MIX PLATE
BUSINESS OFFICE
INFORMATION SESSION
MONDAY, NOVEMBER 15, 2010
UCB 127
TODAY’S AGENDA

☑ OPRPM FORM 136 POLICY AND PROCEDURE (Marie)

☑ INTRODUCTORY PROCUREMENT INFORMATION (Jeff)

☑ E-FMIS ACCOUNT STATUS INTRODUCTION (Mason)
H8.265.12 Use of Special, Revolving and Endowment Funds for Meals, Refreshments and Protocol Items

Expenditures for the purchase of meals, refreshments and protocol items using Special, Revolving or Endowment Funds must be:
1. Necessary
2. Reasonable in Cost
3. Appropriate to the University Function.

OPRPM Form 136 is to be completed and submitted in a timely manner with proper and sufficient details to justify and substantiate the appropriateness of the expenditures. The following is a list of items to be attached to Form 136:
1. A listing of all individuals for whom such items are provided
2. Documentation of event (copy of the flyer, invitation or announcement of the University function/activity)
3. Other supporting documents (receipts, invoices, etc.).

In cases whereby events are open to the community, students and/or public, University programs will not be required to submit a listing of individuals (#1 above) but should include the necessary back-up documents (#2 & #3 above).

All requests are to include the signatures of the appropriate Dean/Director as the Requesting Official. Submit the completed request to the Business Office (please allow the Business Office five (5) working days for proper review), the Business Office will review and forward for final approval to the Chancellor/Designee. Responsibility to approve a request to utilize Special, Revolving and Endowment Funds for such purchases is delegated to the Vice Chancellor for Administration Affairs and authorized designees. However, the Chancellor, VC, Deans/Directors and their designees may not approve their own expenditures of this nature.

In the event that a request is not approved, the Requesting Official will need to seek other means of funding and/or will be personally responsible for any costs incurred.

All purchases of meals, refreshments and protocol items shall be made in accordance with APM A8.265 Specialized Purchasing.

Alcoholic beverages shall not be authorized unless approval is granted pursuant to Executive Policies: E11.102 Authority to Approve Requests to Sell or Serve Alcoholic Beverages and E11.202 Management and Regulation of the Sale, Service and Consumption of Alcoholic Beverages on University Premises.

Pursuant to Administrative Procedures A8.225 Limitations in Purchasing, an exception to cover actual cost of tips up to 20% of the authorized meal charge with Special, Revolving and/or Endowment Funds has been granted for units on the Manoa Campus by the Chancellor per Memorandum dated October 12, 2010. Any tip charges in excess of 20% of the meal cost will not be covered.

11/15/2010
OPRPM Form 136 Approval Routing Process

1. Requesting Official Completes the Form 136 in accordance with APM AS565.12
   Departmental Signature: Dean/Director

2. Form 136 is forward to the Business Office for Fiscal Office review and approval.
   Business Office shall forward to VC for Admin Affairs/Designee for final review

3. Vice Chancellor for Administrative Affairs reviews and final approves

4. Original Form 136 is returned to the Requesting Official

5. Original Form 136 is attached to the Regulation, P-Card Transaction, or other applicable document and sent to the Business Office for processing

UHH Business Services
September 2010

11/15/2010
Memorandum

TO: Vice Chancellor Fitzsimons (Designee)  
President, Vice President, Chancellor, or Designee

VIA: Marie Honda
Name of Fiscal Officer

FROM: (Name/Directorate/Approving Authority of the Fund) Have the sign here.  
Name of Requesting Official

SUBJECT: Purchase of Meals, Refreshments, and Protocol items with Special, Revolving and/or Endowment Funds

The [Department or Program] desires to purchase meals, refreshments, and/or protocol items under [Purchase Order or Contract No.] with funds derived from the designated Special, Revolving and/or Endowment Fund (Account/Campus Code) for [title of event and include the date(s) of the event]

COMPLETE THE FOLLOWING AND ATTACH SUPPORTING DOCUMENTATION (attach additional pages if necessary):

Description of the items to be purchased:

Include a detailed description

Justification for the purchase and explanation of how the purchase benefits the University program:

The justification should explain the event and how the purchase of the meals, refreshments/protocol items benefit the program. For example: The purchase will provide refreshments for the event participant at the UH H Student event. This event is a benefit to UH H and it will help the academic program, foster student development and retention. It will allow participants of this event to share their experience at UH H.

Names of individuals for whom meals, refreshments and protocol items are being provided, if applicable:

The participants include 2 staff members and 10 Students
There was a flyer and an open invitation sent out to all students (attached flyer)
Invitations were sent to 10 community/business leaders, (give a list of names with their affiliation)

Amount of Purchase: $100.00
Vendor Name and Address: Good Kind Food

Reviewed by:
Signature of Fiscal Officer

Approved by: [Vice Chancellor Fitzsimons is the Chancellor’s Designee]
Signature of President, Vice President, Chancellor or Designee

For the same event if you are using more than one vendor you can list here, please ensure to give each $ amount for each vendor and make copies to attach to requisition, pcard logs, etc.
Start Off on the Right Foot!

