

• STETSON •
UNIVERSITY

COLLEGE OF LAW

Florida's First Law School

Purchasing Guide

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PD = Purchasing Department

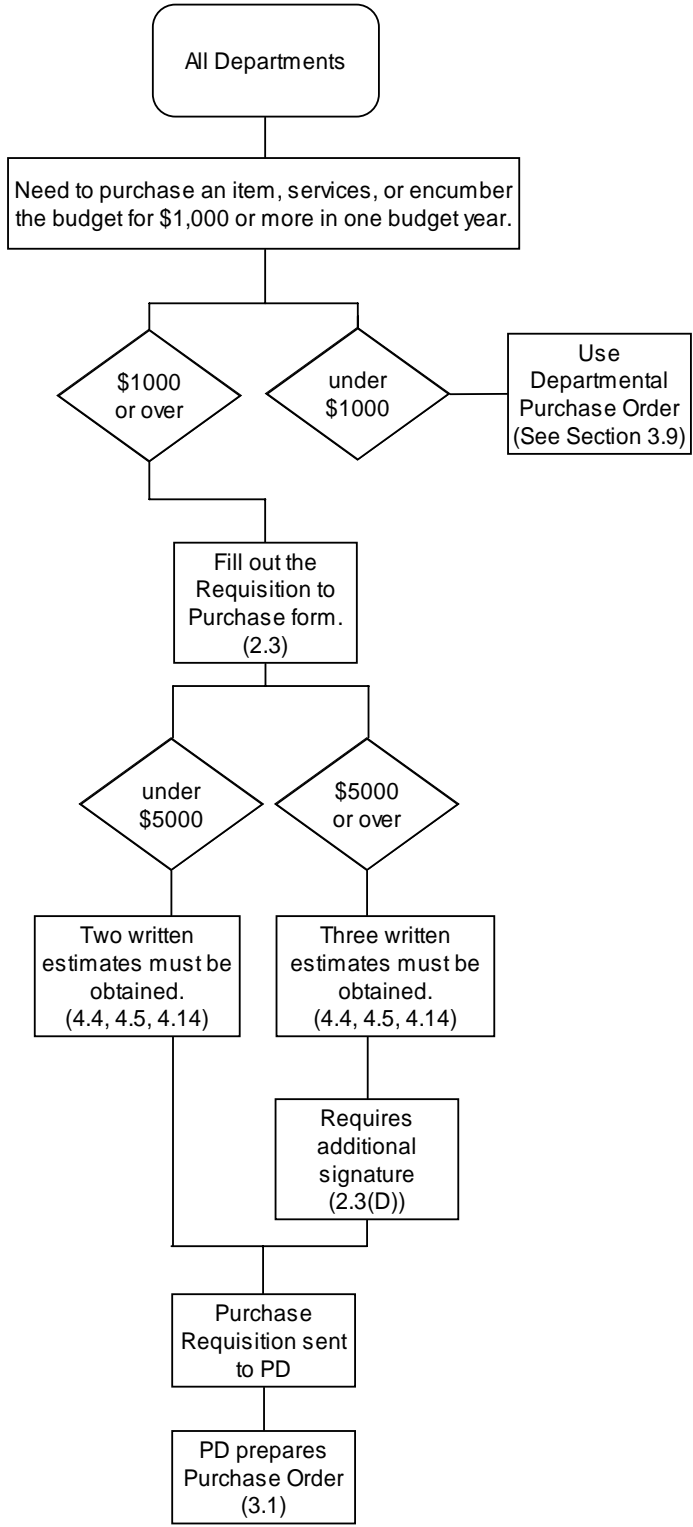


Table of contents:

Chapter 1 - Purchasing Overview	5
1.1 Scope and Authority for Procurement	5
1.2 Responsibility and Objectives	5
1.3 Authorized Purchases	6
1.4 Conflicts of Interest	6
Chapter 2 - Funds	8
2.1 Fund Source	8
2.2 Account Number	8
2.3 Requisition to Purchase	8
Chapter 3 – Purchase Orders	10
3.1 Purchase Order	10
3.2 Cancellation or Modification of Orders	10
3.3 Central Receiving – Bookstore	10
3.4 Receiving Report Approval	11
3.5 Damages and Shortages	11
3.6 Mistakes in Shipping or Invoicing	11
3.7 Return for Credit	12
3.8 Blanket (Open) Purchase Order	12
3.9 Departmental Purchase Order (DPO)	12
Chapter 4 - Vendors	14
4.1 Interviewing Sales Representatives	14
4.2 Vendor Selection	14
4.3 Disadvantaged Suppliers	14
4.4 Errors in Bids or Quotations	15
4.5 The Confidentiality of Bids	15
4.6 Insurance	15
4.7 Leases	15
4.8 Service Contracts	16
4.9 Sales Agreements	16
4.10 Sole Source	17
4.11 Supplier Lists	17
4.12 Supply Sources	17
4.13 Requests for Bids or Quotations	18
4.14 Vendor Qualifications	18
4.15 Proven Preferred Vendors	19
Chapter 5 – Miscellaneous Information	20
5.1 Emergency Purchases	20
5.2 Personal Orders	20
5.3 Sales Tax	21
5.4 Furniture Purchases	21
5.5 Warehouse and Stored Items	21
5.6 Checks	22
5.7 Check Request Form	22
5.8 Travel Request Form	23
5.9 Invoices	24

5.10	Pink Slips (Petty Cash)	24
5.11	Information on “FOAPAL”ing	25
	FUND	25
	ORG	26
	ACCOUNT	27
	PROGRAM	29
	ACTIVITY	33
	LOCATION	33
	Requisition to Purchase.....	35
	Departmental Purchase Order	37
	Notes:	39

Chapter 1 - Purchasing Overview

1.1 Scope and Authority for Procurement

The Stetson University College of Law (“the College”) Purchasing Department is a division of the Office of Business and Operations. The Department has the responsibility for all procurement negotiations and the administration of procurement policies and procedures as delegated by the University Vice President and Dean of the College of Law.

