



Accounting and Purchasing Internal Guide

2024-2025 Academic Year

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This document is considered a living document, subject to ongoing updates, revisions, and improvements.

Introduction

The Purchasing Office provides necessary services, programs, and applications to the campus community for the procurement of equipment, supplies, and services. The Purchasing Office strives to procure the most suitable quality available within the delivery and price constraints that exist by utilizing ethical, inclusive, sustainable, and cost-effective procurement procedures. The Purchasing Office can provide assistance on vendor questions and/or issues, contract review and management, and the purchase of any good or service on behalf of the University.

The Office of Accounting and Control coordinates Colgate's day-to-day financial operations. Please reach out to Accounting with any questions related to paying for goods and services.

Glossary of Commonly Used Terms

Account Three or four-digit number that categorizes expense or revenue types. A [description of accounts](#) is available from the accounting office. Often referred to as an expense account which is three digits or a revenue account which is four digits.

Banner Financial system of record.

Budget Adjustment Movement of budgeted funds from one org to another or from one account to another. Online submission is accessible through the Portal.

Budget Code Number assigned to a specific fund with four parts: fund, organization, account, and program. Sometimes referred to as FOAP.

- **Fund:** Source of money, a six-digit number that starts with a 1-9.
- **Organization:** Five-digit number that denotes the department/division/role that has budgetary responsibility. Sometimes called the org or orgn.
- **Account:** Three-digit number that categorizes expense types such as 299-General Operating, Office Supplies-486, Repairs-229
- **Program:** Four-digit number used by Accounting. This number defaults based on the Fund/org.

Budget Cycle The annual budget planning cycle begins each October and concludes with the Board of Trustees meeting each May.

Business Purpose The reason the expense was incurred for university business. An expense must be in connection with the performance of services as an employee of Colgate University. This should include a brief description of why the meeting was held over a meal or outside of normal business hours. **Acceptable examples:** The search committee hosted a candidate for lunch; Breakfast while traveling for a conference; Met with Class of '84 to discuss Reunion

Yearbook **Unacceptable examples:** Department lunch; Celebrate staff birthday; Baby shower for staff; Student meeting

Capital Asset All physical items that were purchased for \$5,000 or more must be recorded and depreciated.

Christopherson Business Travel Preferred travel management company for making business-related travel arrangements (i.e., air, train or bus, rental car).

Concur System to monitor and record all corporate card purchases. All employee reimbursements are processed through this system and travel can be booked through Christopherson Business Travel on this platform.

DocuSign E-signature platform.

Encumbrance Funds that are committed for a future purpose.

Expenditure/Expense The cost of a good or service requiring funds from the University to an external source or to another internal budget code.

Expense Account Portion of the budget code where expense details accumulate to reflect budgeted funds spent or encumbered. See Account.

Financial Manager/Budget Manager Individual responsible for the funds that they manage, even when delegated to an ADC or staff member.

Fiscal Year Colgate's fiscal year is a 12-month period used for budget and accounting purposes. Colgate's fiscal year runs from July 1 to June 30. Fiscal years can be seen noted as FY24 or fiscal year 2024. FY24 would mean the period between 7/1/23 to 6/30/24.

Preparation for the end of the fiscal year begins at the end of April each year. Emails will be sent from both Purchasing and Accounting, providing exact deadlines each year. Competitive bid processes (RFP/RFQ), furniture orders, and ITS hardware orders should be placed no later than the second week of May. All Banner and Unimarket orders should be placed no later than the end of the third week of June. All goods or services charged to the current fiscal year must be physically received before June 30. Items received and services completed after June 30 must be charged to the next fiscal year.

FOAP See budget code.

'Gate Card Identification card that can be used as a means of payment (on campus and with local vendors) and as a means of access (acting as a key) at locations across the campus.

Portal Central location where Colgate's active faculty, staff, and students have dashboards and links available to assist in performing daily tasks. Only accessible with your Secure Sign-In password.

Procurement Full process of acquiring good and/or services. Begins with identifying a need, finding a vendor, placing an order, and receiving the goods and/or services.

Purchase Order Legally binding document that confirms a business's intent to buy goods or services from a vendor. Commonly abbreviated as PO.

Receipt Evidence of an expense incurred for university business. Per the IRS, a receipt contains the date of the charge, the amount, the merchant's name and location, and if available, an itemization from the merchant of each expense included in the charge.

Requisition Request to procure an item or service using Banner Finance or Colgate Unimarket. Accessible through the Portal.

Revenue Account Portion of the budget code where income details accumulate to reflect funds received from external sources.

Signatory Authority Authority to legally bind the Colgate by executing and signing agreements, contracts, and other documents on behalf of the University (see [Signatory Authority](#)).

Tableau Digital dashboard relating to Colgate financial information. Accessible through the Portal.

Transfer of Charge Movement of actual expenses incurred in an incorrect budget code to the correct or most appropriate budget code. Includes sponsorship of expenses incurred by other budgets for events as well as moving budgeted funds from one fund to another. Online submission is accessible through the Portal.

Unimarket Electronic procurement system available to faculty and staff to make purchases with many of Colgate's preferred suppliers using a budget code. Accessible through the Portal.

Purchasing

Contacts

General

Purchasing Department Email: purchasing@colgate.edu

Purchasing Department Phone Number: 315-228-7838

Staff

Director of Purchasing – Molly Ogden – 315-228-7475 – mogden@colgate.edu

Assistant Director of Purchasing – Rebecca Getz - 315-228-7474 – rgetz@colgate.edu

Senior Buyer – Madalyn Walker – 315-228-7820 – mswalker@colgate.edu

Buyer – Stacy Jeffris – 315-228-4144 – sjeffris@colgate.edu

Jr. Buyer/Capital Inventory Coordinator– Shelby Stith - 315-228-7529 - sstith@colgate.edu

Purchasing Thresholds and Methods

Dollar Thresholds

The dollar amount for goods or services dictates the purchasing method. Please contact the Purchasing Office with questions.

Dollar Threshold	Description	Credit Card	Direct Pay	Quotation	Purchase Order/Contract
\$0-\$1000	Order placed directly with preferred suppliers through online system/contracting arrangement and direct internal budget charges	Yes, Credit Card Policy applies.	Submit invoice and budget code to accounting@colgate.edu	No quote required	An online requisition / Purchase Order may be used if Credit Card is not accepted. No quote required
\$1,000-\$9,999	Submit online requisition and email quote to purchasing@colgate.edu or purchase on Unimarket	No	No (In select cases dues, subscriptions, published commercial fees, and catering can be submitted).	Yes. Purchasing may request a quotation, solicit competition, or take advantage of NY state / consortium purchase agreements.	Yes. A (1) quotation is required. Two (2) or more quotations are encouraged.
\$10,000 - \$249,999	Submit online requisition with quotation	No	No	Yes. Two (2) or more quotations required.	Yes
\$250,000 and over	Submit online requisition with quotation	No	No	Yes. Three (3) or more quotations required.	Yes
ITS Software and Hardware - any dollar amount	Software/Hardware purchases must go through the ITS department.	No	No	Yes, send quote or request to ITS.	Yes, send quote or request to ITS.
Hazardous Materials - any dollar amount	All HazMat must be sent to EHS and order must be placed via	No	No	Yes, send quote to Purchasing.	Yes. A copy must also go to EHS.

