

## Texas Tech University Health Sciences Center El Paso Institutional Compliance Procedure

<b>Procedure: Checklist for Purchasing Books</b>	
	<b>Effective Date:</b> July 19, 2019
<b>References:</b> HSCEP OP 72.15 , HSCEP OP 72.03	
<b>TTUHSC El Paso Institutional Compliance Website:</b> <a href="http://elpaso.ttuhscc.edu/compliance/">http://elpaso.ttuhscc.edu/compliance/</a>	

### Procedure Statement

The purpose of this procedure is to provide a process when purchasing books for TTUHSC EP business purposes.

### Scope

Process for purchasing books for TTUHSC EP business purposes.

### Procedure

1. Prior to requesting to purchase books, verify that the vendor is approved via TechBuy
2. If the vendor is not approved, a Deviation Approval Form ([https://elpaso.ttuhscc.edu/fiscal/businessaffairs/purchasing/\\_documents/Request-For-PCard-Deviation.pdf](https://elpaso.ttuhscc.edu/fiscal/businessaffairs/purchasing/_documents/Request-For-PCard-Deviation.pdf)) from purchasing is required for transactions prior to purchase.
3. When requesting to purchase books, the following detailed information must be documented:
  - a. State the purpose for the purchase of the books
  - b. Name of book(s)
  - c. Cost
  - d. Quantity
  - e. Vendor Name
4. Submit information from #3 and #2 (when required), to department head to be reviewed and approved prior to purchase.
5. Once approved, proceed to the following steps:
  - a. If the vendor does accept purchase orders
    - i. Follow Purchase order guidelines
  - b. If the vendor does **not** accept purchase orders and using PCard
    - i. Proceed to step #8 and #9
6. Regardless of payment, separation of duties must apply: Whomever is placing the order will need to create the purchase order. A different person will then need to receive the

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item(s) ordered. Finally, the person ordering must go back to purchase order and submit a cost receipt or quantity receipt, whichever applies.

7. The books may not be ordered until a purchase order has been created. If this is the route chosen for payment purposes. Follow required steps
8. If using PCard, the individual placing the order will need to log out and log back in the PCard immediately after transaction is completed. Document the amount that was charged by vendors. Verify that no tax has been charged.
9. If using PCard, as you move through the payment process, make sure you print out every step along the way as it will be required for the PCard documentation packet (step #10)
10. Attach the following and any other pertinent documentation necessary in the PCard Back-Up Documentation Folder in the “Institutional Compliance Accounting Reports” binder:
  - a. Purchasing card transaction cover
  - b. Deviation approval forms
  - c. Vendor invoice
  - d. Payment document

### **Frequency of Review**

As needed.