The Purchasing Department is the centralized purchasing service for all departments of the College. In performing this service, in accordance with sound and prudent business practices, the Department seeks to realize the maximum value for every dollar expended.

The Purchasing Department will be involved with purchases of individual items, services, or encumbrances to the budget of \$1,000 or more within one budget year for all departments. The Purchasing Department will be involved with purchases of all furniture, regardless of price.

Exceptions to these rules are business normally conducted by the Dean’s Office, travel expenses and catering services for departmental events.

1.2 Responsibility and Objectives

The Purchasing Department functions in a multi-faceted manner for the College. It is responsible for buying merchandise, receiving the items when they arrive on campus, correcting errors in shipments, delivering materials to the proper departments, and processing authorized invoices for payment.

The Purchasing Department’s functions include:

1. obtaining competitive bids and selecting vendors;
2. serving as a liaison with the vendors that service the College;
3. recommending bidders;
4. coordinating the procurement of goods and services for the academic and administrative departments of the College;

5. developing sources of supply to assure that College departments have an adequate number of vendors from whom to obtain supplies and equipment.

1.3 Authorized Purchases

In accordance with the authority delegated to the Purchasing Department by the Executive Director of Business and Operations, all purchases, regardless of the source of funds, will be governed by the following policies:

It shall be the College's policy to obtain all supplies, equipment and services at the best value for the College, consistent with cost, quantity, quality, environmental friendliness and availability of the items at the time of purchase. In conforming to this policy, the cost of purchase and the delivery time required by the using department will be considered. Competitive bids will be solicited whenever practical.

College funds are committed only through the approved issuance of a College Purchase Order, Departmental Check Request, or Contract.

Employees, departments and offices shall not place orders without the authorization of a purchase order. When invoices are received on campus for purchases of an individual item, services, or encumbrances to the budget of \$1,000 or more within one budget year without a purchase order to support the goods and services received, the Purchasing Department will notify the employee who ordered the goods or services. The employee will be mailed the invoice and be instructed to complete a requisition for the items and write a brief explanation on the requisition why a purchase order was not submitted prior to receiving these goods or services. The requisition **must** be signed by the Dean or Executive Director of Business and Operations, and then forwarded to the Purchasing Department before the invoice will be paid.

1.4 Conflicts of Interest

The College as a general rule does not enter into purchasing contracts with students, faculty, staff, or immediate family members of students, faculty, or staff. Acquisitions from a business in which a Stetson University employee has an interest are prohibited unless full disclosure of the background facts are presented in writing to the Purchasing Department. Interest is deemed present if the employee and/or his or her parent, spouse or dependent minor children have direct

or indirect financial interest in a business. The Executive Director of Business and Operations will approve any exceptions in writing.

Chapter 2 - Funds

2.1 Fund Source

All funds deposited with the College, regardless of source, are College funds and must be handled in accordance with College policy. Although departments are allocated funds in their budget for a given period, this allocation is an authority only to requisition, not to purchase.

2.2 Account Number

Each department is assigned an account number or numbers (commonly referred to as the FOAPAL (See 5.11) number within our Banner system) by the Accounting Office. All requisitions must carry the complete number of the account to be charged.

2.3 Requisition to Purchase

Only a budget supervisor or his or her designee shall have authority to issue requisitions.

For proper control, the purchasing function should, whenever possible, be the responsibility of one person in a department. The prompt processing of all work however remains the responsibility of the budget supervisor.

All requests for outside purchases of an individual item, services or encumbrances to the budget of \$1,000 or more within one budget year, regardless of the source of funds, must be processed through the Purchasing Department on the purchase requisition form. The Requisition to Purchase form is in the back of this guide (page 35).

Guidelines:

- (A) The original copy of each purchase requisition will be sent to the Purchasing Department. Please keep a copy for your records.
- (B) Each purchase requisition form must contain the date required, the name of the account to be charged, the account number(s), the quantity, the catalog number or part number (if any), a complete description of the goods (size, color, etc.) or services desired, the unit price, or any other descriptions

necessary to place the order. The requisition must be dated, signed by the departmental budget supervisor or designee and sent to Purchasing. Care should be taken that each requisition lists only items that can be furnished by one supplier (e.g., do not request pool supplies with office supplies).

- (C) When possible, the requisitioning department should furnish sources of supply and the name and address of each recommended vendor.
- (D) All requisitions for purchases over \$5,000 must be signed by both the departmental budget supervisor and designee, and the Dean or the Executive Director of Business and Operations.

In addition, the Executive Director of Information Technology must approve all requisitions for purchases of computer systems and peripherals.

- (E) Once the requisition is received in Purchasing, the account number(s) to be charged will be checked to be sure there are sufficient funds to cover the purchase. If there is an insufficient fund in the account(s), the requisitioned will be notified, the requisition will be returned and the purchase order will not be issued without an override approval by the Dean or Executive Director of Business and Operations.
- (F) Once a purchase order has been generated for the purchase, the purchase order number and date are written on the bottom of the requisition form and a copy is mailed back to the requisitioned.

All bids will be specified as FOB Delivered.

Chapter 3 – Purchase Orders

3.1 Purchase Order

Purchasing Department personnel will prepare the Purchase Order and copies will be sent to the vendors. The Purchasing Department is the only office authorized to assign a purchase order number for purchases of an individual item, services or encumbrances to the budget of \$1,000 or more within one budget year. Copies of the purchase order are not mailed to the requisitioning department unless requested.

3.2 Cancellation or Modification of Orders

Requests for cancellation or modification of a purchase order, including an increase or decrease in the dollar amount of the order, must be submitted to the Purchasing Department in writing by the budget supervisor or designated individual. State the reason for the change and reference the purchase order number and vendor's name and address.

If the Purchase Order has not already been executed by the vendor, an official notification to the vendor will be sent via a Change Order.

