

# Procurement Policy

Navigating Procurement Methods



# Navigating Procurement Methods

- **Faculty purchase many things– most are routine:**  
historical data is your friend.
- **As work/ technology evolves- procurement policy evolves.**
- **An easy way to navigate procurement policy is first define the expense as Travel, Material, Service, or Capital/Asset.**

# Expense “Classifications”

- Travel
- Material
- Service
- Capital / Asset
- Sometimes things fall into one of these categories because of the system or workflow through which they are processed

# Travel

- Handled via *Concur* (**Reimbursement**)
- Most confusing aspect is **Local Expenses** are considered “Travel” for BU in this way– must be **reimbursable**: refer to policy
- Trick for this: Reimbursement = Travel = process via Concur

# Travel

- **Reimbursable Expense**
  - *Itemized Receipt*
  - *Should not be invoice (hotel “invoice” ok): Proof of Payment*
  - *No payment for labor/reimbursement for payment of labor : Tax implications*
  - *Any contracts must be signed by sourcing (event deposit, etc)*
- **Who Decides what is Reimbursable?**
  - **IRS : BU Policy.**

# Material

- **Questions to Ask:**
  - Is this a consumable office supply?
  - Is there a contract to be signed?
  - Is there a Questrom workflow to follow?
  - Is it a registered vendor?
- **Consumable Office Supplies:** Terrier Marketplace is contracted supplier (then Amazon Business)
- **Registered Vendor:** Shopping Cart
- **1x Vendor:** Pcard, Disbursement

# Material

- **Questrom Workflows:**
  - Office Equipment – (think Standing Desk) – **Cam Phillip or Hannah Sutton** should be contacted
  - Software- ITS – Software & data should be approved by ITS prior to purchasing as QST holds licenses for certain platforms.

# Material

- **Questrom Workflows:**
  - Anything Branded - *Marcom*- anything branded- whether it's shirts, mugs- a website- ***anything***- with a BU or Questrom logo must be approved by Marcom in order to ensure we're not infringing on a copyright and complying with Questrom and BU branding.



# Service

- Think “*Contracted*” Services- like the  
GL
  - Most frequently, the faculty don’t understand these cannot be reimbursed
  - Disbursement\*/ Shopping Cart (limit order)
- **Bears repeating: No payment for labor/reimbursement for payment of labor through Concur**

# Confusing Services

- “Travel” Services
  - Charter Bus : Shopping Cart/ Purchase Order - anything more than 8 seats Cannot go on Travel Card
  - Limousine: see above
  - Payment for Events at Hotels: Deposit can go on BU Travel and Expense Visa- Contract must be signed by Sourcing- and PO/ Invoice for payment of balance.

# Confusing Services: SaaS

- **Software as a Service**
  - Software licensing and delivery model
  - Licensed on a subscription basis and is centrally hosted – aka deployed over the cloud (hosted and accessed online)
  - Can be recognized by a **subscription fee**, most commonly a *monthly* or *annual* fee.
  - **SaaS** is paid for via your P-Cards- 515000 **CONTRACTED SERVICES-CONSULTING OTHER**

# Software as a Service

- Questrom has applications for the following tools:
  - *Polling /Surveying*
  - *Video Hosting*
  - *Video Conferencing*
  - *Cloud Storage*
- For a more in depth overview on SaaS and other expenses it may be confused with, visit [https://questrompublish.bu.edu/toolkit/Forms\\_for\\_Admin\\_Tool\\_Kit\\_Financial/Software\\_as\\_a\\_Service.pdf](https://questrompublish.bu.edu/toolkit/Forms_for_Admin_Tool_Kit_Financial/Software_as_a_Service.pdf)

# Capital / Assets

- **Computers/Hardware/Printers/Data**
- *Anything less than \$5k is NON-CAPITAL/MINOR EQUIPMENT-*
  - **Asset Tracking/Inventory Management**

- **NON-CAPITAL/MINOR EQUIPMENT vs CAPITAL EQUIPMENT**

- **Assets** that BU *Depreciates* vs **Expenses** BU *does not Depreciate* but **tracks from an Inventory Perspective**: the latter is included in this category for that reason.

# Capital / Assets: Furniture/Equipment

- **Office Furniture / Equipment**
  - *Material* but also an *Asset* for the university (appears on Balance Sheet : Accounting fun!)
  - BU defines a **Useful life** for expense reasons (questions about this -> Eddie Riedl )
- **Questrom Workflow**
  - *Cam Phillip or Hannah Sutton for Office Furniture/ Standing Desks, etc*

# Capital / Assets: Technology

- **Computers/Hardware/Printers/Data**
  - Any of these purchased with **BU Dollars** are **Property of BU**
  - **NO Computers, Hardware, or Printers for offsite locations** (laptops are mobile, so A-OK)
- **Questrom Workflow**
  - **Computers, Computer Hardware & Data must go through ITS** for Approval. ITS will handle the purchase for Computers or Computer Hardware.