	Banner or Unimarket.				
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Goods or services should not be obtained or utilized without

- 1) determining if there is already an approved vendor that can be used and
- 2) providing a new vendor with the vendor documents that must be completed to be paid.

Contract Guidance

Contracts most often take the form of service agreements, licenses, memoranda of understanding, memoranda of agreement, master term agreements, master service agreements, leases, letters of intent.

Upon receipt of contract:

Contract Review:

- Under \$10,000, subject to Divisional limits, the budget manager/project manager can review and negotiate with the vendor.
- Contracts \$10,000 and over please forward to the Purchasing Department at purchasing@colgate.edu for review, editing, and negotiating. The Purchasing Department is responsible for executing the contract. Once a contract has been signed by both parties, purchasing will provide a copy to the project manager.

Approval/Signatures:

Signatory:

Contracts binding on the university may only be signed by an Authorized Official.

Signature Authority:

- Contracts under \$10,000, Director of Purchasing or Budget Manager of the fund/orgn to which the cost will be charged, can sign. Purchasing requires a copy of the fully executed contract for tracking purposes
- Between \$10,000 – \$50,000, AVP/Controller
- Over \$50,000, Sr. VP of Finance and Administration/CIO

Note - anything over \$10,000 will need a Contract Summary – Project Manager fills out (contact purchasing for the form) and either a competing quote or a bid waiver.

If a Vendor does not have a contract template, please contact the purchasing department at ext. 7838 or via email at purchasing@colgate.edu for assistance.

Request for Waiver of Competitive Bidding

Policy

Purchases over \$10,000 must have two or more competitive quotes, a valid contract/agreement, or a signed bid waiver. The Director of Purchasing, or their designee, may waive competitive bidding when justified. Criteria will be limited to Sole Source, Emergency, or Economic / Single Source.

Definitions

Sole Source. A sole source purchase of an item or service that is one of a kind, has no equivalent, and *is only available from one source*. If a manufacturer has dealers or distributors anywhere, it is not a true sole source.

Emergency. Emergency purchases are defined as situations that endanger lives, property, or the continuation of a vital program and which can be rectified only by immediate action. Examples: emergency repairs, COVID-19.

Economic / Single Source. An acquisition where, after a search, only one supplier is determined by the requesting department and Purchasing to be reasonably available for the required product or service. A single source may also provide an economic advantage to the university where the use of another supplier would result in incompatibility with existing conditions; require considerable training, time, and money to evaluate; the goods or services are being used in ongoing long-term projects; and/or the product/service offered is at a substantial discount below current market conditions and price structures. This is the most common.

Bid waivers should have a description of what is being purchased, why we can't solicit competition, and how we ascertained that we are getting the best value. Bid waivers must be signed by the requestor, budget manager, and Director of Purchasing. A sample of the bid waiver is included below.

Request for Waiver of Competitive Bidding

[Clear Form](#)

In accordance with Colgate University Purchasing Policy and Procedures, any single source, sole source, or sole acceptable source / brand product or service in excess of \$10,000 (annually) that is not covered by: 1) New York State contract, 2) existing University contract, or 3) consortium agreement (i.e. E&I, NJPA, US Communities, Sourcewell) must be accompanied by an original written quotation from the vendor and a written explanation / justification from the requestor.

Colgate University procures goods & services competitively whenever practicable. The Director of Purchasing / Designee may waive competition and approve waiver requests when justified. This form must accompany a requisition when seeking to purchase goods or services in excess of \$10,000 (annually). Check the applicable category and provide justification for your request. **Please complete all fields above the starred line and return to purchasing@colgate.edu along with any quotes and / or supporting documentation.**

☐ **SINGLE/SOLE SOURCE:** There is not another company that provides the required goods or services. Single/sole source requests must include a statement from requestor describing why the quoted price is price reasonable in lieu of getting another quote and should include a statement from supplier indicating their quoted price is certified to be equal to the pricing given to supplier's most favored customer or other governmental agencies.

☐ **EMERGENCY:** The goods or services are needed to correct or prevent an emergency health, environmental or safety hazard; special or time- sensitive events; and/or emergency repair or replacement of existing equipment essential for daily operations.

☐ **ECONOMIC / SINGLE SOURCE:** Use of another supplier would result in incompatibility with existing conditions; require considerable training, time and money to evaluate; the goods or services are being used in ongoing long-term projects; and/or the product/service offered is at a substantial discount below current market conditions and price structures (provide documentation detailing the cost benefits to the University).

Department Name: Dept. Name Department Requisitioner: Employee Name

Date Submitted: 1/20/20 Fund: 12345 Estimated Annual Cost: \$15,000

Vendor: Sample Vendor

Why are we unable to obtain multiple quotes?

Vendor is the only manufacturer equipment that does_____function

What discounts are we receiving? Were any negotiations conducted?

We're getting 25% off list and free shipping

How did you ensure that the quote has the best market price?

Researched similar machines, this is the least expensive

Request for Proposal

COLGATE UNIVERSITY Purchasing Office

Acquisition Plan

RFP Name

Background: Why is this RFP going out?

Requirement (Scope of Work): Detail the work to be done.

Cost / Price: Is this going to be price per labor hour, GPO/NYS OGS contract, etc?

Service Issues: Are there any current or potential issues that you want to mitigate with this RFP?

Evaluation Criteria: Best Value

Term: Base plus any option years.

Potential Sources:

1. Vendor Name
Address
Contact
Email

Unique Requirements: Colgate promotes procurement with small, disadvantaged, and women-owned businesses. Also enter any other considerations here (i.e. timeline, etc).

Dates:

Issue Date:
Deadline for Intent to Bid
Walkthrough (required for on-site work)
Deadline for Request for Clarification or change (questions)
Response to Request for Clarification or change (estimation)
Proposals Due

Estimated Award Date:

Stakeholders: List any and all departments that might need to be aware of the RFP.

Material Transfer Agreement

A Material Transfer Agreement (MTA) is a contract that governs the transfer of materials between institutions for use in research. Materials may include cell lines, plasmids, nucleotides, proteins, transgenic animals, plant varieties, bacteria, pharmaceuticals, and other chemicals.