3.3 Central Receiving – Bookstore

The Bookstore will act as the College's warehouse and will receive all goods unless other arrangements have been made in advance. When the goods are received, the packing slip will be pulled from the package and cross-referenced to a purchase order. The purchase order number will be verified and the date and number of cartons received will be documented on the warehouse copy of the purchase order. A delivery slip will be completed with the following information: date package is received, requisitioner's name, the number of cartons received, a description of the items, vendor name and the purchase order number. The delivery slip will be attached to the package. The package will be delivered to the delivery point and person designated on the purchase order. Once the requestor signs the delivery slip, the white copy will be kept by the Bookstore and the yellow copy will be forwarded to Purchasing and attached to the purchase order.

Any packages delivered to the Bookstore that cannot be cross-referenced to a purchase order, department or individual will be returned to the vendor. The

Purchasing Department may e-mail a notice to the campus in an effort to locate the correct recipient.

Preferred receiving hours are Monday through Friday, 9:00 a.m. – 11:00 a.m. and 1:00 p.m. – 3:00 p.m. Deliveries outside of these ranges must be arranged in advance with the Warehouse.

3.4 Receiving Report Approval

Invoices received by Purchasing will be matched to the proper purchase order and forwarded to the department receiving the goods or services. When the goods have been delivered or the service performed, the invoice should be initialed by the budget supervisor with payment authorization (i.e., “okay to pay”) and promptly returned to Purchasing. Since the credit standing of the College depends on fulfilling its obligation on time (payment), departments should arrange for alternate signatory power so that staff absences do not delay the appropriate approval.

If a budget supervisor feels payment should not be made because a vendor has not met the terms and conditions specified in the purchase order, the supervisor should notify Purchasing immediately, in writing, of the details surrounding the disagreement. Purchasing will coordinate any corrective action.

3.5 Damages and Shortages

In cases of damage or shortage of shipment, the individual who discovers the damage or shortage must prepare a written report of the findings. This report must be submitted immediately to the Purchasing Department, including the following details: purchase order number, date, vendor and the extent of damage or shortage.

3.6 Mistakes in Shipping or Invoicing

Mistakes in shipping or invoicing must be reported promptly in writing to the Purchasing Department by the individual who discovers the mistake. Refer to the purchase order number and vendor involved. Departments should give sufficient detail concerning the mistake so that proper negotiations and correction of the mistake can be handled with the vendor.

3.7 Return for Credit

When vendors have shipped items specified on a purchase order, they may have complied with their part of the contract and may be under no obligation to accept for credit any of those items delivered as specified. Acceptance of a return by the vendor is by no means automatic and a restocking charge may be incurred. This charge will be assessed to the requisitioning department.

Please contact the Purchasing Department if assistance is required to return supplies or equipment to the vendor for adjustment or credit.

3.8 Blanket (Open) Purchase Order

This type of purchase order is intended to eliminate small repetitive purchase orders for expendable supplies or services. It is used to encumber a specific amount of funds for a specified length of time. It is generally used in processing preventive maintenance types of requests and lease/purchase or rental orders.

Supplies and services are drawn against these purchase orders, when needed, by a designated representative.

3.9 Departmental Purchase Order (DPO)

Departmental purchase orders (not to exceed \$1,000) can be used for purchases from College approved vendors as established by the Purchasing Department. No backorders are allowed. The DPO form is in the back of this guide (page 33).

When the DPO is used, it must be signed by the budget supervisor and have the account number to be charged written on it. Submit a copy of the DPO to Purchasing.

The DPO **MUST NOT** be used for the goods or services listed below:

- C.O.D. Packages
- Computer, telephone and peripheral equipment (Information Technology)
- Deposits or Advance Payments
- Furniture
- Hazardous Materials
- Hiring of Labor
- Honoraria
- Hotels

- Laboratory or Specialty Gases
- Leases
- Office Equipment Annual Service Contracts
- Office Equipment (Scanners, Fax Machines, Printers)
- Reimbursements
- Telecommunications
- Telephone Orders
- Travel (use appropriate travel forms)
- Vehicle Rental (Includes Cars, Golf Carts, Trailers, etc.)

Please contact Purchasing with any questions concerning DPOs.

Chapter 4 - Vendors

4.1 Interviewing Sales Representatives

College personnel desiring to contact sales representatives should contact the Purchasing Department for assistance.

4.2 Vendor Selection

Vendors are selected for their capability to serve the needs of the College in the most economical and efficient manner possible. Past performance and cooperation are important factors.

Vendors must comply with the Equal Opportunity Act, because it is the policy of the College to promote the full realization of equal employment opportunity and diversity. They must comply with all federal, state and local laws and directives.

The College desires to purchase goods and services that are environmentally friendly. The College will consider this preference when selecting vendors.

College employees who wish to see samples or have equipment demonstrated should contact the Purchasing Department for assistance.

College personnel who find the need to contact sales representatives directly are reminded to advise the prospective vendor that a purchase order will be issued by the Purchasing Department, should a procurement decision be made.

Vendors are to provide their own insurance coverage for any material left at the College.

4.3 Disadvantaged Suppliers

The College affirms the values and goals of diversity and shall endeavor to apply these principles in its purchasing with the objective of fostering greater participation by minority- and women-owned enterprises in its procurement activity. This assumes that the goods or services are the best value for the College, consistent with cost, quantity, quality and availability.

4.4 Errors in Bids or Quotations

Vendors are responsible for the accuracy of their quoted prices. If an error between a unit price and its extension occurs, the unit price will govern. Quotations may be amended or withdrawn prior to placing an order. After an order has been issued, no bid may be withdrawn or amended by the vendor unless the Purchasing Department considers the change to be in the College's best interest.

4.5 The Confidentiality of Bids

Bids are given to the College in confidence and shall not be revealed to any other vendor or unauthorized person.

4.6 Insurance

Before the commencement of any work or services for the College, the vendor must submit evidence of appropriate insurance coverage to the Purchasing Department.

