

Purchase Voucher

Original Implementation: September 1990

Last Revision: January 30, 2018

Purchases for goods or services are required to be processed in accordance with Delegated Purchasing Authority (17.5). Most university purchases, other than those related to travel, are initiated through the Purchase Requisition (17.19) or Procurement Card (17.11) (P-Card) process. However, in instances where neither of these methods is appropriate, payments may be initiated on a purchase voucher. The purchase voucher is available on the SFA business forms website. The following types of payments may be made on a purchase voucher instead of a purchase requisition:

1. Overnight mail services (no purchase voucher required if using the procurement office preferred vendor contract)
2. Licensing fees (except software licensing fees)
3. Notary bonds
4. Non-student refunds of monies paid to SFA
5. Student tuition rebates in accordance with Tuition Rebate (6.21)
6. Postage (with president's approval in accordance with Mail Services (16.16))
7. Prepayment of registration fees for business conferences, workshops and seminars (these may also be paid with the Travel Card (T-Card) (3.30) or Procurement Card (17.11))
8. Legal settlements
9. Purchases from agency funds in accordance with Agency Funds (3.1) (processed on a Request for Disbursement from an Agency Account, available on the SFA business forms website)
10. Employee payroll deductions and employee benefits-related expenses
11. Audit costs charged by a state or federal government agency
12. Employee call-back mileage reimbursements
13. Employee mileage reimbursements not processed through the travel office
14. Athletic meal money for players while in Nacogdoches when SFA student dining facilities are closed
15. Cash advances for official visits of potential student-athletes in accordance with National Collegiate Athletic Association (NCAA) guidelines for recruiting
16. University's bookseller vendor charges for student scholarships
17. Establishment or replenishment of a change fund (with prior approval from the controller's office)

Any addition to the above list must be approved in writing by both the controller and the director of procurement and property services or his/her designees, and with an explanation justifying the decision.

Employee reimbursements for non-travel related expenses should be processed as a purchase requisition to ensure that the purchase has the appropriate approvals and meets other procurement guidelines.

Payments that are inappropriately initiated on a purchase voucher will be returned to the originating department for proper processing through the procurement office.

Cross Reference: Delegated Purchasing Authority (17.5); Purchase Requisition (17.19); Procurement Card (17.11); Tuition Rebate (6.21); Mail Services (16.16); Travel Card (T-Card) (3.30); Agency Funds (3.1)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Controller; Director of Procurement and Property Services/HUB Coordinator

Forms: Purchase Voucher; Request for Disbursement from an Agency Account

Board Committee Assignment: Finance and Audit