Issues and Concerns	Individual / Office Responsible for compliance and/or review
Compliance with terms and conditions of the MTA and Colgate policies and protocols.	Faculty member
Biosafety	Environmental Health & Safety (EHS)
Intellectual property	Vice Provost
Contract terms and conditions	Purchasing / Risk Manager
Authorized signature	< \$10K - Director of Purchasing, > \$10K - AVP & Controller, > \$50K - VP FinAdmin
Sponsored research record keeping	Corporate, Foundation, and Government Relations (CFGR)

Procedure:

1. The Principal Investigator (PI) places the requisition in Banner.
2. Purchasing places the Banner PO with the vendor (including all the usual approvals).
3. MTA sent from vendor to PI and Purchasing
4. Purchasing sends MTA for approval to
 - a. EHS for biosafety protocol review
 - b. Vice Provost for Intellectual Property review

- c. Purchasing for Contract review (who will escalate to Risk Management if needed)
 - d. cc to Corporate, Foundation, and Government Relations (CFGR) and Principle Investigator (PI)
- 5. Purchasing sends MTA to Signatory after approvals
 - a. based on dollar amount (<\$10K - Director of Purchasing, >\$10K Controller, >\$50K VP FinAdmin)
- 6. Purchasing sends the signed MTA to
 - a. PI
 - b. CFGR
- 7. CFGR maintains a file

Purchase Order Lifecycle

1. Determine need.
2. Obtain quote(s).
3. Place the order via Unimarket if the vendor is on Unimarket. Place a Banner requisition if the vendor is not on Unimarket, and the order is over \$1000.
4. Send requisition # and quote(s) to purchasing@colgate.edu.
5. The Purchasing Office will turn the requisition into a purchase order (PO).
6. A purchase order will be sent to the vendor and you.
7. When items arrive, or service is complete, please email purchasing@colgate.edu and ask to have the order received. Receipt must be completed for payment to be issued.
8. Send any invoices to accounting@colgate.edu and ensure the PO # is on it.

Change Orders

If there is a change to the final invoice amount for a purchase order, and you approve of the adjustment, send the invoice to Purchasing@colgate.edu. This included adjustments for less or more than the original price. Please include the purchase order number and your approval and then we will adjust the purchase order accordingly. Once the change is completed you will receive the new version of the purchase order. Once you receive the items(s)/service(s) please let us know so we can have it received in. Receipt must be completed for payment to be issued.

Banner Requisitions

A requisition is a request to procure an item or service using Banner Finance (see below) or Colgate Unimarket.

A requisition should be submitted for purchases over \$1,000.00 for orders with suppliers unavailable on Unimarket and chemical purchases.

To obtain online requisition authorization, the budget manager should forward an email request with the budget number(s) and the person needing authorization to Drew Porter, senior budget analyst. Access is usually granted within 24 hours.

Instructions to create a requisition using Banner Finance:

- Log into Colgate's [portal](#)
- Click on "Create Requisitions" under Banner Self-Service
- Complete the requisition form (see detailed instructions below)

Personal Information
Employee
Finance

Search

1

Transaction Date:

22

JAN

2024

2

Delivery Date:

21

FEB

2024

3

Vendor Name:

4

Email To:

5

#	Commodity Description	6 UOM	7 Quantity	8 Unit Price	9 Extended Amount
1		Each			
2		Each			
3		Each			
4		Each			
5		Each			
6		Each			
7		Each			
8		Each			
9		Each			
10		Each			

Total:

10

Dollars
Percents

#	Fund	Org	Account	Accounting
1				
2				
3				

11

Deliver To:

12

Other Info:

13

14

Validate

Complete

Cancel

- Transaction date: No entry required, automatic default to current date.
 - Do not change this date. It must be today's date.**
- Delivery date: Enter the date required for the order to be received.
- Vendor Name: Enter the name of the vendor.

- a. Note: If this is a new vendor, please provide all vendor information in the "Other Info" Section; we need a complete business name (i.e., Jones Inc. or Jones LLC, etc.), address, toll-free number if available, and email address.
4. Email to: Enter the email address of the person(s) to receive a PDF copy of the Purchase Order, up to three email addresses may be entered separated by a comma with no space.
5. Commodity Description: Enter product information including part numbers and pertinent information (e.g. 6' Banquet Tables Item #xxxxx). Each line must have a quantity and unit price.
 - a. Note: Any additional description can be entered in the "Other Info" section.
6. Unit of measure (UOM): Ea, Dz, lb, pkg.
7. Quantity: Enter the number of the item wanted (1-each, 2-case, 3-pkg, etc.).
8. Unit Price: Enter unit price - cost per/each or case or package, etc.
 - a. Note: Do not use commas or dollar signs.
9. Extended amount: No entry is required; the amount will default when the requisition is validated at the end.
10. Budget/Account Information: Enter budget information for payment (in dollars or percentages). Multiple lines allow for more than one budget or account to be charged, accounting must equal 100% or the total dollar amount. (Definition of [FOAP](#))
 - a. Note: Do not use dollar signs, commas, or percentage signs, use numbers and periods only.
11. Deliver to: Enter exactly to whom and where the package needs to be delivered by Central Receiving; include first initial, last name, building name, and room number (e.g. JSmith McGregory 218A)
12. Other Information: Use this section to add additional text
 - a. Identify where pricing originated (quote (formal or email), website/catalog, etc.).
 - i. Enter the quote number and email a copy to Purchasing for backup referencing the assigned requisition number.
 - b. New vendor information (business name, address, phone number, and email address) if applicable.
 - c. Additional commodity description
 - d. Any additional information, along with quotes should be sent as backup documentation for your requisition; please email to purchasing@colgate.edu.
13. Validate: Click on "Validate" to total items listed in "Commodity" and check for errors. Error messages will appear at the top of the form and need to be corrected before completion.
 - a. If having trouble completing the document; recheck the "Accounting" section and be sure dollar amounts or percentage amounts are entered.
 - b. If you receive any error messages, please take a screenshot of the error and send an email to purchasing@colgate.edu.
14. Complete: After validation and requisition is error-free, click on "Complete" at the bottom of the page.

The document is complete when requisition number is assigned (R000_____) and this message appears "Document R00_____ completed and forwarded to the Approval Process".

A copy of the purchase order will be emailed to the address(es) indicated on the form. If you do not receive a copy of the PO within 3 to 4 days, please contact Purchasing.

Requisition Approval Process

1. When completed, the electronic requisition is routed to the budget manager, where applicable.
2. The budget manager can approve the requisition via the Colgate portal by selecting "Approve Banner Requisition"
3. Once approved, the requisition electronically routes to Purchasing.
4. When received in Purchasing, it is handled in Banner the same as current requisitions. Depending upon the nature of the requisition and dollar amount of the order, as well as whether the requisition has all the necessary information, most standard orders can be processed within 24 hours of submission, though we ask for at least 3 business days to process all orders.

Unimarket

Unimarket is Colgate's eProcurement platform. Unimarket can be accessed via the Colgate portal and houses the University's accounts with vendors such as Amazon, Staples, and B&H Photo.

When to Purchase via Unimarket:

- You should purchase from Unimarket any time you are purchasing from a vendor that is on Unimarket regardless of the order amount.

Can vendors be added to Unimarket:

- Yes, please email purchasing@colgate.edu with the vendor name and contact information and we will see if they are willing to be added.

Why can't I checkout?

- There are two common reasons someone might not be able to check out in Unimarket
 - Only those designated as a buyer can checkout. All Unimarket users are browsers by default unless their supervisor/budget manager has informed the Purchasing Department that they should be a buyer.
 - The user might not have permission to use a budget code. Please reach out to the Purchasing department for assistance.

