

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Purchase Voucher

Policy Number: 17.20

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 7/28/2015

Unit(s) Responsible for Policy Implementation: Vice President for Finance and Administration

Purpose of Policy (what does it do): Purchases for goods or services are required to be processed in accordance with Delegated Purchasing Authority. Most university purchases are initiated through the Purchase Requisition or Procurement Card process, but when neither of these methods is appropriate, payments may be initiated on a purchase voucher.

Reason for the addition, revision, or deletion (check all that apply):

- Scheduled Review Change in law Response to audit finding
 Internal Review Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Updates the detailed list of the types of payments that may be made on a purchase voucher instead of a purchase requisition. Allows additions to the list only upon written approval by both the controller and director of procurement and property services or his/her designees, and with an explanation justifying the decision. This should ensure that purchases receive the appropriate approvals and meet procurement guidelines.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

Purchase Voucher

Original Implementation: September, 1990

Last Revision: ~~July 28, 2015~~ January 30, 2018

~~Except as specified herein, p~~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, P*payments ~~that do not involve a purchase requisition~~ 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 and include, but are not limited to, the following:*

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 R~~refunds of monies paid to SFA
- 4.5. ~~Student tuition rebates in accordance with Tuition Rebate (6.21)~~
- 5.6. Postage (with president's approval in accordance with Mail Services (16.16))
- 6.7. Prepayment of registration fees for business conferences, workshops and seminars (these may also be paid with the *Travel Card (T-eCard) (3.30) or Procurement Card (17.11)*) ~~or P-card~~
8. ~~Legal S~~ettlements ~~agreements~~
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*
- 7.17. *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.

~~The purchase voucher form is available on the SFA business forms website.~~

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