4.7 Leases

The Dean or Executive Director of Business and Operations must sign all forms of lease, lease purchase, or rental agreements for the procurement of material or services on behalf of the College.

The Dean or Executive Director of Business and Operations must sign any agreement that commits the College to payments beyond the current budget year.

Regardless of the time period involved in these agreements, a formal College Purchase Order must be issued. The using department should define lease agreement on the requisition, indicating whether it is a new or renewal agreement. A copy of the lease agreement must accompany the requisition.

The Purchasing Department will analyze each lease agreement submitted by the requisitioning department prior to acceptance to determine the economic soundness of leasing versus purchase.

Some of the factors that will be considered in making this determination are as follows:

- | | |
|---------------------|--|
| (A) Title | Who retains title to this equipment? |
| (B) Liability | Who is responsible if equipment is stolen or damaged? |
| (C) Insurance | Does the vendor carry sufficient insurance on its employees when rendering services and/or is its equipment adequately insured? |
| (D) Maintenance | Are all maintenance costs included in the original cost of the lease or is the College responsible for maintaining the equipment at its own expense? |
| (E) Pay Back Period | If the College were to make an outright purchase, what is the payback period? |

A final and important consideration that will be made in determining lease versus purchase is the availability of funds. Does the requisitioning department have sufficient budget funds or, in the event of Grant or Contract Funds, does the source of funding provide for this type of expenditure?

4.8 Service Contracts

Certain types of equipment are covered by service contracts to assure continuing efficient operation. Forms required by service companies must be signed on behalf of the College by the Dean or the Executive Director of Business and Operations and forwarded to the company with a separate purchase order.

4.9 Sales Agreements

Standard sales agreements prepared by vendors should not be signed unless carefully studied and all terms approved. Standard terms and conditions governing a College purchase may be found on the reverse side of the purchase order.

If a separate contract is required, the Dean or the Executive Director of Business and Operations will sign for the College only after a properly executed requisition is received. A copy of the agreement will be retained in the Purchasing Department file.

4.10 Sole Source

Certain sole source items may require documentation from the requisitioning department to justify their purchase.

Instances when “sole source” designation is applicable include the following:

- When property or services can be obtained only from one person or firm.
- When competition is precluded because the existence of patents, copyrights, secret processes, control of raw material or similar circumstances.
- When procurement is electric power, gas, water or utility services when it would not be practical to allow a contractor other than the utility company itself to work upon the system.
- When the procurement is for technical services in connection with assembly, installation or servicing of equipment of a highly technical or specialized nature.
- When the procurement is for parts or components to be used as replacements in support of equipment specifically designed by the manufacturer.
- When the procurement involves construction and a contractor is already at work on the site and it would not be practical to engage another contractor.

Final responsibility in determining whether an item is a proprietary item and may be purchased from a sole source rests with the Purchasing Department.

4.11 Supplier Lists

The Purchasing Department will maintain a list of persons and firms who wish to supply goods and services to the College. Invitations to bid will be solicited from those vendors whom the Purchasing Department determines will stimulate viable competitive bidding. A list of proven preferred vendors (PPV) will be maintained in the Purchasing Department (See 4:15).

4.12 Supply Sources

Requisitioning departments are encouraged to suggest sources of supply for unusual items. Authority for the final selection of the vendor, however, shall be left to the Purchasing Department, which will make its decision in light of the overall needs of the College.

The College is eligible to purchase under the Florida State Contract. These contracts cover a number of items in many commodity areas. Whenever possible, prices will be compared to the State Contract prices.

4.13 Requests for Bids or Quotations

Competitive bids and/or quotations must be obtained before the purchase order being issued, in accordance with the following guidelines:

\$1000 - \$4,999 Two written estimates or proposals from the vendor attached to the requisition.

\$5,000 - Up Three written estimates or proposals from the vendor attached to the requisition.

4.14 Vendor Qualifications

All vendors doing business with the College are monitored as to how they perform, particularly vendors doing business with the College for the first time. References are checked and formal interviews conducted when feasible to make sure bidders are qualified.

Departments are encouraged to supply whatever information they may have that will help us evaluate our vendors.

Some of the factors that will be considered when qualifying vendors:

- Has this supplier done business with the College before?
- Has the supplier ever filed for bankruptcy?
- How long has the company been in business?
- What is the return policy?

- What are the payment terms?
- Does the vendor provide goods and/or services that are environmentally friendly and conform to the concept of environmental sustainability?
- Are the qualifications and credentials presented by the vendor accurate?

4.15 Proven Preferred Vendors

A vendor may be listed as a “Proven Preferred Vendor” (PPV) if it:

- has been the successful bidder on three previous occasions;
- has performed at or above expectations;
- has a billing system that is compatible with the College;
- has a satisfactory return policy, if applicable.

Chapter 5 – Miscellaneous Information

5.1 Emergency Purchases

“Emergency Situations” shall be defined as:

- Any situation that, if not corrected immediately, would result in a hazard to persons or property;
- Any situation that, if not corrected immediately, could result in damage to buildings or facilities; or
- Any situation that would result in a violation of law, statute, or ordinance established by governmental or regulatory authority, or in any other fashion, if not acted upon, would be seriously detrimental to the interest of the College.

Failure to anticipate a need is not, of itself, considered an emergency.

To initiate an emergency purchase, the authorized person in the department may call the Purchasing Department for an emergency purchase order number. The requesting department must state the nature of the emergency, vendor’s name and address, dollar amount and account number to be charged. The department will be given an emergency purchase order number and be instructed to follow up with a confirming requisition sent to the Purchasing Department within **1 business day** of the date the emergency purchase order number was given. The confirming requisition should indicate the emergency purchase order number and the statement confirming.

5.2 Personal Orders

Because of the tax-exempt status of the College, the Purchasing Department cannot issue purchase orders for personal purchases. The Purchasing Department staff will suggest possible sources that may offer a discount.

Vendors are under no obligation to offer discounts to individuals, and do so with the understanding that their offer places the College Purchasing Department under no obligation to do business with them except within strict business practices.