Google Classroom - UniMarket Basics:

<https://classroom.google.com/w/MjIzNDM5MTUxNDEz/t/all>

Receiving

- Unimarket: when you order goods through Unimarket, the end user will be responsible for marking the item(s) as received as soon as they arrive. Detailed instructions on how to receive an item in Unimarket can be found [here](#).
- JP Morgan/Credit Card: While there is no formal process to mark items as received, the end user is still responsible for ensuring that all items paid for have been received in an acceptable condition.
- Banner Requisition/Purchase Order: When a purchase order is created through Banner, it will need to be marked as received in Banner. The end user must alert the purchasing department that the item has been received and is in acceptable condition.

Please note that receiving has to be done even if nothing physical was received (i.e. a service or speaker).

Vendors

Diversity, Equity, and Inclusion

The University must take all necessary affirmative steps to ensure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

Definitions

Small Business A business, independently owned and operated, not dominant in the field of operation in which it performs and qualifies under the criteria and size standards of the Small Business Administration regulations.

Minority-Owned Business A small business that is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged or a publicly owned business that has at least 51 percent of its stock owned by one or more historically underutilized individuals.

Women-Owned Business A small business that is at least 51 percent owned by a woman or women who also control and operate it.

The Colgate University Purchasing Department will continue to collect and compile vendor data related to the business classifications of vendors providing services and goods to the university. By doing so, the above data will continue to become available on an annual basis to monitor and highlight program trends.

- Inform the campus community on the needs and capabilities of small, disadvantaged, and women-owned businesses.
- To increase participation of small, disadvantaged, and women-owned business concerns in the Colgate University procurement process.

The above goals are an effort to demonstrate that the Purchasing Department and the Colgate community can effectively include Historically Underutilized Businesses in the procurement process

Current Vendors

A list of the most commonly used vendors can be found [here](#).

New Vendors

If it is determined that a current approved Colgate vendor is unable to provide the necessary services or goods, a new vendor can be added. All vendors with an EIN are required to complete a vendor profile form. All vendors or persons who do business with the University must also provide a current W9 (or W8BEN/W8BEN-E if applicable). These documents will be kept on file per IRS guidelines. Vendors may be asked to update their information by resubmitting these forms from time to time. Vendor forms can be downloaded from colgate.edu/purchasing or contact the Purchasing Office at purchasing@colgate.edu. Vendor Profile forms will be reviewed by the Purchasing Office, who will have sole responsibility to decide if a vendor will become an approved vendor.

Goods or services should not be obtained or utilized without

1. determining if there is already an approved vendor that can be used and
2. providing a new vendor with the vendor documents that must be completed prior to work commencing or items purchased. Documents must be complete and error free in order for vendors to be paid.

To request a new vendor, please email purchasing@colgate.edu.

Local Vendors

A Local Business is defined as an enterprise with its primary headquarters located within Madison County, Chenango County, Cortland County, Onondaga County, or Oneida County. There are many businesses in and around Hamilton that accept Colgate budget codes as a form of payment. A complete list of vendors may be found [here](#).

Furniture

Purchasing Furniture

Colgate's primary office and lounge furniture suppliers are [ROI Office Interiors](#) and [Intivity](#). ROI's main line of office furniture is [Teknion](#). Intivity's main furniture line is [Steelcase](#). Both ROI Office Interiors and Intivity offer reliable delivery and installation, quick response, and

competitive pricing. Contact the Purchasing Department to discuss needs and, if necessary, to set up an appointment with a furniture representative.

The Purchasing department has several sample chairs. Contact the Purchasing Department to schedule a time to demo the chairs. Environmental Health and Safety staff are available for ergonomics consultation by emailing healthandsafety@colgate.edu.

Salvage/Surplus

The [Salvage Exchange blog](#) enables University departments to easily browse new and lightly used items that are available through the salvage/surplus program.

Salvage/Surplus Procedure:

1. Determine that an item(s) is no longer needed.
2. Complete the [Salvage Form](#). Include photos of the item(s).
3. Purchasing will determine if each item is to be salvaged or considered refuse.
4. If determined to be refuse, the department will make the arrangements with Facilities to have the item disposed of (submit a work order).
5. Purchasing will post the item(s) on the Salvage Exchange blog for 10 days.
Note: During this time the item(s) still have to be in your possession
6. After 10 days, if no other department has a need for the item, then Purchasing will remove it from the Salvage Exchange blog, and if suitable for an online auction will place it on Govdeals.com, PublicSurplus.com, or RCluctions.com.
 - a. The resulting profit from any sale is typically split 50/50 between the selling department and Salvage. This is to facilitate ongoing program costs such as storage and auctions.

For capital projects, Purchasing will need to be notified at least two months in advance of any move-out. This notification must include a finalized list of items to be salvaged. Items will be put on one of the online sites. Successful buyers will remove the item from the location on dates specified in the auction details.

Travel and Transportation

Travel

Colgate University Reimbursement Policies for All Travel and Work Related Expenses

International Travel

In addition to any department/division specific international travel policies, faculty and staff are to:

- Book international travel through the Concur portal (required), by calling/emailing the Christopherson Business Travel dedicated agent groups (800-285-3603 or colgate@cbtravel.com), or by sending international travel plans to plans@tripit.com. This will allow select campus staff to assist you during an emergency situation.
- Purchase international health insurance through GeoBlue. Comprehensive coverage is reasonably priced and includes everything from basic medical visits to hospitalization and medical evacuation. Coverage is designed for use outside the U.S. only. Most offices on campus have agreed to cover the insurance cost.
Check with your budget manager before purchasing insurance to confirm your department's policy. Once you have received your insurance card and have registered an account with GeoBlue, please download the free GeoBlue Mobile app.
- Complete the international travel form administered by the Center for International Programs for your safety. The information from the form will also help the University better understand the nature of your international travel and potentially connect you to other opportunities while you are abroad.
- Provide a copy of the photo section of your passport to your manager prior to departure. This is for your protection in the event of a serious emergency abroad.

In the event of an emergency while traveling abroad, you should contact Campus Safety at (315) 228-7333.

Travel advances

Employees who travel regularly as part of their work responsibilities should use the Colgate JP Morgan MasterCard to cover expenses associated with their business trip. For trips involving students that need a cash advance, requests will need to be processed through Concur. In these instances, the cash advance will be made by direct deposit to the employee's bank account. Employees cannot request advances through the cashier's window.

Travel settlements

All travel expense settlements will be processed via Concur.

Policy

Colgate University's mandatory method for making business related travel arrangements (i.e., air, train or bus, rental car) is through Christopherson Business Travel (CBT), the University's travel management company. If the CBT prices are substantially (more than 10%) higher than other providers, please contact Brittany Plumley at bplumley@colgate.edu for an exception to use an alternate provider prior to booking the reservation.

