution. Attracting individuals of high quality can require moving them from other parts of the state or country. Moving expenses should not exceed the regional, average cost of moving between the two points, and must have the advance approval of the Chancellor. Competitive bids for moving costs should be sought in all cases.

Flower, Gifts and Cards – In moderation, expenditures from trust funds for flowers, gifts and cards may be made. The only appropriate occasions are:

Death of an employee, student, trustee or person of special importance to the institution, or immediate family of said persons – typically limited to a maximum of \$50.00

Visit of special guests – typically limited to a maximum of \$50.00.

Please note: the University, College or Department must be shown as the sender – not an individually named Dean, Chairman, etc. Also, a contribution to a charity in lieu of flowers is not permitted.

Please note: upon approval by the Chancellor, expenditures from trust funds may be made for Christmas and other cards that will be sent to donors or potential donors of the University. The Holiday celebration sponsored by the Office of the Chancellor will be the primary campus celebration. Individually funded gatherings, unless funded by attendees themselves, are not encouraged.

Purchase of sports, theater and other entertainment tickets for student use should be through their student activity fees only, not with other Trust Funds.

INAPPROPRIATE EXPENDITURES:

Expenditures not payable from any University funds include, but are not limited to, the following: Sports, theater and other entertainment tickets for faculty and staff; fines for traffic or parking violations; spouse/guest expenses; Christmas (or any other holiday) cards expenditures except as noted above; any unexplained expenditures; private club membership; expenditures of a personal nature; unreasonable or excessive expenses; and those not specifically related to the conduct of University business. Contributions to individuals (or their associated committees) seeking elected, public office are prohibited. Contributions to political committees (PACs) or equivalent organizations are prohibited. Also prohibited are outright contributions to charitable organizations.

University Of Massachusetts Lowell	
Date: July 01, 2001	Section:2.15
Subject: Controlled Substance, Including Hypodermic Syringes & Needles, Purchase of	

1. Pursuant to Massachusetts General Laws, Chapter 94C, Section 27, and Commonwealth of Massachusetts Regulation 105 CMR 700, a researcher and/or instructor who purchases one or more controlled substances as referenced in the law, including, but not necessarily limited to, hypodermic syringes/needles, for any purpose, from any vendor, must be licensed by the Commonwealth of Massachusetts, Department of Public Health. The cost of such a license is currently \$100/year for each researcher/instructor.

(Note that, under the law, hypodermic syringes and needles are a Class VI Controlled Substance. Note, too, that only state hospitals are exempt from paying the licensing fee).

2. Furthermore, each researcher/instructor who so purchases a controlled substance shall maintain a perpetual inventory, in a **bound** ledger (not loose leaf), consisting of the purchase order number, the name of the licensed researcher/instructor, the purchase order date, the quantity received, the quantity and date issued, and the intended purpose. Said ledger shall be maintained in the department office and shall be provided to state inspectors upon request.
3. Reservations shall not be used to order controlled substances. Only specific purchase orders are appropriate. Each such purchase order shall reference the researcher/instructor's registration number, as issued by the Commonwealth of Massachusetts, Department of Public Health.
4. A sample copy of the Application for Registration appears on the following page.

University Of Massachusetts Lowell	
Date: July 01, 2001	Section:2.16
Subject: Emergency Procurement Confirming Order-Financial Commitment	

Following is the policy, and the procedures that shall be followed, for the emergency procurement of goods and services.

1. No financial commitment may be made to any vendor without a valid, hard copy purchase order, approved by the Purchasing Department.
2. An emergency is any situation that requires the immediate placement of a purchase order, as determined by the Department Head, to avoid substantial harm to the functioning of the University of to protect public health, welfare, or safety.
3. In the case of extreme emergency, the requesting department will be required to hand carry a request form and a memorandum of justification to the Purchasing Department, together with any other written documentation that may be necessary. The Purchasing Department will determine if the justification is sufficient to warrant an emergency order.
4. A request for an emergency order must meet the following criteria:
 - a.) The circumstance surrounding the need for the order must have been unforeseen and must require the immediate acquisition of the specified commodity to avoid substantial harm to the functioning of the University, or to protect the public health, welfare or safety.
 - b.) The purchase request must have the approval of the individual having signatory authority for the account charged.
 - c.) There must be sufficient funds in the respective account to cover the commitment as reflected in the University's system.
5. If the justification meets the above criteria, Purchasing will then take immediate steps to issue a purchase order. The purchase order will then be given to the requesting department.
6. Emergency purchases cause expensive interruptions in the normal routine of the Purchasing Department. Since emergency purchases are usually a result of insufficient foresight, using departments are urged to use proper planning and scheduling to keep "rush" orders to a minimum.

Note: Any type of purchase that requires the creation of a new vendor code, or an additional approval will take additional processing time.