5.3 Sales Tax

The College is exempt from Florida State Sales and Use Tax. When requested, the Purchasing Department will furnish a copy of our tax-exempt certificate with the purchase order.

5.4 Furniture Purchases

Furniture purchases must be approved by the Purchasing Department. Furniture purchases are a long-term commitment. Often the end user of the furniture is not the person who originally ordered the furniture. Because of this, it is important that furniture purchases meet the following criteria: commercial grade, commercial quality, meet OSHA and ADA standards (when appropriate) and when placed in service will comply with life safety requirements and utility limitations within the space.

Furniture should not be moved away from an office or storage facility without authority from the Executive Director of Business and Operations.

5.5 Warehouse and Stored Items

Please refer to the listing of items maintained in the College's warehouse before ordering supplies from outside vendors. Warehouse inventory items may include:

- Surplus furniture
- Surplus office equipment
- Surplus computer and other electrical equipment

Please contact the Maintenance department with any questions concerning the items available or to request a listing of these items. Employees of the College should not remove furniture that is stored on College property for any reason without authority from the Executive Director of Business and Operations.

The College's facilities should not be used to store personal items without the express *written* consent from the Executive Director of Business and Operations. The College is not liable for personal items stored on College property. (Items used to decorate one's office (i.e., art, photographs, plants, clocks, etc.) are not considered "stored" items.)

5.6 Checks

To request a check, you can do one of the following:

1. fill out a Check Request Form (See 5.7);
2. fill out a Travel Expenses Form (See 5.8);
3. sign and code an original invoice with the proper FOAPAL (See 5.11).

Then, forward your request to Accounts Payable and allow at least three business days for your request to be processed. If the request is sent through College mail, allow an extra day.

Rush checks: If you are requesting that a check be “rushed,” please specify the date and the time you will need it, and hand-deliver your request to the Director of Accounting or Accounts Payable personnel.

Forwarding: If a check is to be sent to the department of origination rather than to the check recipient, indicate this in large bold letters at the top of the Request for Payment form and circle.

Names and Addresses: When preparing a request, please use a complete name and address. No nicknames, please! There could be two people with the same name in the system, and identification without complete information is difficult. Please type or print all names, including your own, **LEGIBLY**.

5.7 Check Request Form

Do not use a Check Request form if you have an original invoice. Instead, send the signed and coded invoice to Accounts Payable for payment (See 5.9).

Staple all receipts, bills, vouchers, etc. to the **BACK** of the form.

The approving signature must be that of someone other than the check recipient. This person will generally be the individual’s supervisor.

When you request a check for an **INDIVIDUAL U.S. CITIZEN** performing services (Lecture fees, Consulting fees, Honoraria, Other), we must have a complete **HOME** address and social security number or a check cannot be issued. For **FOREIGN NATIONALS** and **RESIDENT ALIENS**, please contact the

Director of Accounting for forms that need to be completed when making these payments to nonresident aliens.

A check may be mailed to an individual's place of employment, but to comply with IRS regulations, we are required to have the recipient's social security number and home address on file before we can issue a check.

When you request a check for an UNINCORPORATED BUSINESS performing services (Lecture fees, Consulting fees, Honoraria, Other), we must have a complete BUSINESS address and taxpayer identification number (TIN) or a check cannot be issued. These payments are subject to tax, and the vendor or check recipient will receive a 1099 tax form at year end, in compliance with IRS regulations.

IMPORTANT: If the check is to be sent to the department of origination, indicate this in large bold letters at the TOP of the form and circle; otherwise the check may inadvertently be sent to the check recipient.

If you wish something to be enclosed with the check, such as an order form, attach it to the Check Request form and indicate this in large bold letters at the TOP of the form and circle.

If you do not know the FOAPAL to be billed, enter the name of the office to be billed (i.e. "Student Services," "Dean's Office," "College Relations") and have that department approve by providing the proper signature and FOAPAL.

ALL CHECK REQUESTS MUST BE SIGNED AND APPROVED BY THE DEPARTMENT HEAD OR DEPARTMENT BUDGET SUPERVISOR.

The approving signature **CANNOT** be that of the check recipient.

5.8 Travel Request Form

Use a travel request form for reimbursement of travel only (i.e., when out-of-pocket money is used for travel, meals, registration, etc.) and reimbursement is needed.

Staple all receipts, bills, vouchers, etc. to the **BACK** of the form.

Department supervisors and faculty must have the Associate Dean's approval before the travel form is sent to the Business Office. Staff must have their department supervisor approve travel reimbursement. The approving signature must be that of someone other than the check recipient.

Please visit the College's web site for details on the travel policy at <http://www.law.stetson.edu/policies/TravelPolicy.pdf> Travel request forms must be filled out as completely as possible, including FOAPL information, prior to receiving reimbursement.

5.9 Invoices

When you receive an invoice from a vendor and are ready to request that it be paid (your order has arrived and is satisfactory to you), date and sign the original invoice, and code it with the FOAPAL to be charged. Forward the **original** invoice only to Accounts Payable. Keep a copy for your files. The Business Office can only pay from an original. If an original is not available, please call the Director of Accounting or the Accounts Payable office for instructions.

If sales tax has been added, be sure to remove it and change the total before submitting the invoice. A Sales and Use Tax Exemption Certificate with the College tax exempt number can be requested from the Business Office and sent with payment. Circle the amount to be paid.

Some invoices indicate the possibility of a discount if they are paid within a given time period; if your invoice qualifies for a discount, re-total it before submission.

Please do not sign or FOAPAL on the portion of an invoice that is to be returned with a check. When this portion of the bill is detached and mailed back to the company, your coding and signature are lost.

Enclosures: If you wish something to be enclosed with the check, such as an order form, attach it to the original invoice and indicate this in large bold letters at the TOP of the invoice and circle.

Please type or write all names legibly on invoices. Do not use initials.

5.10 Pink Slips (Petty Cash)

Petty Cash is only used for small reimbursable items, generally less than \$50.00.