Travelers can make their travel arrangements through the Concur Solutions (Concur) booking tool, found via the Colgate University portal, or by calling or emailing the CBT dedicated agent

group at 800- 285-3603 (8:00AM – 9:00PM EST, Monday – Friday) or at colgate@cbtravel.com, respectively.

For CBT Best Practices, please see CBT's informational deck [found here](#).

Whenever possible, employees are required to use their University issued JP Morgan MasterCard for all travel related expenses. If an employee does not have a University issued JP Morgan MasterCard, a personal credit card may be used.

Air Travel

When employees and guests travel for University business, travel should be by the least expensive means available, which means air travel in coach class. Requests to fly other than coach class may be granted by an appropriate member of the president's staff under the following exceptions; 1) medical necessity, 2) extreme emergency, 3) international travel or 4) domestic flights with airtime of three hours or longer. For these exceptions, an upgrade to economy plus or similar status is allowed with prior approval. Under no circumstances is business class or first class allowed.

Flight insurance is generally not an allowable expense. However, for international and/or group travel, when there is a cancellation concern or anticipated schedule changes, flight insurance expenses will be reimbursed with prior approval from the Director of Purchasing.

Rental Car Use

Employees should rent a car only when it is required for daily use at the business destination, if their trip exceeds 375 miles (one way) and/or if there is no other reasonable means of transportation. The University's preferred standard rental vehicle is a mid-size sedan. Individuals should go to the University's car rental link (Rental Cars), found on the Colgate University Purchasing Office website, for a detailed outline of procedures to be followed when renting a car for business purposes. It is expected, however, that travelers make all rental car reservations through CBT via Concur.

Personal Car Use

When an employee's business travel necessitates the use of the traveler's personal vehicle, the traveler will be reimbursed at the federally approved mileage rate as communicated by the Office of Accounting & Control. Effective January 1, 2024, the reimbursable mileage rate is .67 cents per mile, which is in accordance with IRS guidelines. Mileage reimbursement should never exceed the cost of alternative transportation.

It is important for employees to be aware that the vehicle owner's insurance policy will always provide the primary liability coverage and the University will not provide reimbursement for any deductibles.

All incidents should be reported to the Assistant Controller & Risk Manager for review by the University's commercial automobile liability insurance carrier to determine whether there is

secondary liability coverage available to respond relative to any amounts exceeding the employee's primary liability coverage.

Employees who use their personal vehicle for business related travel and who travel less than 375 miles (one way), must use Google Maps, through the Concur travel and expense reporting system, to substantiate any mileage expense claimed. In addition, if the total miles driven exceed the Google Maps shortest determined route by 10% or more an explanation will be required.

When trips exceed 375 miles (one way) travelers must use a rental vehicle. In situations where inclement weather is expected and an all-wheel drive (AWD) vehicle is desired, a personal vehicle may be used if an AWD rental is not available.

Lodging

The University will reimburse employees the actual cost of moderately priced accommodations.

New York State (NYS) sales tax will not be reimbursed. Sales tax exemption certificates are available in the Office of Accounting & Control and should be presented at the hotel when checking in to a NYS hotel. Please note that the NYS sales tax exemption number is located in the upper left portion of the Colgate University JP Morgan MasterCard which may be honored by the vendor to eliminate the sales tax. Please contact the Office of Accounting & Control for further information.

The University will not reimburse for any mini-bar charges.

The University will not reimburse charges for laundry services or in-room movies for stays of four consecutive nights or less.

Lodging with friends or relatives: When it is convenient for the employee to stay with friends or relatives, the reasonable cost of a gift or meal is reimbursable. A receipt for the gift or meal must be included in the traveler's expense report. For single overnight stays the maximum amount that can be expensed is \$50; for multiple nights, the maximum is \$150, regardless of the number of overnight stays. Only one gift or meal per trip to a host is permitted and cash payments for lodging, if given, will not be reimbursed. In situations where the stay exceeds five consecutive nights, exceptions to the maximum can be approved by an appropriate member of the president's staff and, if necessary, after consultation with the Vice President for Finance and Administration.

Meals and Entertainment

General

Meals and entertainment expenses are allowable expenditures if they are reasonable and necessary expenses directly related to the business or functions of the University and consistent

with Colgate's not-for-profit status. Departments may choose to be more restrictive than this policy due to budget constraints and/or other reasons; however, the maximum amounts set forth in this policy may not be exceeded unless extraordinary circumstances dictate otherwise.

While it is not encouraged, a limited amount of alcohol in connection with a traveler's meal is reimbursable. Please note, however, that reimbursement for alcohol purchases is prohibited under government (Federal and state) grants.

Meals While Traveling - Domestic

Employees have the option of choosing one of two meal management options while traveling domestically: (a) the per diem allowance or (b) actual expense reimbursement. The per diem allowance is a daily rate that may be selected in lieu of submitting receipts. The actual expenses method requires the submission of receipts to support expenses claimed.

a. Per Diem Allowance

The traveler can elect to be reimbursed for meals and incidentals as outlined by the U.S. General Services Administration (GSA) tables. The allowed expense is determined by the traveler's destination and will be automatically calculated in the Concur expense reporting system, by completing a travel itinerary in Concur. Please note that the GSA generated per diem amount on the first and last day of each trip will be adjusted down by 50% as these days do not constitute full travel days. Travelers, however, may request a waiver to this downward adjustment from their supervisor.

NOTE: The per diem rate must be reduced when a colleague, vendor, alumnus or other third-party pays for a meal. An example of a per diem rate adjustment is as follows: When the conference attended provides some meals as part of the conference registration fee. For example: A traveler attends a three-day conference. The conference provides breakfast for all attendees of the conference at no charge to participants. Since the cost of breakfast is part of the conference registration fee, the traveler is not entitled to reimbursement for breakfast during the days breakfast is provided. The traveler can account for these adjustments in his/her per diem allowance when completing their Concur travel expense report.

b. Actual Expenses

The maximum daily allowance for domestic travel is \$85. All expenses must be receipted and included in the employee's Concur travel expense report. Standard practice allows for tipping ranges from 15% to 20% of the bill. Tips for meals in excess of 20% of meal cost will not be reimbursed.

Meals While Traveling - Foreign

Due to fluctuation in exchange rates, foreign travel reimbursement will be made based on (a) the standard per diem rate of \$85 or (b) actual receipted expenses to a daily maximum of \$100.

Standard practice allows for tipping ranges from 15% to 20% of the bill. Tips for meals in excess of 20% of meal cost will not be reimbursed.

For all actual expenses for meals while traveling, receipts, regardless of amount, are required in order for a reimbursement to be issued. If a group of colleagues split a bill and original receipts are not readily available, the traveler should document the cost of their individual portion of the bill as well as provide an explanation for the meal charge. In addition, costs incurred for meals must be reasonable; meals may not be extravagant.

