

Kentucky Wesleyan College
Business Policies and Procedures
August 2017

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Business Office Contacts

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Kentucky Wesleyan College has an internal audit function and all business records and documents relating to institutional/departmental transactions and activities are subject to review by the Internal Auditor upon request.

PURCHASES

Basic Purchasing Policies

- Purchase Orders are required for any college purchase in excess of \$1,000.
- Volunteers and students are expressly prohibited from signing invoices or making purchases on behalf of the College.
- Expenditure budgets are approved by the Board of Trustees and no one is authorized to expend beyond that established limit or in violation of the approved expenditure process.
- Employees may be held personally responsible for any unauthorized expenditures that do not follow purchasing policies or expenditures beyond the approved budget.

Payment of Vendor Invoices

Check requisitions or the A/P stamp may be utilized for processing vendor invoices of less than \$1,000. An itemized original invoice or receipt must be included with a check requisition and authorized for payment by the department budget manager, division chair/cabinet officer and the Vice President of Finance. The vendor invoice may be stamped with the standard Wesleyan A/P stamp in lieu of a check requisition and forwarded through the approval process for signatures. This stamp is available in the following locations: Business Office, Academic Dean's Office, Office of Student Services, Alumni/Advancement, Athletics, Library, Admissions and Facilities. Budget manager/division chair must include an account number(s) on the check requisition or the stamped invoice. Please retain a copy of the check requisition (pink copy)/stamped invoice or maintain a log of expenditure requests for departmental records to verify monthly budget reports. Check requisitions/invoices are signed by the V.P. of Finance and processed each morning in the Business Office.

Vendor checks are printed on the 15th and final business day of each month. They are mailed or available for pick-up after 9:00 a.m. on the following business day. Department budget manager/division chair are responsible for submitting invoice payments in a timely manner to prevent delinquent vendor accounts and finance charges.

Vendor Credit Cards

The College currently has credit cards with the following local vendors: Best Buy, Hobby Lobby, Home Depot, Menards, Office Depot, Sam's Club, and Wal-Mart. These credit cards may be checked out in the Business Office during regular business hours and should be returned promptly. The credit card receipt should be returned with the credit card and the accounts payable clerk will secure signatures for payment, since this will be the only receipt the college will receive.

Wesleyan MasterCard Credit Cards

Wesleyan MasterCard credit cards are issued to specific individuals who travel or purchase extensively on behalf of the College. All purchases on the college's MasterCard credit cards must be authorized college business transactions and used mainly for travel purposes. Credit cards are assigned to each individual and that person is the only one authorized to use the assigned credit card. Do not allow others to use a college credit card. **DO NOT use the college MasterCard credit card for purchasing office supplies, general supplies, memberships, registrations, gasoline purchases.** It is the cardholder's responsibility to retain all MasterCard receipts and process for payment in a timely manner to avoid any finance charges on the credit card account. In the event a MasterCard receipt is lost, it is the cardholder's responsibility for obtaining a duplicate copy from the vendor. The college will not process payment for an undocumented charge. It is also the cardholder's responsibility to report the loss of the credit card immediately to the Business Office. No personal purchases are allowed, regardless of intent to reimburse the College. Failure to comply with the policies and procedures associated with the college MasterCard credit card can cause credit card privileges to be suspended. Fraudulent or misuse of the credit card may also result in disciplinary action, up to and including termination of employment.

Vendor Charge Accounts

The College has charge accounts or a direct billing established with many local vendors who process purchases on a tax-exempt basis. When employees make use of vendor charge accounts for purchases at that location, the College avoids paying sales tax. A direct billing list of local vendors can be found on the PantherNet for your convenience. Employees are not allowed to utilize college charge accounts, direct bill accounts, or the College's tax exempt status for personal purchases. It is illegal (tax implications) and unethical to utilize a college account or tax exempt status for purchasing personal items that are not paid from college funds.