Do not use pink slips for mileage reimbursement. Travel expense forms should be used for mileage and a check will be printed for you.

Pink slips and/or original receipts must be signed and FOAPAL'd by department supervisors.

Original receipts, no copies, must be attached to the pink slip

The approving signature CANNOT be that of the petty cash recipient.

Deposits Back to Org - Checks and cash for deposit into departmental ORGS are processed by the Accounts Receivable clerk. Please send the items to be deposited along with the FOAPAL to the Accounts Receivable clerk in the Business Office.

Checks may be mailed through College mail, but cash should be hand-delivered. (Do not leave cash unattended in the Business Office; hand it personally to Business Office personnel.) Please wrap coins and band money.

5.11 Information on “FOAPAL”ing

The Banner accounting codes (FOAPAL) consists of six components: **Fund**, **Organization**, **Account**, **Program**, **Activity**, and **Location**. The College currently does not use Activity and Location. Below is a quick guide of some of the common codes the College currently uses.

FUND

The **first** code in the Banner **FOAPAL** is the **FUND**. The fund code indicates the funding source. In the College's Chart of Accounts, the broad fund types are as follows:

- **011001 Current Unrestricted Fund.** There is only one current unrestricted fund and it is for the College's Operating Budget
- **02XXX Current Restricted Funds.** There are many current restricted funds, which may include: state funds, private gifts and grants not considered endowment and temporarily restricted funds.
- **03XXX Auxiliary Funds** are used by our auxiliary departments, i.e., housing and bookstore.
- **06XXX Endowment Funds.** There are many endowment funds consisting of true endowment (06XXX) and funds functioning as endowment (05XXX).
- **07XXX Annuity and Life Income Funds.**

- **08XXX Agency Funds.** Agency funds are usually funds held by the College for other groups or activities, i.e., student organizations.
- **09XXX Plant Funds.** There are many plant funds for the physical facilities of the College.

Below are some of the common fund types used at the College:

Fund Code	Title
011001	Current Unrestricted Fund
010101	Faculty & Staff Labor Fund
010102	Student Employment
011002	Part-Time Program
030001	Auxiliary housing-Stetson houses
030002	Food Services
030003	Bookstore
030005	Other Auxiliary Enterprises
030007	Dorm Rooms
030008	Rosa apartments

ORG

The **second** code in the Banner **FOAPAL** is the Organization code. The Organization (or Org) code indicates your budget department, in most cases. The Org codes have been set up to follow the reporting structure of the College. You should have received an Org code to use when you incur departmental expenses. The Organization codes are as follows:

Org Code	Title
2082	Faculty Research
2092	Library - St. Pete
2094	Library Resources
2112	Continuing Legal Education
2801	Dean of College of Law
2802	Law School Instruction
2803	External Programs
2805	Law Review
2806	Moot Court
2807	Tampa Part - Time Program
2808	Centers for Excellence
3102	Financial Aid
3162	Student Services
3172	Admissions

3182	Registrar
3192	Career Services
3211	Student Activities
4021	Computing Support
5012	Business Office
5022	Student Accounts
5052	Human Resources
5062	General Inst. Expense
5065	Depreciation Reserves
5072	Faculty and Staff Benefits
5082	Cafeteria
5091	Calendar & Events
5302	University Bookstore
5404	Transfers to Other Funds
5502	Debt Service-Interest
5504	Debt Service-Principal
5602	Debt Service-Auxiliary Interest
5604	Debt Service-Auxiliary Principal
6022	Development
6023	Communications
6024	Annual Fund
6025	Law Alumni Weekend
6026	Alumni Affairs
6027	Publications
6031	Cornerstone Campaign
7092	Building & Equipment Maintenance
7102	Custodial Services
7112	Land & Grounds Maintenance
7132	Warehouse
7152	Public Safety
7162	Auxiliary Housing
7163	John T. Rosa Apartments
7164	Real Estate & Housing

ACCOUNT

The **third** code in the Banner **FOAPAL** is the **Account** code. The account codes are specific to the item to be charged (i.e. office supplies, duplication, air travel, postage). There are hundreds of different account codes that are specific. See the Director of Accounting for a complete list of accounts. Some of the more common account codes are listed below.

Acct #	CATEGORY
	Advertising & Promotion
70101	Advertising
70102	Photography
70103	Promotional Materials
70104	News Release
	Awards & Banquet
70201	Cash Awards
70202	Research Awards
70203	Other Awards
	Capital Expenditures - St. Pete
70409	Office Furniture
70410	Classroom Furniture
70411	Dormitory Furniture
70412	Computers & Peripheral Equip
70414	Office Equipment
70415	Classroom Equipment
70428	Serials/Continuations
	Employee Development
70501	Conference Fees
70502	Materials - Employee Development
70503	Training-Staff Development
70504	Workshops
	Travel
70601	Air Travel
70602	Mileage Reimbursement
70603	Lodging
70604	Travel
70605	Motor Pool Charges
70606	Rental Car
70607	Bus Travel/Tours
70608	Uncleared Advances
70609	Travel Meals
	Supplies
71101	Office Supplies
71102	Classroom Supplies
71106	Other Supplies
71108	Tapes/Bar Codes
	Printing and Duplication
71201	Print Shop Charges
71202	Other Printing

71203	Duplication	i.e., copy machine lease
71204	Brochure Printing	
71205	Mailing Lists	

Postage and Shipping

71301	Postage & Shipping	
71302	Overnight Courier	
71303	Bulk Mail	

Professional Fees

71407	Professional Fees - Other	
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Temporary Service

71601	Temporary Agencies	
71602	Consultants	
71603	Honoraria	
71604	Purchased Services	i.e., shredding (COPS)

Miscellaneous Expenses

71703	Fund Raising	
71704	Literature/Publications	
71705	Meals/Catering	
71706	Memberships & Dues	
71708	Software	
71709	Other Charges	
71710	Over And Short	
71712	Subscriptions	
71719	Periodicals	
71721	Uniforms, Equipment & Supplies	
71724	Entertainment	
71725	Collection Costs	
71726	Community Relations	
71727	Fuel	
71729	Registration Fees	
71739	Receptions	
71740	Counselor Programs	
71741	Speaker Meals	
71746	Accreditation Fees	

PROGRAM

The **fourth** code in the Banner **FOAPAL** is the **Program** code. The program codes are functional categories used in financial statements. These categories are determined by FASB (Financial Accounting Standards Board) so that educational institutions' financial statements can be compared.

