

# BUSINESS OFFICE SERVICES & GUIDELINES

## PURCHASING

### 1) How to Purchase

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

### 2) After Purchasing

- A. Orders for Payment(OFP) 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 OFP
  - Receipts need to be attached - NO RECEIPT MEANS YOU WILL REIMBURSE the College
  - We do not pay sales taxes... unless it is for food from a restaurant, fast food establishment, or gas station.
  - Get a Tax Exempt Certificate from Business Office BEFORE you purchase (when accepted)

## 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. **NOTE: YOU CANNOT TRANSPORT STUDENTS IN YOUR PERSONAL VEHICLE.**
- C. If renting a car from Enterprise, you can request a gasoline card from the Business Office or get reimbursed.
- D. The cost of meals and gratuities should be reasonable and itemized receipts are required for reimbursement.

### 2) After Traveling

- A. Travel Expense Voucher 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.