An Overview of UH Hilo Procurement
## Purchasing Dollar Thresholds

<table>
<thead>
<tr>
<th>Dollar Amount</th>
<th>Type of Quote</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-$2,500.00</td>
<td>Electronic quotations via SuperQuote are recommended. Competition is necessary/show best value.</td>
</tr>
<tr>
<td>$2,500-&lt;$250,000.00</td>
<td>Electronic quotations via SuperQuote. (Exemptions Exist)</td>
</tr>
<tr>
<td>$250,000.00 or more</td>
<td>Formally advertised procurement required.</td>
</tr>
</tbody>
</table>

11/15/2010
Small Purchases

- University expenditures less than $250,000 for goods, services, and construction shall be made in accordance with small purchase procedures set forth in APM Section A8.250.

- The University buys on a competitive basis to obtain fair and reasonable prices for quality goods, services, and construction. Programs should solicit quotations with the intention of obtaining adequate and reasonable competition.
Points to Consider When Preparing Quotations

- Describe item to be purchased. List several brands, or language such as “e.g., Sony Model 123 or acceptable alternate”, unless sole brand can be justified.
- Indicate if award will be made by line item or total aggregate.
- Indicate delivery time (Date or X Days ARO).
- Indicate F.O.B. Destination – price should include freight, delivery, installation, etc.
- Indicate that taxes should be included in quote.
- State how long the vendor should hold the quote valid.
- Include any special terms and conditions.
Exceptions to SuperQuote

- Procurement of professional services (APM A8.245 - i.e. Architects/Engineers).
- Purchases of airline tickets and hotel accommodations.
- Purchase where the use of SuperQuote is not practical or advantageous, as approved in advance by OPRPM (Form 148).
Common Questions When Evaluating Quotations

- Can you consider a quote received after the deadline for submission of quotations as stated in the RFQ?

- Should quotations received be considered confidential or public information?
Common Questions When Evaluating Quotations – cont.

- The low quote received meets all of the minimum specifications set forth in an RFQ, but you realize the vendor submitting the second low quote offers you a similar but different item than what you requested. Can you award to the vendor submitting the second low quote?
Common Questions When Evaluating Quotations – cont.

- You receive only one quote in response to an RFQ. Can you award to that vendor? What documentation should you submit?
Fiscal Officer Approvals

- Form 56: Purchase of Meals and Refreshments
- Form 136: Purchase of Meals, Refreshments, and Protocol Items with special, revolving and/or endowment funds
- Form 144: Sole Brand Justification
Unusual Purchases

Purchase should be made in context to the **Department’s mission and goals**, and may include but not be limited to:

- Recognition awards, certificates, plaques or trophies to students or non-University individuals or groups.
- Printed t-shirts for various programs.
- Nominal incentives to research subjects.
- Perpetual awards to University employees which will be displayed in University facilities.
- Frames for certificates, documents or pictures for presentations to students or non-University individuals or groups or displays in University facilities.
- Promotional banners.
- Engraved plates for displays in University facilities.
Unusual Purchases- cont.

- Promotional items to enhance the image of the various campuses, e.g. imprinted binders, calendars, mugs, pens, pencils, visors, caps, bumper stickers, decals, squeeze bottles, memo holders, letter openers, printed stickers.

- For purchases of protocol items utilizing special, revolving, and/or endowment funds, OPRPM Form 136 should be completed.
Unauthorized Purchases

- Unauthorized purchases occur whenever an employee of the University procures or enters into a purchase agreement, contract, MOA, etc. to procure goods, services, or construction without proper delegated authority (Fiscal Officer or P-card) or in violation or applicable law or established University policy.
- Requisitions need to be completed timely.
- Purchaser may be personably liable.
Exempt Procurement  
(Not Required to obtain Competition)

- Exemptions covering purchases of particular types of goods and services must be expressly provided by APM A8.220.9 as approved by the UH Board of Regents (Currently 48 exemptions).
- UH Vice President for Budget and Finance/Chief Financial Officer can approve exemptions from Standard Methods of Source Selection on a case by case basis (OPRPM Form 138). Before approval, exemption is posted for 7 days.
Sole Source Procurement

- Department has a unique requirement which is essential in order for the department to accomplish its work.
- The requirement can only be met through the acquisition of particular goods, services or construction which have unique or special design/performance features, characteristics or capabilities that are essential to accomplish the department’s objective.
- The goods, services or construction are available from only one source.

Is Not:
- When an item is referred to by an exact brand, but there are other brands that qualify as “acceptable alternates” or “equals”.
- When an item is unique, but available from more than one supplier.
- When the request involves the potential loss of funds at the end of a fiscal year.
Sole Source Procurement – cont.

Is Not-cont.:

- When the request is based on a person or business that has furnished services to a department in the past, the fact they have provided past service, by itself does not render the person or business the only source for the type of service required.

- Seven (7) Pre-Approved Sole Sources (APM A8.255)
Sole Source Procurement – cont.