Our program codes are as follows:

- 12XX Academic Programs-Law
- 14XX Continuing Education
- 17XX Law Competitions
- 2XXX Research
- 3XXX Academic Support
- 4XXX Student Services
- 5XXX Institutional Support
- 6XXX Physical Plant & Depreciation
- 7XXX Student aid and scholarships
- 8XXX Auxiliary Enterprises

Program Code Title

0001	General College Revenues
1201	Academic Programs - Law
1202	LLM Program - Law
1203	Summer Abroad (Estonia)- Law
1206	Spain International Program
1450	Continuing Legal Ed. Programs
1451	Bankruptcy Seminar
1452	Elder law-1
1453	Elder law - 2
1454	Labor Law Conference
1455	Law & Higher Education
1456	Legal Issues Police
1457	Miscellaneous Conferences
1458	Litigation Skills
1459	Labor Law Trial Skills
1460	Appellate Advocacy
1461	Employment Law Trial Skills
1462	CLE Publications Enterprise
1463	Elderlaw-3
1464	Elderlaw-4
1465	Internet Program
1466	HEALTH LAW 1
1467	INTERNET-ADVANCED

1468	FIRST DCA
1469	HEALTH LAW - 2
1470	MECHANICS LEAN
1471	HEALTH LAW - 3
1472	HEALTH LAW - 4
1473	DBA LATIN AMERICA
1474	BUDAPEST CLE
1475	HOMECOMING CLE
1476	Litigation Advocacy
1477	Federal Litigation
1478	Appellate Book
1479	Overseas 2002-CLE
1480	Employment Law Skills
1481	Women in Law
1482	Federal Criminal Practice
1483	International Bankruptcy
1484	Online Seminars
1485	Elder-AARP-2003
1499	Boutique Sales
1751	ABA Competition
1752	ABA National Criminal Justice
1753	ABA Negotiation Competition
1754	ATLA Nat'l Competition
1755	ATLA Regional Competition
1756	ATLA State Competition
1757	Cardoza Competition
1758	Chester Bedell Trial Competition
1759	Client Competition
1761	FL State Bar Orseck Competition
1762	Florida Workers Compensation
1763	Frederick Douglas Moot Court
1764	Environmental Law Invitational
1765	J. Marshall Privacy Law
1766	Jessup International Moot Court
1768	Moot Court Competition
1769	Nat'l Assoc Criminal Defense Lawyers
1770	Nat'l Bankruptcy Law
1771	Nat'l Criminal Procedure
1772	Nat'l Environmental Moot Court
1773	Nat'l Health Law Competition
1774	Nat'l Invitational Trial Lawyers
1775	Nat'l Labor Law Competition
1776	Nat'l Tax Moot Court Competition
1777	Nat'l Trial Competitions Finals
1778	SE Regional ABA Nat'l Trials
1781	Georgetown White Color

1782	Georgia State
1784	LAW COMPETITIONS GENERAL EXPENSES
1785	Mediation Advocacy
1786	ABA Appellate Advocacy Competition
1787	Lonestar Classic
2001	Research
3001	Library
3201	Computing Support
4001	Student Services
4005	Orientation
4010	Special Events
4011	Sub Special Events
4049	BAR EXAM ACCOUNT-LAW
4050	INNS-OF-COURT LAW
4051	Student Travel Account
5001	Executive Management
5002	Fiscal Operations
5003	General Administrative Expenses
5004	Plant Operations
5005	Public Relations / Development
5204	Commencement
5207	Guest Suites-St. Pete
5213	Employee Appreciation Meals
5214	Christmas Party-Law
5302	Crime Prevention
5404	Campaign Events
5405	Phone-a-thon
5406	Reunion
5407	Stetson Weekend
5408	Fund Raising
5415	Planned Giving
5417	Stetson Lawyers Assoc.
5429	Stetson Law Run
5430	Law Family & Friends Day
5431	Publications
5432	Public Relations/Marketing
5433	Webmaster
5801	Staff Benefits
6001	Operations and Maintenance of Plant
6078	Technology - Law School

6079	Classroom F-Law
6080	Generators - Law
6081	Admin Project-Old Library-Law
6089	Parking Lot-Law
6149	LAW STUDENT RECREATION BLDG
6150	LAW LIBRARY PARKING LOT
6151	LAW CLASSROOM D
6200	Classroom E Renovations
6229	Faculty Offices in Library-St. Pete
6243	Tampa Campus Project
6275	Classroom A Renovations-Law
6277	6119 13th Ave Construction-Law
6278	Office renovations-2003-Law
7004	Scholarships - College of Law
8101	Auxiliary Housing
8201	Food Service
8401	Other Auxiliary Enterprises-Bookstore
9001	Transfers

ACTIVITY

The **fifth** code in the Banner **FOAPAL** is the **Activity** code. The College currently does not use the activity code.

LOCATION

The **sixth** code in the Banner **FOAPAL** is the **Location** code. The College currently does not use the location code.

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D.P.O. #

Departmental Purchase Order



Stetson University College of Law

c/o _____

1401 61st Street South

Gulfport, FL 33707

Phone: _____

Fax: _____

Vendor:	Ship To:
Address all correspondence to the address above.	
TAX EXEMPTION #: 74-07-057645-57C	

Please furnish the following items and/or services in accordance with the plans, specifications, and conditions listed on the reverse side of this form, as follows:

<u>Quantity</u>	<u>Description</u>	<u>Net</u>	<u>Total</u>
-----------------	--------------------	------------	--------------

*** Purchase Orders Not Executed within 90 days are voided ***

Total \$

Sign and make duplicate copy:

Please invoice us two copies.

