

BUSINESS OFFICE SERVICES & GUIDELINES

PURCHASING

1) How to Purchase

- A. Central Office Services (COS) supplies – **Emily West**
- B. Bookstore Departmental Charges
- C. College Purchasing Cards – (students cannot check these out)
 - Walmart
 - Home Depot
 - Sam's Club
- D. Gasoline Cards

2) After Purchasing

- A. Order for Payment **forms are** needed for all College Purchasing Card or Gasoline Card transactions
- B. Things to know and do:
 - Include YOUR Accounting Distribution codes **on the Order for Payment**
 - Receipts need to be attached - NO RECEIPT MEANS YOU WILL REIMBURSE the College
 - We do not pay sales taxes... unless **you purchased food from a restaurant or fast food establishment**
 - Get a Tax Exempt Certificate from Business Office BEFORE you purchase

TRAVELING

1) How to Travel

- A. Choose the least costly air, auto and hotel options available
- B. When traveling by car, use the Enterprise Rental calculator on MyJeffco to determine if renting a car or taking a personal vehicle is the least expensive way to go.
- C. If renting a car from Enterprise, you can request a gasoline card from the Business Office.
- D. **Great West Dining is available for bids but is not required.**
- E. The cost of meals and gratuities should be reasonable and itemized receipts are required for reimbursement.

2) After Traveling

- A. Travel Expense Voucher's **are** needed for all travel reimbursements
- B. Things to know and do:
 - Include YOUR Accounting Distribution codes on the Travel Expense Voucher
 - Receipts need to be attached - NO RECEIPT MEANS YOU WILL REIMBURSE the College
 - Turn in your expenses within 30 days
 - Food receipts **MUST** be itemized. NO ALCOHOL will be reimbursed
 - A copy of the Enterprise Rental Car Calculator sheet must be attached.

Any questions refer to the Procurement Policy on MyJeffco or call Accounts Payable at Ext 3122

Credit Card Machines - We welcome the use of our portable credit card machines for Club events!

- Please request the use of a machine and give as much time as possible in advance to have the equipment ready.
- Request card machines from Tera Brutsman at ext. 3128
- Machines are given out at first requested – first given basis.
- Machines can be picked up at the cashier's window during normal business hours.