Non-Travel Business Related Meals

1. Meals with a clearly substantiated business purpose: In cases where University employees meet over a meal when not traveling, the cost of the meal is considered a non-reimbursable personal expense unless: 1) the primary purpose of the meeting is to conduct business and 2) there is a clear and compelling reason to meet over a meal. Generally, these conditions are met when it is not possible for employees to meet during other working hours, and the purpose of the meeting is to conduct business in accordance with a formal agenda.
2. Non-travel related meals eaten alone do not qualify for reimbursement.
3. Occasional meals provided to a group of employees, such as at a holiday party should generally serve the purpose of promoting goodwill, employee relations, morale, or to celebrate retirements, or major (e.g., 25 years) anniversaries of employment with the University. They must be reasonable and should not be extravagant. Meals which may be classified as personal events such as birthdays, weddings, showers, etc. are not allowable expenditures.
4. Meals that do not fall into one of the classifications outlined above will be considered taxable wages with the appropriate Federal, state and FICA taxes deducted from the employees wage payment.
5. Required documentation for business related meals includes the date, time, and location, nature of the gathering and names and titles of those in attendance. In cases where there are more than six people in attendance, the name of the committee or organization and the number of participants is sufficient. Original receipts must accompany the request for reimbursement of actual meal costs.
6. Meal costs must be approved by the employee's department head/supervisor whether submitted through the travel summary form or as part of the Colgate JP Morgan MasterCard monthly statement of activity.

Business Entertainment

Individuals conducting fund raising are limited to a maximum of \$150.00 per day for each person entertained. Entertainment expenses greater than \$150.00 per day/per person must be approved by the Vice President for Finance & Administration or the President.

Personal entertainment expense (other than meals) is not normally reimbursable. If an employee is entertaining University guests for business purposes, names of those being entertained should be provided along with the purpose of the entertainment. Failure to provide that information may result in the IRS treating the reimbursement as taxable income to the employee.

Other Expenses

1. Companions - Expenses for a companion are not reimbursable unless the companion's attendance is necessary for business purposes.
2. Telephone - For those employees not eligible for a University cell phone stipend, business calls made while away from the office will be reimbursed. Calls home will be reimbursed at the rate of one call per day (of reasonable length). Direct long distance calls from a hotel room can be expensive and should be avoided.
3. Miscellaneous - Any necessary expense under \$75, not previously described, must be receipted and described.
4. Non-reimbursable Expenses

The following will not be reimbursed by the University:

- Fines for parking or moving violations;
- Movies or other personal entertainment for stays of four consecutive nights or
- Laundry services (for stays of four consecutive nights or less);
- Lost or stolen personal property (including cash);
- Costs incurred at home, such as childcare;
- Life, flight or baggage insurance (except as noted previously); and/or
- Companion expenses

Reporting Requirements

The University must implement and adhere to regulations issued by the IRS and other governmental agencies. All travel expense summaries must include the following:

- Information to establish the business purpose of the travel, entertainment or other expenditure; The amount, date, and place for each expenditure;
- Substantiation of the expenditure with original receipts (except for per diem meal expenses); and
- If necessary, the return of any unused cash advances (due within 30 days of completing the trip).

Reimbursements for Third-Parties

Expenses to be reimbursed by a third-party (individuals, government, public or private entity) can be charged to the University if the expenses are for a purpose that fulfills the business purpose of the individual in carrying out their responsibilities as an employee of the University (business related). The third-party verification form should be completed and forwarded to the Office of Accounting & Control for review.

Renting a Car

Employees should rent a car only when it is required for daily use at the business destination, if their trip exceeds 375 miles (one way), and/or if there are no other reasonable means of transportation. The University's preferred standard rental vehicle is a mid-size sedan. Colgate has contract pricing in place with Enterprise. Rentals can be booked by using the Enterprise link found [here](#).

When renting a vehicle for Colgate business, drivers must be authorized in accordance with the [Driver Safety and Motor Vehicle Use Policy](#). Rental of fifteen (15) passenger vans is prohibited absent written authorization obtained from both the Department of Environmental Health and Safety and the Risk Management Office. For more detailed information visit the [Renting a Car](#) page on the website.

Colgate Shuttle

Contact

Colgate Transportation Department

Phone: 315-228-7709

Email: transportation@colgate.edu

Website: [Colgate University Transportation Department](#)

Services

Moving and Storage

The area has several moving and storage providers. A current list can be found on the [Moving and Storage Providers](#) site.

Water Delivery

Colgate uses Staples for 5-gallon water bottle delivery. Please use [this form](#) to request a water cooler and periodic water delivery.

- Water bottle dispensers are \$6.00 per month to rent.
- Purified water is \$6.99 each 5-gallon jug
- Water is delivered bi-weekly with a minimum of 2 jugs per 2 weeks.
- Devices have a \$200 recovery fee if lost/stolen/broken, excepting normal wear and tear.
- Please allow 2-4 weeks for initial onboarding.

For any questions or issues please contact Purchasing at 315-228-7838.

Printers/Usherwood

Service Provider: Usherwood

Phone: 1-800-724-2119

Fax: 315-472-0215

E-mail: service-request@usherwood.com

Add/Delete Copy Code to MFD

To add a copy code to a machine (new or existing code) email purchasing@colgate.edu with the following information.

- Usherwood MFD ID
- Colgate ITS Asset Tag
- Code to be added to log into machine
- Department associated with the MFD code
- Location of MFD
- Contact Person

Accounting

Contacts

General

Accounting and Control Email: accounting@colgate.edu

Accounting and Control Phone Number: 315-228-7413

A full staff directory can be found on the Office of Accounting and Control [website](#).

Payments

Accounts payable payments are generated every Thursday. The University's payment terms are generally 30 days after the invoice date, unless a discount is offered by the vendor for early payment. Employees should never promise payment sooner than the 30-day cycle without prior approval from the Controller.

Payments to individuals are generally made within 30 days of receipt of the request to our office. Please note that a **W-9** must be on file before reimbursement to an individual can be made. W-9's will be held for 2 years, after which a new W-9 must be submitted.

Payments to local vendors are made within 30 days from the date the invoices are received by Accounting.

All checks issued (including honorariums) will be mailed to the recipient's home or business address, they will no longer be mailed to a department or held for pick up.

Payments over \$10,000 and international payments require additional review procedures, generally needing the full 30 day cycle to be issued.

Credit card and ACH payments are preferred over check issuance. Vendors will receive a check for their first payment and have the ability to select a new payment method for subsequent payments.

Reimbursement

All employees will be paid via ACH if they receive their paycheck by direct deposit. All employee reimbursements must be processed through the Concur travel and expense payment system.

All enrolled students are eligible for reimbursement of business-related expenses through the Concur travel and expense payment system as well. Students should refer to the [Guide for Student Spending](#). An alternative method is through a faculty or staff member submitting a disbursement voucher as listed below.

Invoices

Invoices from vendors can be submitted for payment by emailing them to accounting@colgate.edu with a budget code and appropriate approval signature. Any purchase over \$1,000 (except catering with Chartwells) should be processed through the correct Purchasing channel.

Disbursement Vouchers

To request payment of a service or reimbursement of a student or non-employee (speaker, candidate, etc.) submit a completed [disbursement voucher](#) to accounting with receipts or documentation to support the expense. A disbursement voucher is not required if an invoice has already been obtained from the vendor or service provider.