Date: ___ / ___ / ___

Signed By: _____

By: _____

Department Director

Stetson University College of Law

Title: _____

CC: Purchasing Department

No single item on this Departmental Purchase Order may exceed \$1,000.

STETSON UNIVERSITY

GENERAL TERMS AND CODITIONS OF PURCHASE

The parties hereto acknowledge, agree and understand that this Purchase Order is in consideration of and subject to the following terms and conditions, which become binding upon acceptance by Vendor's acknowledgement or by Vendor commencing performance of this Purchase Order.

1. **PACKING AND SHIPPING** - All items shall be prepared and packed for shipment in a manner that will prevent damage in transit. Stetson University College of Law (Buyer) is not liable for extra charges for packing, cartage or anything else unless stated in this order. Vendor shall mark the number of this order on each container and securely attach a packing slip with the order number to the outside of the container.
2. **DELIVERY SCHEDULE** - Vendor shall follow the delivery schedule shown on this order and shall not make deliveries later or substantially earlier than date shown. Time is the essence of this agreement. If items are shipped substantially in advance of scheduled delivery dates, Buyer may return them at Vendor's expense. If Vendor exercises due care, Vendor shall not be liable for delays in delivery due to acts of God, floods, fire, war, riots, strikes and damage in transit due to causes beyond its reasonable control. However, if Vendor does not adhere to the delivery schedule regardless of the cause (acts of God, et al) Buyer may terminate this order without liability upon it to vendor, or buyer may agree to revise delivery schedule.
3. **INSPECTION** - Vendor agrees to permit the Buyer's inspectors to have access to the Vendor's plant at all reasonable times for the purpose of inspecting the items set forth on this order of work in process for production of such items. All items are subject to final inspection and approval at Buyer's plant or other place designated by Buyer. Such inspection shall be made within a reasonable time after delivery, irrespective of the date of payment. Buyer may return rejected items at Vendor's expense. Vendor shall not replace items returned as defective unless so directed by Buyer in writing.
4. **WARRANTIES** - Vendor expressly warrants that all items delivered hereunder will be free from defects. Fit for the intended use, merchantable, of good materials and workmanship, and will conform to applicable specifications, drawings and samples. The foregoing warranties shall survive inspection and acceptance of and payment for the items delivered hereunder and shall run to Buyer, its successors, assigns and customers. Said warranties, however, shall not be deemed to limit any warranties of additional scope given to Buyer, by Vendor, not to limit Buyer's rights or Vendor's obligations under any other provision of this order.
5. **CHANGES** - Buyer shall have the right at any time before completion of the order to make changes in quantities, in drawings and specifications, in delivery schedules, and in methods of shipment and packaging. If such changes cause an increase or decrease in prices or in the time required for performance. Vendor will promptly notify Buyer thereof and an equitable adjustment shall be made. This Purchase Order is the entire contract and changes shall not be binding upon Buyer unless evidenced by a Purchase Order Change Notice or other authorized document issued and signed by Buyer.
6. **DRAWINGS, SPECIFICATIONS AND TECHNICAL INFORMATION** - The ideas, information and designs contained in or shown upon, and the drawings, specifications, photographs and other engineering and manufacturing information supplied by Buyer, shall remain Buyer's property, shall be retained in confidence by Vendor and not disclosed to any other person or entity, and shall not be used or incorporated into any product or item later manufactured or assembled by Vendor for anyone other than Buyer. Any unpatented knowledge or information concerning Vendor's processes, present, or contemplated products or their use which Vendor may disclose to employees of Buyer in connection with the ordering, acquisition and use by Buyer of the goods or services covered by this order shall, unless otherwise specifically agreed in writing, be deemed to have been disclosed as a part of the consideration of this order, and Vendor agrees not to assert any claim (other than a claim for patent infringement) against Buyer by reason of any use or alleged use which any such information of knowledge may be put by Buyer.
7. **TAXES** - Federal, State or local taxes of any nature, which are billed to Buyer, shall be stated separately in Vendor's invoices. Vendor shall not bill taxes, which are subject to Buyer's tax exemption certificates.
8. **SUBCONTRACTING** - Vendor agrees that it will not enter into a subcontract or purchase order for the procurement of end terms covered by this order in completed or in substantially completed form without first securing approval of the Buyer.
9. **TERMINATION** - If Vendor becomes insolvent, or makes an assignment for the benefit of its creditors or if a petition in bankruptcy is filed by or with respect to Vendor, Buyer may, by notice in writing, terminate this order without liability to Vendor except for items already delivered. Buyer may terminate this order at any time by notice in writing to Vendor. In such event Buyer shall pay such cancellation charges as may be agreed upon in the event of failure to reach such agreement. Buyer will be liable for such sum as may lawfully be owing to Vendor on account of such termination. The provisions of this paragraph shall not limit or affect the right of the Buyer to terminate this order for default of the Vendor.
10. **COMPLIANCE** - Vendor shall comply with all applicable laws, executive orders, ordinances and regulations.
11. **COMPLETE AGREEMENT** - The conditions of purchase stated herein and all statements on the reverse side hereof, including all insertions thereon by the Buyer constitutes the complete agreement between the Buyer and Vendor concerning this purchase and any prior negotiations between the Buyer and Vendor or terms of conditions of sale set forth in the Vendor's quotation or order or sales acknowledgement shall not constitute a part of the agreement between the Buyer and Vendor concerning this purchase.
12. **CONDITIONS FOR PURCHASE** - If prices are higher than specified, do not ship without Purchasing Director's approval. The College assumes no responsibility for purchases, which are not covered by a purchase order number, or approved by the Purchasing Director. Collect shipments will not be accepted. Shipment F.O.B. shipping point must be prepaid and included on invoice.

Notes: