|  |  |  |  |
| --- | --- | --- | --- |
| **Unit:** |  | **Unit head:** |  |
| **Assessor(s):** |  | **Date:** |  |

| **Procurement**([MSU Procurement Policy and Procedures)](http://www2.montana.edu/policy/purchasing/) | **Yes****No****NA** | **Process Description (who, when, how)** |
| --- | --- | --- |
| Use the IT Purchase Approval Form to request approval to purchase any IT item not on the Products We Support list or the [Software](http://www.montana.edu/itcenter/purchase/software.php) page.<http://www.montana.edu/itcenter/purchase/purchase_request.php> |  |  |
| 1. For purchases greater than $5,000 and up to $25,000, one of the following required actions is completed prior to purchase:
	1. PD-20 Tabulation of Bids Resulting from Limited Solicitation **(note that you** **must accept the lowest bid)**
	2. PD-14 Brand and Sole Source Justification
 |  |  |
| 1. For purchases greater than $5,000 and up to $25,000, after completion of PD-20 Limited Solicitation or PD-14 Sole Source Justification, one of the following is completed prior to purchase:
	1. Departmental Purchase Order (DPO) for goods and equipment
	2. Contracted Services Agreement (CSA) for services

And DPOs and CSAs are entered into the monthly DPO/CSA log when prompted by Procurement Services monthly email. |  |  |
| For purchases greater than $25,000, the unit works with the office of Procurement Services. |  |  |
| 1. Purchases are not manipulated (e.g., two payments of $4,900 for a single item) to avoid following procurement procedures.
 |  |  |

| **Contracted Services**([MSU Business Procedures Manual, Section 490 Contracted Services](http://www2.montana.edu/policy/business_manual/bus400.html#490.00)) | **Yes****No****NA** | **Process Description (who, when, how)** |
| --- | --- | --- |
| A written contract exists for all purchased services that amount to $500 or more. |  |  |
| 1. All contracts are signed by relevant MSU officials as well as the contractor.
 |  |  |
| Prior to entering into a contract, the unit determines whether the relationship with the person or firm is an employment relationship or an independent contractor relationship. If the contractor fails to meet criteria for independent contractor status, the contractor should be placed on University payroll. |  |  |

| **Purchasing Cards**([MSU Business Procedures Manual,](http://www2.montana.edu/policy/business_manual/bus400.html) [Section 435.10 Purchasing Card Manual For Card Holders](http://www2.montana.edu/policy/business_manual/bus400.html)) | **Yes****No****NA** | **Process Description (who, when, how)** |
| --- | --- | --- |
| P-card requirements are communicated to each cardholder. |  |  |
| 1. Only the authorized cardholder uses his/her p-card.
 |  |  |
| 1. Original itemized receipts and other required supporting documentation for p-card expenses are available and submitted timely for p-card report preparation.
 |  |  |
| Default accounting codes for p-card expenses are cleared in a timely manner. |  |  |

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| --- | --- | --- |
| **Purchasing Cards**([MSU Business Procedures Manual,](http://www2.montana.edu/policy/business_manual/bus400.html)[Section 435.10 Purchasing Card Manual For Card Holders](http://www2.montana.edu/policy/business_manual/bus400.html)) | **Yes****No****NA** | **Process Description (who, when, how)** |
| 1. P-card expense statements/reports are properly reviewed and approved in a timely manner.
 |  |  |
| 1. Loss or theft of p-card is immediately reported by cardholders.
 |  |  |
| 1. Misuse of p-cards results in proper action by management.
 |  |  |
| 1. P-cards are terminated when cardholders’ employment is terminated and when cardholders move to another campus unit.
 |  |  |

| **Travel**[(MSU Business Procedure Manual, Section 500 Travel)](http://www2.montana.edu/policy/business_manual/bus500.html)  | **Yes****No****NA** | **Process Description (who, when, how)** |
| --- | --- | --- |
| Travel is taken for reasonable purposes. |  |  |
| 1. Travel requests are complete (e.g., supporting documentation), accurate and properly approved.
 |  |  |
| 1. Travel expense reimbursements are complete, accurate, based on approved rates and properly approved.
 |  |  |
| Travel that is not funded by the state or that is of a restricted type is in compliance with applicable requirements. |  |  |
| 1. Airline travel is paid for using university purchasing cards.
 |  |  |

| **Hospitality/Entertainment**([MSU Business Procedures Manual, Section 460 Hospitality Approval](http://www2.montana.edu/policy/business_manual/bus400.html#460.00)) | **Yes****No****NA** | **Process Description (who, when, how)** |
| --- | --- | --- |
| Hospitality/entertainment is provided for reasonable purposes. |  |  |
| 1. Hospitality requests are complete, accurate and properly approved.
 |  |  |
| 1. Alcoholic beverage service authorization forms are complete, accurate and properly approved.
 |  |  |

| **Expense Reimbursements**([MSU Business Procedures Manual, Section 400 Claims](http://www2.montana.edu/policy/business_manual/bus400.html)) | **Yes****No****NA** | **Process Description (who, when, how)** |
| --- | --- | --- |
| Expense reimbursement requests are complete (e.g., supporting documentation), accurate, match supporting documentation and properly approved. |  |  |
| 1. Purpose of reimbursed expenses is reasonable and types of expenses reimbursed are allowable.
 |  |  |