Special Checks

Special checks for emergencies may be issued and distributed as approved. To insure that special checks are available on a specific day, the approved request (including all signatures and account codes) must be in the Business Office by **2:00 p.m. two days prior to the date the check is needed.** The special checks are processed and ready after **9:00 a.m.** on the distribution day.

Purchase Orders

Purchase Orders are required in advance of any college purchase in excess of \$1,000.

Merchandise/services in excess of \$1,000 **CANNOT BE ORDERED** until all required signatures are on the actual Purchase Order document including the V.P. of Finance. The numbered Purchase Order forms are available in the Business Office. Budget manager/division chair must assign account numbers and keep the pink copy for departmental records. Purchase Orders are signed and processed each business day morning in the Business Office. After approval, the white copy will be mailed to the vendor or may be picked up by the budget manager/division chair for delivery or faxed to the vendor.

Processing Payment for a Completed Purchase Order

When an invoice from a Purchase Order has been received, the accounts payable clerk will forward the invoice to the appropriate budget manager/division chair for an approval signature to confirm that the merchandise has been received and the invoice is ready to process for payment. The approved invoice should be sent directly back to the accounts payable clerk for completion of payment. The account number on the Purchase Order will be utilized and no other approving signatures are required since they were already secured on the Purchase Order.

Petty Cash

Petty cash in the Cashier's Office may be utilized to reimburse employees (not students or volunteers) for emergency purchase of supplies not exceeding \$50. A detailed vendor receipt or invoice is required. Sales tax will not be reimbursed to employees if vendor direct billing or a vendor credit card program is available.

***** TRAVEL, GASOLINE, MEALS AND EVENT EXPENSES MAY NOT BE REIMBURSED VIA PETTY CASH. Reimbursement for these expenditures requires a completed Travel/Event/Recruiting Expense Report with authorized signatures by the appropriate department budget manager and officer and are processed via the college's Accounts Payable program. Frequent or routine purchases of supplies should be accomplished in bulk direct from vendors offering the best pricing and tax exempt processing, not through the Petty Cash program.**

Personal Reimbursements

Requests for reimbursement of general college purchases, travel, mileage and/or entertainment expenses must be submitted to the Business Office on a Travel/Event/Recruiting Detailed Expense Report **within 5 days of the travel or purchase** to be eligible for reimbursement. A receipt aged more than 30 days is not eligible for personal reimbursement. Sales tax will not be reimbursed to employees if direct billing or a vendor credit card is available. (See information listed under Purchases)

Faculty and staff are encouraged to utilize travel advances for college travel expenses including professional travel and recruiting. These forms are available in the Business Office during regular business hours.

Personal reimbursements for travel, etc. will be processed with other accounts payable checks on the final business day of each month. Checks will be available the following business day after 9:00 a.m.

PROFESSIONAL DEVELOPMENT TRAVEL

Authorization

Funding for all travel (required or professional development) **must be approved in advance** by the appropriate department budget manager and cabinet officer.

Travel Advances & Travel Clearance of the Advance

Travel advances should be requested on a Travel Advance form several days prior to departure. The advance must be signed by the **traveler**, department budget manager and appropriate cabinet officer/division chair. The total amount of the travel advance will be charged to the departmental travel budget line when the check is issued. **The travel advance check will be given to the traveler on the date of or day prior to departure after 9:00 a.m.**

The Travel Clearance form (returning unused funds and receipts from an advance) should be completed and returned to the Business Office within **five days of the trip along with the unused funds. Unused funds will be credited to the departmental budget. Travel advance funds may only be utilized for expenses of the trip that was authorized.** If additional funds were expended for the travel, a check for that additional amount will be issued to the traveler on the next month end A/P run. Travel advances must be cleared and excess funds returned prior to disbursement of additional travel advances or reimbursements.

Travel Reimbursements

Travel reimbursements should be requested on a Travel/Event/Recruiting Expense form and must be signed by the department budget manager/division chair and appropriate cabinet officer. All college expenditures for meals including recruiting and travel must be detailed by item and identify the purpose and participating individuals. Employees can be personally reimbursed for an on-line reservation supported by a paid personal credit card receipt. Lodging can be personally reimbursed with a paid invoice from the hotel/motel.

Meals have a maximum per diem without receipts allowed at \$21/day or (breakfast \$5, lunch \$7, dinner \$9) for partial travel days. **Detailed receipts for travel meal expenditures in excess of the per diem are required.** Meals that are included with conference registrations are not eligible for reimbursement and should be accounted for in the final travel expenditure documents submitted by the traveler.

Tolls, conference registrations, and other miscellaneous expenses must be supported by receipts or may be paid directly to the organization or company with a college check via a separate approved requisition. Non-reimbursable expenses include personal phone calls, personal supplies, laundry or dry cleaning, movies, entertainment, alcohol (see exception below in Meals & Entertainment section), traffic or parking violations.

Athletic teams and student groups may utilize a signed meal money distribution list for each trip in lieu of actual receipts using the per diem rates (breakfast \$5, lunch \$7, dinner \$9).

Business mileage reimbursements to guest speakers, contractors and employment candidates of the college will be calculated at the federal standard mileage reimbursement rate. The 2017 standard mileage reimbursement rate is currently \$.535 cents per mile. The approved reimbursement of mileage, meals, etc. for guest speakers, contractors and employment candidates may be requested on a check requisition form. Airfare may be paid directly from the College to the travel agency or airline if an approved invoice is processed and submitted.

MEALS AND EVENTS

All college expenditures for meals including recruiting, travel and events must be detailed by item and identify the purpose and participating individuals. This information should be documented on the Travel/Event/Recruiting Expense form and submitted for personal reimbursement or to Department Budget managers to review for inclusion with the appropriate credit card statement.

Reimbursement for alcohol is only permissible for purchases to entertain a donor or prospective donor(s) as part of an official College-sponsored function for such purposes. College-sponsored functions falling into this category include, but are not limited to: receptions, award dinners, individual meetings, meals, board meetings, Homecoming activities, and other events designed to engage, cultivate, or steward one or more donors or prospective donors. A detailed receipt, including the names of each attendee, is required for reimbursement approval.

TRANSPORTATION

Reserving and Use of College Vans and Cars

Kentucky Wesleyan College maintains a fleet of vehicles for faculty and staff business use. Request a college vehicle at least 48 hours in advance of travel by submitting the on-line Vehicle Reservation Form to the Business Office. The reservation link is located on the PantherNet, Fleet Vehicles. It is your responsibility to make sure the vehicle is checked out (sign form, pick up keys/credit cards) during office hours of 8:00 a.m. – 5:00 p.m. If you are using a vehicle over the weekend or before 8:00 a.m., make sure you check out the vehicle on Friday afternoon or the day before. Only college employees (not students) may sign out vehicles. Vehicles are assigned based on distance, vehicle mileage and other existing requests. Any cancellations or changes in scheduling must be reported as soon as possible to the Business Office. If your times or dates change without notifying us, we cannot guarantee that your vehicle needs will be met. A late cancellation charge may result if rental agreements were secured from an external rental company. Rental vehicles are used during peak demands as necessary and only the Business Office is authorized to contact an external rental company. Once travel is complete, please return vehicles promptly as scheduled, remove trash and belongings, lock and park in designated fleet area.

Do not leave fleet vehicles in other campus parking areas or **drive them home** as they are shared vehicles with many college users. The designated fleet area will be the place to pick up the vehicle at your scheduled time to leave campus and return the vehicle back to campus at the approved time. Report late arrivals and any mechanical problems immediately to the Business Office or emergency contacts as other parties are often scheduled to use the vehicle immediately upon your scheduled return. College fleet vehicles may never be used for personal travel. Keys, credit cards/receipts and clipboard should be returned to the Business Office on the next business day.