A complete disbursement voucher will include the following:

- Full (legal) name of individual. Some individuals may already be in our vendor database with their given name. Use of nicknames on disbursements may result in delayed payment or duplication of vendors. (ie: Meg Doe should be entered as Meghan Doe or match the name listed on their W-9 or W-8BEN)
- Address of payee
- Banner ID# (if applicable)
- Appropriate approval signature
- Description of disbursement
- Amount

- Budget Code including account
- Attached receipts or supporting documentation

COLGATE UNIVERSITY DISBURSEMENT VOUCHER

Date: 10/1/2024

Payee: James B. Colgate ID# (9-digit Colgate ID# if known)
(Student/Employee)

For Checks:
Mailing Address: 13 Oak Drive, Hamilton, NY 13346

(This should match what is listed on the W-9 unless instructed otherwise.)

Approval: *J. J. Salvatore*

Description	Amount
Speaker at Colgate _____ Event for _____ department on 11/13/24. Agreement attached.	\$500.00

Expense Code(s):

Fund _____	or	Org <u>46050</u>
_____		_____
_____		_____
_____		_____

Account <u>261</u>

\$ Amount
<u>\$500.00</u>

FOR PAYMENT BY CHECK:

ADDITIONAL INFORMATION:

Date check to be issued: _____

Hold for Pick-Up ☐

FOR PAYMENT BY CASH:

Received	\$ _____	_____	_____
	Amount	Name	Date

For Accounting Use Only
AR doc # _____
AP doc # _____

IMPORTANT: print 2 copies (send 1 to controller, retain 1 copy for your records)

Corporate card procedures

The JPMorgan Chase MasterCard program (JPM) is a method for employees to charge university-related expenses on a credit card, eliminating the need to carry cash.

Contact

If you have questions or concerns, please contact:

- Roxann Jeffers at rjeffers@colgate.edu at extension 315-228-7498, or
- Lora Valentine at lvalentine@colgate.edu at extension 315-228-7420.

To Obtain a Card

Employees interested in obtaining a card, please follow these steps:

1. **Complete the [JPMorgan credit card application and card agreement found under Accounting Policies and Forms](#), sign the form and forward to your supervisor for their approval.** Please note that on the application, you must provide two different security access codes. The first can be any 4 digit number and the second can be any 4 digit alpha/numeric code. These are required for account verification when cardholders contact JPMorgan Chase directly. You will not receive any solicitations from JPMorgan by providing your contact information.

2. **Please then submit the approved application and card agreement to the Office of Accounting and Control.**

Typically, the credit card is received within two weeks in the Office of Accounting and Control; it is then forwarded to you for authorization and signature. You will need to contact JPMorgan to activate your card. If you do not receive your card within the above referenced time-frame, please contact the Accounting Office directly.

Using Your Card

- The card can be used for travel and miscellaneous small-dollar purchases as you would use any other credit card. Please note that the university's [travel policies](#) and [Purchasing Procedures](#) must be followed. ***Your JPMorgan card cannot be used to purchase any single supply item costing over \$500.00 without prior approval from the Purchasing Department.***
- Credit card transactions will be posted in Concur daily. You will need to submit expense reports along with supporting documentation through Concur within 20 days after the transaction date posted. Items in dispute must be so indicated, detailing the specific reason the charge is being contested.

- Your university budget code(s) will be charged based on the fund/org you select and routed to the respective financial manager for their review and approval. A list of [Concur Expense Types](#) can be found on the Office of Accounting and Control's website.

Business Use Only

The JPMorgan corporate card is the property of the university and is intended strictly for business use. For purposes of this policy, "Business Use" refers to expenses charged against an existing university budget code.

Expenses reimbursed by a third party (e.g., government agency or other entity) may be classified as "Business Use." Ongoing use of the card for expenses reimbursed by a third party must be initially approved by the Controller's Office. Such approval will be granted following one-time verification of the third party arrangement. (Please obtain a "Third Party Verification" form from the Accounting Office.) It is solely the responsibility of the employee to ensure the university is reimbursed by the reporting deadline.

Any expenses that are not charged against a university budget code or reimbursed by pre-approved third party, and borne by an employee are not considered business use, regardless of their purpose, and therefore is an unallowable use of the JPMorgan Chase card.

Policy

The granting of a university credit card is a privilege intended to assist employees in carrying out their university responsibilities. Willful misuse of the card will result in disciplinary measures, which could include termination of employment. Please keep in mind our longstanding policies, which include:

30-day reporting deadline

No "personal use" or non-business charges

Inadvertent "personal use" charges

Charges over university guidelines

Deposits and Cash Management

The Office of Accounting and Control (and the Cashier's Window specifically) is the University's primary cash-handling agent. Additional cash handlers around the University are representatives of the University who receive any type of money, including coin, currency, checks, money orders, or traveler's checks ("monies").

To minimize the flow of cash around campus, the preferred methods of payment on campus are 'Gate Card transactions, checks, or direct billing to accounts in Banner. If these options are not

available, cash may be collected (with Office of Accounting and Control approval), and the following processes are to be followed.

All Colgate offices and departments accepting cash payments must seek approval and guidance from the Office of Accounting and Control, and follow the guidelines below.

Please direct any questions or concerns to the Office of Accounting and Control Cashier: atanney@colgate.edu or 315-228-7496.

Policy

Cash Guidelines

1. Accepting/Maintaining Cash

- a. All cash received should be processed within one business day.
- b. Reasonable care should be used by cash handlers when screening cash transactions for counterfeit currency. Contact Campus Safety immediately with concerns.
- c. Cash should be counted and confirmed in the presence of the person presenting it for payment.
- d. All cash must be secured in a locked box out of public view at all times.
- e. Foreign currencies are not to be accepted.
- f. Under no circumstances should an individual keep University cash with their own personal funds, deposit University funds in a personal bank account or take University funds to one's home for safekeeping.

2. Cash Reconciliation

Departments/Offices must perform daily reconciliations of monies received.

- a. At least two individuals should participate in reconciliation, where one is not a direct participant in cash handling.
- b. In the event of an overage/shortage notify supervisor immediately.

Check Guidelines:

3. Accepting/Maintaining Check Payments

- a. Departments must ensure:
 - i. Checks are made payable to "Colgate University"
 1. Two-party (payee is not solely the University) checks are NOT to be accepted.
 - ii. Legal and numerical amounts match and are written correctly
 - iii. Check is signed
 - iv. Check is not post-dated (in the future)
- b. All checks should be payable through a US bank in US dollars.

Areas with a large volume of check payments should obtain a “Deposit Only” stamp and stamp checks as soon as they are received.

