



Allowable Purchases

Department: Business Office

Policy Title: Allowable Purchases

Date Issued: Jun 22, 2023

Approved by: Linda Scholting, CFO

Purpose:

This policy is designed to provide clear direction on what goods and services are allowed to be purchased with Doane funds, consistent with the objectives of the University.

Scope:

This policy applies to anyone making purchases on behalf of Doane University.

Policy:

Improper use of Doane funds will result in disciplinary action up to and including termination of employment.

Only approved goods and services with a documented business purpose may be obtained with Doane funds. They may not be used for any personal expenses.

Budgetary, department, and grant guidelines must be followed when making allowable purchases.

To ensure compliance with internal controls, IRS regulations and audit requirements; reporting and review of transactions according to the applicable procedures and timeframes is essential.



Allowable Purchases:

Purchase Restrictions

Employees must ensure that any purchases are included on the following list of allowable purchases.

Purchases must also fall within the specific requirements of their individual department and role. If it is to be allocated to a grant, verify that the purchase is in accordance with the granting agency requirements.

Items purchased for delivery must be delivered to a Doane Campus unless prior written approval is provided by supervisor.

No rebates, rewards, or promotional items shall be accepted by the cardholder as a result of the transaction for their personal use. They may be accepted by the cardholder's department or University for appropriate business use. For example: gifts, discounts, loyalty coupons, and frequent flyer miles.

Allowable Purchases

- Advertising services
- Athletic supplies
- Books/Publications
- Break-room supplies (disposable utensils, plates, coffee, water)
- Cleaning supplies
- Clothing/Costumes/Uniforms
- Conference registration fees
- Consulting services
- Distilled/filtered water
- Domain fees for websites
- Dry cleaning for non-personal items (i.e. uniforms, choir robes, costumes)
- Equipment
- Event supplies/decor
- Extended warranties covering repairs and maintenance on minor equipment
- Fees for re-certification or classes to enhance job-related skills
- First aid kits
- Flowers and plants for events or as gifts in expression of sympathy or congratulations
- Food for approved holiday parties
- Food for board meetings
- Food for approved employee meetings, training sessions, retreats, receptions and recognitions.
- Food for recruiting new faculty/staff/students
- Food for medical & clinical use
- Food for resale (i.e., concessions)
- Food for student functions
- Food for teaching & classroom purposes (i.e. educational, instruction, demonstration)
- Foreign currency transaction fee
- Freight and shipping supplies



- Gas/Fuel for small equipment
- Greeting cards
- Instructional Supplies
- Job advertisements
- Lab supplies
- Labor services
- Maintenance
- Marketing fees
- Medical Supplies
- Memberships in professional organizations
- Office supplies
- Paint
- Postage
- Printing services
- Promotional items available to all/everyone and promotes cause/mission
- Publishing fees
- Rental of services or equipment
- Repairs and maintenance on equipment
- Research supplies
- Residence Hall linens/supplies
- Safety supplies
- Stage supplies/props
- Stationary
- Subscriptions
- Tools
- Training supplies
- Travel expenses if approved (i.e. parking, meals, fuel, vehicle rental, flights, lodging)
- Utilities

Prohibited Purchases

- Alcohol *
- Cash advances
- Conference-related fees for spousal/employee-guest use
- Conference-related t-shirts, mugs, etc.
- Contributions
- Credits toward a degree program
- Donations
- Food for personal meals/snacking
- Gift cards *
- Gifts for faculty/staff *
- Hardware (except by Service Center)*
- Holiday decorations for employee or personal use



- Legal services
- Limousine services
- Medical services
- Membership programs with retail outlets (i.e., Amazon Prime, Sam's Club etc.)
- Moving expenses
- Parking tickets/traffic violations
- Passport or passport photos
- Payments to individuals
- Personal use items (radio, coffee pot, artwork, Kindle downloads, etc.)
- Raffles for non-student events
- Reimbursement of personal items
- Software (except by Service Center)*
- Vehicles or trailers requiring title issuance (except by Fleet Services)

*Alcohol may not be purchased without prior written approval by the President's office. These may be on a case-by case basis, or blanket approvals for specific purposes of an individual or department.

*Gift Cards may not be purchased without prior written approval by the VP of purchasing employees department.

*Gifts for Doane employees must have prior written approval by the VP of the purchasing employees department. (This does not include the customary flowers/plants when appropriate)

*Software/Hardware/Technology purchases must first be reviewed and approved by the Service Center

State Tax Exempt Status

Doane University is exempt from Nebraska Sales Tax as well as tax in other applicable states. Doane's NE Sales Tax Exemption number is 05-0340278. This should be given to all U.S. vendors at the time of purchase.

Additional sales tax information is available here

<https://web.doane.edu/offices-services/business-office/tax-forms#TaxExemption>. If an employee is traveling outside the State of Nebraska, please see the list of states that have exemptions filed. If a state is not on the list, please contact the business office at least seven business days prior to travel to process the forms.

If sales tax is incorrectly charged, it is the responsibility of the cardholder to dispute the charge.

Merchant Requirements

All Amazon purchases must be made using the Doane Business Prime account. The Doane Walmart Business account may be used for either pick-up orders or Walmart.com deliveries. To be added to either account or other retail membership accounts, please contact the program administrators at p.card@doane.edu.



Reporting Procedures:

Responsibility

Purchasers are ultimately responsible for reviewing and providing all necessary documentation for their transactions.

GL Number

The General Ledger Number (GL) is an accounting code determined by the account budget the purchase will be charged to and the type of purchase. If you are unsure of which GL to use, please contact your supervisor or the program administrator for assistance.

Description

A clear description of the purchase, easily understood by those not familiar with it must be provided. Vague descriptions such as supplies, meals, repairs, fuel, lodging, conference etc. are not sufficient. The business purpose must be clear.

Descriptions should state specifically what was purchased and for whom, for example; *“office chair, ergonomic mouse and keyboard for new hire, Caroline Smith”*. If the purchase was for a specific event or class, that should be included as in the following example; *“Costumes for the upcoming Theater production of The Roaming Turtle”*

Travel expenses should include dates of travel, destination, and purpose of travel. All business meals require a documented business purpose, including names of attendees if fewer than 10. A good description would be *“Dinner with President Patrick Picard, director Lucy Snowe and donors Dick and Jane Vielgeld to discuss the needs of the Lied Science Endowment”*. A poor description would be *“dinner”*.

Receipts

All charges must be validated by itemized receipts, invoices or other vendor-generated document. It must show:

- Vendor name and address
- Date of charge
- Itemized list of goods/services purchased
- Amounts of charges
- Payment Method