Policy violations that would result in suspension of college driving privileges:

- Failure to return a college vehicle at the specified time or driving them home
- Permitting someone other than those on the authorized driver list to drive a college vehicle
- Misuse of credit card issued with college vehicles
- Smoking in a college vehicle
- Excessive damage to a college vehicle
- Any use of a college vehicle except official college business as determined by the college
- Egregious parking violations in a college vehicle
- Receiving a moving violation in a college vehicle
- Any act or offense deemed by the college as a significant breach of policy, procedure, or law as to cause a hazardous situation for the occupants of a college vehicle or the general public in the vicinity

Wesleyan prohibits any non-college personnel, except official guests or persons conducting business with college, to be traveling in college owned or leased vehicles due to limited liability coverage.

Driving violations that would result in suspension of college driving privileges

The Director of Human Resources monitors the Motor Vehicle Record of College employees on an annual basis. College employees or students with one or more of the following driving violations are **prohibited** from driving college vehicles, operate a personal vehicle on college business, drive a leased vehicle on behalf of the college, or drive any vehicle insured by the college:

- Conviction for an alcohol and/or drug-related driving offense
- Refusal to submit to a Blood Alcohol Content (BAC) test
- Conviction for reckless driving
- Any combination of three or more moving violations, “At Fault Accidents” or “Preventable Accidents” within the most recent three years
- Suspension, revocation or administrative restriction within the last three years
- Leaving the scene of an accident as defined by state laws
- At fault in a fatal accident
- Felony committed involving a vehicle
- Three or more “Company Vehicle” physical damage claims in any twelve-month period

Volunteers are subject to the same college driver requirements and allowed to drive college vehicles during their work assignment with authorization from a college officer.

Student drivers for college transportation should be avoided. If circumstances require utilization of a student driver, they must show a valid license and sign the Vehicle Policy for Wesleyan Student Drivers form in the Business Office to become eligible to operate college cars. Authorized college employees and **students over 21** are covered under the College’s vehicle insurance policy. An authorized employee must be in the college vehicle or following behind if a student is driving a college vehicle. Students are NOT allowed to drive college cars on their own or college vans at any time for any purpose.

Charges for use of College Vehicles

Departmental budgets are charged \$1.00 /mile for use of vans and \$.35/mile for cars/minivan. This fee includes gasoline charges. The cost is automatically charged at the end of each month to the department budget based on the mileage documentation on the vehicle sign out sheet(s).

Gasoline Credit Cards

College gasoline credit cards are provided to employees when they sign out a Wesleyan fleet vehicle. Vehicles should always be returned with a full tank of fuel as a courtesy for the next employee using the vehicle. College gasoline credit cards may only be used for gas and repairs in college vehicles, not in personal vehicles. Do not

charge food or supplies to gasoline credit cards. Gasoline receipts are to be turned in with the credit cards, vehicle clipboard and keys. Students may not sign credit card or gasoline charge slips.

Personal Car Usage

Employees must use college vehicles for business transportation as the college insurance coverage is appropriate and adequate to cover liability issue while conducting college business. Mileage will not be reimbursed for personal vehicle use unless it is used in an emergency situation. Timely requests of at least five days in advance will ensure a college fleet vehicle is provided for you. College vehicles must always be used when transporting students (excluding emergency situations) to assure the college insurance policies with appropriate liability coverage will be responsible for accidents. **Wesleyan does not provide insurance for or assume any liability for personal vehicles, costs, injuries, damages, suits or other claims of liability while using a personal car for college business.**

Vehicle Safety

Wesleyan faculty and staff that schedule **required** school activities (academic or athletic) at off campus locations must provide transportation for students in **college owned vehicles**. Liability for injuries to students **are not** covered by the college's insurance program unless transportation is provided in college cars or vans. Employees driving a college van must view a safety training video provided and required by our insurance company on an annual basis for certification. The annual certification is valid from August 1 – July 31. Please contact the Administrative Assistant in the Business Office for scheduling prior to driving the college vans each year.