When making a New Sole Source Request:

- Need Form 65 (Request for Sole Source), 95 (Cost Determination), 110 (Notice of Sole Source) (> $50,000), quote, requisition or FMIS-41, Chancellor signature (> $25,000)

- Less than $25,000 – FO Approval
- $25,001 to $50,000 – OPRPM Approval
- Greater than $50,001 – UH President Approval (Required to be posted for 7 days)
Emergency Procurement

- A situation of unusual or compelling urgency exists which creates a threat to public health, welfare, or safety; and
- The existence of such condition creates an immediate and serious need for goods, services, or construction that cannot be met through normal procurement methods, and the lack of such goods, services or construction would seriously threaten the continued function of the University, the preservation or protection of property, or the health or safety of any person.
Emergency Procurement – cont.

What cannot be considered for emergency procurement?

- A situation that has been ongoing but needs immediate attention due to lack of proper maintenance, department’s non-responsiveness to correct the situation or problem or poor budgetary planning for repair, maintenance and/or upgrading;

- Potential loss of funds at the end of a fiscal year.
Emergency Procurement – cont.

Procedures:

- Fiscal officers are authorized to approve emergency expenditures qualifying as small purchases under Section A8.250 and falling within their purchasing authority.
- Emergency purchases exceeding departmental purchasing authority shall be submitted to the OPRPM for review and forwarding to the President for approval.
- Fiscal Officers are authorized to approve all emergency expenditures which are required after normal working hours and for which the OPRPM and/or the President cannot be reached for review and approval.
- For such purchases which exceed departmental purchasing authority, OPRPM Form 152 should be completed and provided to the OPRPM as soon thereafter as reasonably possible.
Requisition Helpful Hints

- **No Confidential Information** (i.e. SSN)
- **Deliver to Address** – Use UHH and Dept/College
- **Complete Deliver On/Before** Quote Date/Reference
- **Add Quotes Received in Quote Section**
- **Description should be what you are buying** – Vendor is the Audience (don’t reference UHH documents)
Requisition Helpful Hints

- If cost for an item is $0, write in $0, don’t leave blank.
- Include Exemption/Sole Source Language in Description.
- For unusual purchases, include how the purchase benefits the program and the names of people who will be receiving the goods services in the comments section.
- For vehicle rental, other than compact/economy size, include the justification and names of passengers in comment section.
Requisition Helpful Hints

- Tax and shipping to be included in correct area
- Fiscal Officer Name Field – leave blank
- Include supporting documentation for Form 95 (must stand alone)
- SuperQuote (in the following order), include copy of original request, summary, signed quote, other quotes if not selecting the lowest)
Payment / Invoice Processing

- Make arrangement to have vendor send invoice directly to the Business Office.
- If you do receive the invoice, send immediately to Business Office – late charges? (30 days to make payment)
- Once goods/services received complete and send the requisitioners copy (RC) to Business Office.
- For capital equipment (>5,000), include serial #’s, location, other information on requisitioners copy when you return it.
SPO Price & Vendor List Contracts

- As a result of the University being exempted from State Procurement law, it will not be participating in renewed or new SPO price lists beyond 12/31/10.
- For Departments that have used the price lists in the past, purchases beyond the price lists expiration date will need to follow the University’s purchasing procedures.
- Popular price lists that were used are fuel, copiers, WSCA computers, and telephone services and equipment.
APM Procedures – Where to Find
APM Procedures – cont.

Volumes I - General (01.000 - 07.999)
APM Number Description
A1 000 General Provisions, Land and Physical Facilities
A1 099 Administration
A1 500 Administration
A1 509 Planning
A1 599 Academic Affairs
A1 600 Tuition, Scholarships and Fees
A1 700 Student Affairs

Volumes II - Business and Finance (09.599)
APM Number Description
R 000 - R 099 Finance Management
R 100 - R 199 Procurement
R 200 - R 399 Procurement
R 400 - R 499 Risk Management
R 500 - R 599 Risk Management
R 600 - R 699 State Personnel Property
R 700 - R 799 Federal/State Property
R 800 - R 899 Coordination
R 900 - R 999 Taxation

Volumes III - Personnel (08.000)
APM Number Description
A0 000 - A0 099 Personnel
A0 100 - A0 199 Employee Actions, Appeals, Hearings, and Grievances
A0 200 - A0 299 Career Management and Development
A0 300 - A0 399 Classification and Compensation
A0 400 - A0 499 Employee Relations and Working Conditions
A0 500 - A0 599 Leaves
A0 600 - A0 699 Leave Management, Administration and Applications
A0 700 - A0 799 Safety, Health and Benefits
A0 800 - A0 899 Separations from Service
A0 900 - A0 999 Student Employment
A1 000 - A1 099 Equal Employment Opportunity/Integrative Action

www.hawaii.edu/zpc/apm/zpap.php

11/15/2010
Object (Sub) Codes

- Updated list can be found at:
Questions?

UH Hilo Business Office Contacts

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