Deposit Guidelines:

4. Deposit Preparation: Timely deposits of monies are required for improved control of funds reducing the risk of loss due to errors, carelessness, or theft.
 - a. Minimum petty cash balances must be maintained, with overages deposited weekly (at minimum).
 - b. Two department members must count and confirm deposits.
 - c. Deposits should be recorded on an internal office/department general ledger.
 - d. Deposits submitted to the Colgate Cashier for processing must be recorded on an Office of Accounting and Control “Department Deposit Form”.
5. Deposit Submission*
 - a. Deposits must be hand-delivered to the Cashier’s Office (do NOT send through campus mail).
 - b. Deposits must be delivered in a secured bag or envelope.
 - c. Deposits must include the Department Deposit Form summarizing deposit details and department budget information.

* Select departments and offices on campus prepare and submit their deposits directly to NBT Bank with an NBT Bank Deposit Slip and secure bank bag. Yellow NBT Deposit Slip must be submitted to the cashier for review.

Wire transfers

Policy

Wire transfers are the most immediate form of payment available to the University, they also bear the greatest risk and cost. A wire transfer of funds will only be utilized if there is no feasible alternative form of payment. As a result, the University reserves the right to process any wire transfer request with a more appropriate method such as electronic ACH or paper check.

In today’s digital age, email phishing has posed a significant risk of fraud surrounding and aiding in wire transfer fraud. Wire transfers are the most common target of fraudulent activity due to the sense of urgency to pay immediately and the finality of payment. Individuals with the intent to deceive university staff know that money wired is nearly impossible to recover. Please ensure you have made personal contact with a reputable vendor or individual prior to completing the wire transfer request.

As business email compromise is the most common attempt to initiate wire fraud, wire transfer requests must be presented to the Office of Accounting and Control in person during regular business hours or through campus mail to the attention of *Wire Transfers*. To have requests

processed timely, the completion of the appropriate Wire transfer Payment Form (Domestic or International) and all supporting documentation is required.

Payment instructions must be typed and signed by the financial manager of the university cost center (fund or org) being charged. The original wire transfer request form, along with supporting documentation (i.e. invoice or disbursement voucher), should be submitted to the Office of Accounting & Control. Once received, a phone call to the financial manager will be initiated by the Office of Accounting & Control to verify the authenticity of the request.

Please note that copies of the original wire transfer request form or email requests for wire transfer payments will not be allowed under any circumstances.

Due to the high-risk nature of wire transfers, departments must plan in advance as far as possible when initiating wire transfer requests. All requests will be approved by the Controller and requests of \$10,000 or more will also require the approval of the Vice President for Finance and Administration.

All documentation should be submitted to the Office of Accounting and Control at least 3 business days before the payment is to be disbursed to allow for proper validation, review, and timely payment. However, the Controller and Vice President for Finance and Administration may expedite a wire in emergency situations if, at their discretion, failure to make timely payment would be detrimental to the university.

No exceptions or deviations from this policy will be allowed.

Gift Certificates for Students

Please follow the below procedure when purchasing gift cards/gift certificates as prizes for events where students will be the recipients and the gift cards are low dollar value, typically \$25.00 or less depending on the nature.

1. Seek prior approval by emailing the Accounting inbox. In the request, please include the event, the number of gift cards, the vendor the gift cards will be purchased from, the budget code, and the dollar amount requested per gift card. And indicate that these will be paid for using budget code/JPM card.
2. Once approval has been received, purchase the gift cards either with budget code or JPM Card.
3. When dispersing gift cards, please keep record of students who received gift cards and have them acknowledge they received it (i.e. initial or signature).
4. Payment
 - a. If using a budget code, subsequent to the event, email the roster of students who received the gift cards (step 3) to accounting@colgate.edu – please respond to the same email chain used for the approval so we can index support together.
 - b. If using the JPM card, attach the roster of students referenced above (step 3) and the approval email (step 1) to the staff member's Concur report.

Other options can be used for student prizes, including the use of Gate Cash. The department would then provide a roster and a budget code to be charged to student accounts (stuaccounts@colgate.edu).

Gift Certificates for Employees

The Internal Revenue Service provides employers with guidelines on the taxability of gifts to employees. Specifically, the IRS requires that bonuses and awards (including gift certificates) be shown as taxable income on your W-2 form. The following is the University policy to ensure that we comply with federal regulations:

Policy

As the university continues to foster a positive, motivating, and celebratory workplace, we aim to ensure consistency and fairness across all departments when it comes to employee recognition and appreciation. This recognition process is therefore typically handled through the Human Resources department.

Supervisors often look for ways to recognize an employee who went above and beyond to support the university outside their normal duties. To maintain equity, the use of gift certificates as a form of recognition will be used sparingly. Instead, we encourage recognizing great work through other forms, such as public acknowledgements at department meetings, thank-you notes, or team celebrations. This approach ensures that all employees, regardless of their department, are recognized in a consistent, fair, and meaningful manner.

When purchasing gifts or gift certificates for employees, the following guidelines must be followed and documented to ensure equity, compliance, transparency, and consistency.

1. Purpose of the Gift:

When the level of effort by the employee far exceeds expectations or the employee is celebrating their retirement, the supervisor may request to reward the employee with gifts or a gift certificate. Both, however, are considered taxable income, so Colgate is required to report these awards to the IRS. Gift certificates should not be purchased under any circumstances to celebrate milestones for employees outside of their work at the University (i.e. birthday, wedding, birth or adoption of a child, housewarming, etc.)

2. Approval Process and Gift Value Limits:

The purchase of a gift or gift certificate for an employee must be initiated through the direct supervisor with prior written approval.

Direct supervisor approval cannot exceed \$100.00.

Gifts and gift certificates exceeding \$100.00 require prior written approval obtained from the divisional Vice President, Provost or Dean. Gift certificates exceeding \$100.00 should be used sparingly due to the income tax implications that will directly impact the recipient, as these are considered income to the employee.

3. Supporting Documentation and Reimbursement:

Purchases of gift certificates should be made with personal funds which can then be submitted to the Office of Accounting and Control for reimbursement. The use of a budget code at local vendors or the use of the Corporate Card are **not allowable** unless prior approval from the Office of Accounting and Control has been received in writing prior to purchasing.

- a. Seek prior approval by emailing accounting@colgate.edu. In the request, please include the purpose, the vendor the gift card will be purchased from, the budget code, the dollar amount requested, and support of prior applicable approvals.

The cost of gifts or gift certificates will be reimbursed upon completion of a Concur expense report.

- b. Supporting documentation must include:
 - i. the name of the recipient to be taxed,
 - ii. the date the certificate will be awarded,
 - iii. the business purpose, and
 - iv. proof of applicable approvals (ie. supervisor, divisional Vice President, Provost, Dean, or Controller).

Failure to follow this procedure may result in forfeited reimbursement.

If you have questions, please contact the Office of Accounting and Control.

Guide to Spending for Students

<https://docs.google.com/document/d/1LcUZYWfY8rVuN3r1jv71mE0CNuHNEDKFWbEDC3wXTfs/edit?usp=sharing>

Appendix

Blank Copies of Forms

[Bid Waiver](#)

[Disbursement Voucher](#)

[Wire Request Form - Domestic](#)

[Wire Request Form - International](#)

[Vendor Profile Form](#)

[W-9 Form](#)