All drivers are expected to abide by the applicable federal and state driving regulations for vehicles and follow safe driving practices listed below.

- Require all passengers to remain seated at all times and eliminate distracting activities.
- Make sure you have unobstructed views of all windows and mirrors.
- Any employee using a College vehicle or personal vehicle for College-related business may not use a cell phone while driving.
- Do not exceed the maximum passenger limit for the vehicle.
- Monitor all gauges regularly.
- Be aware of changing driving conditions.
- On a longer trip, make regular rest stops. Reaction time decreases when a driver is tired or behind the wheel for an extended period.
- Have two qualified drivers for longer trips.
- Travel with a cellular phone and a list of emergency phone numbers.
- Obey posted speed limits.
- Use defensive driving skills: keep your eyes moving; be courteous to other drivers; use caution; plan ahead; maintain proper following distances; be prepared for the unexpected.

Instructions for Accidents and Emergency Road Services

College employees are responsible for immediately reporting any accident to the local authorities and to the Business Office. Phone numbers are located on the vehicle sign out form and contact phone numbers and names for after business hours are also taped to the vehicle clipboard. The Business Office will assist with alternative transportation if necessary. The college insurance information is located in the glove compartment of each college vehicle.

In case of an accident:

- Call 911 and remain calm.
- Assess the condition of all passengers.
- Administer first aid if you have had proper training.

- Keep all injured persons comfortable, but do not move them.
- To avoid further injuries and damage, move the vehicle from the roadway if it can be done safely.
- Cooperate with police and fire department investigators.
- Secure the names and telephone numbers of any witnesses.
- Be sure to contact one of the college persons listed as emergency contacts on the check out information.

In the event of an emergency or vehicle breakdown on the road, please contact the emergency numbers on the clipboard immediately for assistance (contact phone numbers are also taped to the vehicle clipboard). The safety and well-being of students, faculty and staff will be the priority for handling the situation. Scheduled use of the vehicle will also be considered.

Please follow these procedures in the event of a mechanical breakdown:

- Drive or have the vehicle towed to the nearest service station, preferably with a national chain honoring credit cards and mechanic on duty. Local police can assist with finding a reliable towing service.
- Instruct the service station personnel to examine the problem, estimate the costs and report to you. **DO NOT AUTHORIZE WORK TO BE COMPLETED WITHOUT AN ESTIMATE OF THE CHARGES.**
- If the repairs are minor (broken belt, overheated, etc.) and will amount to less than \$500 (including the tow), you are authorized to have the repairs made and charged to a credit card.
- If the tow and repairs are estimated to be over \$500, you must contact the college emergency contact to be given authorization to have repairs made per the estimate. If the vehicle is a rental, they must contact the vehicle owner prior to the repair.
- Alternative arrangements for your transportation may be made, based on your distance from Owensboro, professional commitments, the estimated time for repairs, etc. **PLEASE CONTACT THE EMERGENCY CONTACTS FOR ASSISTANCE.** Do not rent or lease other vehicles without specific prior approval.

Please care for a college vehicle as if it were your own, making sure that all trash, food containers, personal belongings, etc., are removed before returning the vehicle to the fleet parking area. A clean-up charge for vehicles returned in poor condition will be assessed. If you notice issues on the vehicle that need attention, please notify the Business Office contact immediately.

