

## Finance Updates

### DASA Directors Meeting 9/20/17

#### “Shop the Marketplace First” Initiative

<https://materialsmgmt.ofa.ncsu.edu/2017/08/15/shop-the-marketplace-first-initiative/>

#### 3D Memo – “Marketplace Usage and Voucher Processing” – 8/21/17

<https://projects.ncsu.edu/3d-memos/info.php/2017-2018/>

#### Top Ten Ways the MarketPlace improves institutional effectiveness while realigning resources:

- 1 – Contract Pricing ⇒ 6% over manufacturer list
- 2 – Eliminates Sales Tax
- 3 – Free shipping
- 4 – Intuitive online shopping experience ⇒ saves time
- 5 – Eliminates paper invoices ⇒ reduces manual processing
- 6 – Bulk Purchase Discounts ⇒ up to 10% over contract pricing
- 7 – Paperless approval routing ⇒ saves time
- 8 – Quote to order ⇒ streamlines complex orders
- 9 – Secure data exchange ⇒ eliminates fraud
- 10 – Electronic payments ⇒ generates revenue

**Working together to purchase all low dollar supplies from the NC State MarketPlace could save the university up to \$1.17 million annually.**

## Finance Team Updates

**Holly Durham**, Assistant Vice Chancellor (Talley 5107H, ph 3-1821)

**Joanie Aitken**, Finance Lead (Talley 5130B, ph 3-1822)

**Staff:** Pullen (1<sup>st</sup> Floor): **Tonya Burton and Anikka Clarke**

Talley (5<sup>th</sup> Floor): **Lori Spitzfaden, Hilary Cork, and Carmen White**

**Responsible for:** Biweekly Payroll, Purchasing, JVs, Receipts, Training

**Crystal Szvetitz**, Budget Lead (Talley 5107E, ph 3-0397)

**Responsible for:** Budgets, IDTs, Grants, Reporting, Chartfield Requests

## **An Overview of Food Purchase Guidelines**

### **DASA Directors Meeting 9/20/17**

For any project required to follow **state spending guidelines**, food purchases for consumption by employees or guests are not allowed.

Employees are allowed a per diem reimbursement while in travel status (requires a travel authorization).

### **What is allowed?**

Refreshments for coffee breaks are allowable for workshops/conferences planned in advance with a formal agenda/curriculum and formal written invitation to participants setting for the agenda. There must be a valid business purpose with a minimum of twenty (20) participants and the costs cannot exceed \$4.50 per participant per day.

### **What about student fee / housing auxiliaries?**

Auxiliary funds are subject to state spending guidelines. A food exemption may be approved for food for student programming activities. The activity must be for the benefit of students and the primary audience must be students.

For student employees who are paid employees of the university, food may be purchased for training lasting six (6) hours or longer with a formal agenda. A pre-authorization is required for food purchases for student employee training.

### **Are grants (sponsored projects) a special exception?**

Yes, food costs are normally not allowable on sponsored projects. However, a grant may allow food purchases if explicitly outlined in the terms and conditions of the award. The principal investigator (PI) and department head must sign off on the food exemption for grants that allow such purchases.

### **Aren't all 6x and 7x funds "discretionary" and hence allow food purchases?**

Absolutely not. Gift funds that fall in the 6x (foundation) and 7x (university) project series are not discretionary funds, but rather **restricted funds** that are designated for a specific purpose. Food purchases are only allowed if indicated by the donor and/or outlined explicitly in the fund authority.

### **What are the documentation requirements for food purchases?**

**(1) Formal documentation** of the event/program must be provided (for example, an event flyer for a UAB program).

**(2) A list of attendees** must also be provided (indicating student/staff) if total attendees are 20 or fewer. For attendance greater than 20 persons, the number of attendees must be provided (also indicating student/staff).

**(3) Finally, food purchases require a department head signature.** These documentation requirements are in place no matter the mechanism of purchase.