2017 UIC Procurement Symposium

Purchasing and Payables Policy Updates
Workshop Presenters

- Dan Szajna  
  Associate Director, Compliance, Policy and Conflict  
  Office of the AVP for Procurement Services  
  dszajna@uillinois.edu

- Scott Zalatoris  
  OBFS Policy Specialist  
  Business Solutions and Support  
  szalat2@uillinois.edu
Topics

- OBFS Policy Development Process
- Recent Policy Updates
- Upcoming Policy Changes
- Legislative Changes
OBFS Policy Development Process

- Submission of Request
- Leadership Review
- Stakeholder Analysis
- Open Comment Period
- Publication
Recent Policy Updates

- Small Purchase Competition (7.2)
- Procurement Conflicts of Interest (7.7)
- Risk Management Matrix (6.1.1)
- Business Meals - Tips (8)
- Cash Purchases (7.4)
- Conference Registration P/T Card (7.6 & 15)
- Financial Support/Sponsorship Payments (8)
Recent Policy Updates

Small Purchase Competition (7.2)

- Requires demonstration of competition for purchases greater than $10,000
- Small Purchase Waiver is available for purchases without competition
Recent Policy Updates

Procurement Conflicts of Interest (7.7)

- Conflicts identified in the RNUA process now reviewed by Purchasing
- Uses the PO Hold process to flag purchases with potential conflicts
Recent Policy Updates

Risk Management Insurance Matrix (6.1.1)

- Describes insurance requirements based on the level of risk for the supply/service being purchased
Recent Policy Updates

Business Meals – Tips (8)

- T-Card/Reimbursable business meal tips are not allowed to exceed 20% of the total cost of the meal
Recent Policy Updates

Cash Purchases (7.4)

Cash purchases can be made when:

- University contract is not available for the purchase
- P-Card is not available or cannot be used to make the purchase
- Unit head approves the purchase
Recent Policy Updates

Conference Registration Fees (7.6 & 8)

- Conference registration fees can now be paid using a P-Card or T-Card
Recent Policy Updates

**Financial Support/Sponsorship Payments (8)**

- Requires completion of a Financial Support/Sponsorship Payment form by units
- Allows unit approval for FS/SP less than $5,000
- Purchasing will create a contract for FS/SP in excess of $5,000
Upcoming Policy Changes

- iBuy Non-catalog Order Approvals
- Payments to Human Subjects
- Contract vs. Purchase Order (PO)
- TEM Allowable Payments
Upcoming Policy Changes

iBuy Non-catalog Order Approvals

- Currently testing an increase of the threshold for PO’s not requiring purchase approval to under $10,000
Upcoming Policy Changes

Payments to Human Subjects (8 & 18.10)

- Allows program advances to remain open for 18 months (requires 90-day reconciliation)
- Allows one program advance per IRB approved protocol
- Increases threshold for collection of tax identification numbers for human subject payments to $200 per calendar year
Upcoming Policy Changes

Contract vs. Purchase Order (PO)

- Identifies types of purchases that can be made using a PO instead of a two-party signed contract
- Builds on requirements established by the updated Risk Management Insurance Matrix
Upcoming Policy Changes

TEM Allowable Payments

- Describes the types of payments that can be directly submitted through TEM, instead of submitting a purchase requisition
Legislative Changes

Senate Bill 8

- Exemptions
  - Medical
  - Research
  - Periodicals and Subscriptions
  - Memberships
Legislative Changes

Senate Bill 8

- Small Purchase Threshold
  - Increased to $100,000
- Increased SPO Authority
- Procurement Confidentiality Requirements
- PPB Review Shortened
Workshop Summary

- Explained how OBFS policy is established
- Reviewed recent policy updates
- Described upcoming policy changes
- Summarized legislation which affects the Purchasing/Payables process
Questions / Concerns?