Students Utilizing Their Own Vehicles for Transportation

Travel to certain off-campus student activities such as student teaching and internships are the responsibility of the participating student. Students are made aware of this travel obligation when choosing to participate in the activity. Students will provide their own transportation for these activities and a release form must be completed to document that acknowledgement. On an exception basis only, students may opt to provide their own transportation to other required college activities with approval of the appropriate college faculty or staff. If students are allowed to choose their own mode of transportation and travel unaccompanied, a release form must be completed for that trip. Faculty/staff responsible for the student activity are required to obtain the completed student release forms and forward them to the Business Office prior to any trips taken by students. This form can be found on the PantherNet, Business Office, Forms & Information and download the Personal Travel Accommodations Release Form. **This should be an exception to the standard practice of Faculty/Staff traveling with students to required college events in college vehicles.**

DEPOSIT OF COLLEGE DEPARTMENTAL FUNDS

Deposits of all college funds should be submitted to the Cashier with a completed transmittal form, including an account number, source of funds and description. If the transmittal form is not completed appropriately, the deposit will be returned, delaying the deposit of departmental funds. When submitting funds to be deposited in the

Cashier's Office, please place all funds and the completed transmittal form in a sealed envelope into the mail slot on the right side of the counter. **Do not** retain cash in college offices or leave on the Cashier's service counter. Employees are personally responsible for theft or loss of college funds in their possession. Forward restricted gift funds and information to the Development Office for proper recording, then those funds will be submitted to the Cashier's Office.

RESTRICTED FUNDS EXPENSES

Restricted Funds procedures facilitate compliance with donor intent and promote practices that result in the greatest flexibility in long-term financial planning and utilization for the College. The College is legally obligated to honor donor directives regarding the use of their gifts.

- Distributions from restricted endowments must be used for purposes consistent with donor intentions and should be the first source of funding to support programs and activities meeting the restriction.
- Unrestricted resources may be applied to such programs after distributions restricted to those purposes have been fully exhausted.
- If restrictions cannot be met, distributions must be held in reserve and the donor shall be contacted by the Advancement Staff in the aim of securing a revised agreement for broader purposes. If the donor is no longer living, the College shall seek advice from the Kentucky Attorney General's Office (the agent for enforcement of such gifts).

COLLEGE LIABILITY FOR STUDENT ATTENDANCE AT OFF-CAMPUS ACTIVITIES

Kentucky Wesleyan College has a standard liability release form for participation in and travel to required college authorized activities. This form should be secured when students are participating in activities **beyond** normal classroom studies or campus work. These extra activities include off campus field trips for academics, student life, and intramurals. The form is **not** required for voluntary attendance at college or off-campus events (concert, lecture, athletic competition, etc.). The form, Release from Liability for Negligence, can be found on the PantherNet, Business Office, Forms & Information and download the Insurance Release Form. Faculty and staff must keep completed forms in a secure easily accessible campus location in case the College needs to access the forms.

LOSS OR THEFT OF COLLEGE OR PERSONAL PROPERTY

A written theft report of stolen property (personal or college) must be submitted immediately to the Business Office, who will then notify the local authorities and insurance carrier if necessary. Personal property of faculty and staff is insured up to \$25,000.00 in the event of loss on campus. Employee must document items with serial numbers and other key data as requested by the insurance carrier. To avoid instances of theft, keep items secured at all times. In the event of lost college equipment, the employee may be held responsible for replacement of the equipment if negligence exists.

COMPUTER USAGE

Faculty and staff are responsible for all activities conducted under their Kentucky Wesleyan College computer account ID. Refer to the Information Technology (IT) Handbook Policy posted on the PantherNet, Policies and Procedures for more details. Violation of college IT policy may lead to disciplinary action, up to and including termination.

CELL PHONE POLICY AND PROCEDURES

When an employee is assigned a College-owned cell phone, they must sign the Cell Phone Policy and Procedures document agreeing to the guidelines listed. The Policy is located in the Business Office and on the PantherNet.

DEPARTMENT BUDGET REPORTS

Department budget report data is updated each evening and available on-line. These reports should be reviewed frequently for appropriate budget control and to identify discrepancies with department expenditure records. Questions about these reports may be directed to the Controller.

ASSISTANCE FOR PERSONS WITH DISABILITIES

Kentucky Wesleyan College will provide assistance as needed in regards to accessibility and/or interpretation of our Business Policies and Procedures for any faculty/staff/students requesting such services.