

DEPAUL UNIVERSITY



Prohibited and Special Purchasing Processes

Category: Financial Affairs

Responsible Department: Procurement Services

Responsible Officer: Executive Vice President

Effective Date: 9/1/2017

Policy Summary

This policy details the types of purchases that are either not allowed or have a specific process that must be followed. It references other policies where applicable. The payment type (ProCard, reimbursement or voucher) does not make a difference.

Scope

This policy affects the following groups of the University:

- Executive Offices
- Full-Time Staff
- Part-Time Staff
- Full-Time Faculty
- Part-Time Faculty
- Budget Managers

This policy affects those with responsibility for managing university funds, primarily budget managers but also managers, ProCard users and others.

Policy

Certain types of purchases are either not allowed, or have specific processes that must be followed, regardless of their payment type (ProCard, reimbursement or voucher request). This is not an exhaustive list. If planning on making any purchases that may have special risks or other issues, contact Procurement Services to discuss prior to purchasing.

University departments may have stricter rules in place regarding how budgets can be utilized. Contact the unit budget manager to see if any additional restrictions are in place.

- **Catering:** The University has an exclusive catering agreement in place. See the [Catering Exclusivity](#) policy for detailed information.
- **DePaul Purchases:** Purchases made by departments to other DePaul departments (tuition payments, parking passes, athletic tickets, DePaulia ads, etc.) are to be processed via a journal entry and not on the ProCard or through an invoice.
- **DePaul Logo Use:** Use of the DePaul logos are governed by the [University Logos and Signature](#) policy.
- **Desktops, laptops and enterprise tablets (e.g. Surface):** All computer purchases must conform to university standards and be purchased through normal processes. See the [How to Buy](#) website for more information. Tablets with mobile operating systems (e.g. iPads, Android) may be purchased on the ProCard without additional approvals. See the Computer Policy for more information.
- **Gift Cards and Other Gifts:** Gift cards and any gifts to employees or students require special considerations and permission prior to purchase. See the [Gifts to Employees](#) policy for detailed information.
- **Legal Counsel:** External legal counsel may not be contracted or retained without permission by the [Office of the General Counsel](#). This includes any licensed attorney providing professional legal services. See the [External Legal Counsel](#) policy for more information.
- **Meals and Entertainment:** Per IRS regulations, entertainment includes any activity generally considered to provide entertainment, amusement, or recreation and includes meals provided to a non-university individual(s).

Entertainment and meal expenses must be either directly related to the university's business purpose, take place in a clear business setting, the main purpose of which was the active conduct of business, business was in fact engaged in during the entertainment and the general expectation was a benefit to the university, or must be associated with university business, where business was conducted either directly preceding, during, or following the entertainment.

- **Printers:** When purchasing printers with university funds, departments must choose the printer which best suits their needs from the selections made available at the [Procurement Services website](#). See the Computer Policy for more information.
- **Sales taxes:** The institution is tax exempt on most purchases made in the state of Illinois (the exemption does not apply to items such as travel, meals, utilities, etc.). Departments can contact [Procurement Services](#) or [Accounts Payable](#) to request that a copy of the tax exemption letter be sent to the vendor.

If a payment of sales tax occurs, the individual should make an attempt to obtain a refund from the vendor. However, this may not be necessary for low dollar amounts or low risk vendors (such as subway tokens while traveling on university business) and is at the discretion of the individual and

unit management. If sales taxes paid is over \$25, an attempt to receive a refund must always be made.

- **Software licenses:** DePaul centrally has many software licenses already in place that may be available at no additional cost to the institution. Review software.depaul.edu and the [Software Licensing](#) policy prior to making any software purchases.
- **Shipping (Inbound):** All purchases should be FOB Destination, meaning DePaul takes ownership of the item once it has been delivered. If the item is damaged during shipping, the vendor is responsible for the costs of repair or replacement.
- **Stationery:** Stationery orders must be placed through the university's [preferred vendor](#). See the [Letterhead and Stationery](#) policy for more information.
- **Technology:** Various technology purchases (e.g. computers, mobile devices, network connected devices, cloud services, printers) are governed by the [DePaul University Computing Policy](#).
- **Used equipment:** Purchases of any used equipment require approval by Procurement Services.
- **Vans:** Vans that seat 15 passengers, or larger, are not allowed.
- **Vehicle Rental Insurance:** Vehicles rented on University business within the United States and Canada are insured by DePaul University. The department should decline any insurance coverage offered by the rental company. A copy of the insurance card maybe be requested from Compliance & Risk Management.

Exceptions

Any exceptions to this policy must be approved by the Director of Procurement Services.

Procedures

Detailed purchasing processes can be found on the [Procurement Services website](#), specifically on the [How to Buy guides](#).

Divisional Collaborations

None.

Contact Information

Procurement Services

<http://procurement.depaul.edu>

(312) 362-7510

procurement@depaul.edu

Appendices

None.

History/Revisions

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