



TEXAS TECH UNIVERSITY
Department of Intercollegiate Athletics
Operating Policy and Procedure

PREFACE

The information on policies and procedures is intended for the use of Texas Tech University Department of Intercollegiate Athletics. The manual supplements the Texas Tech University Operating Policies and is intended to provide information that will assist athletic department employees with their duties. All employees should benefit from referring to this manual when policy questions arise. It is not intended to list every policy detail of the Department of Intercollegiate Athletics (often referred to as simply as Athletics).

ADDITIONAL SOURCES OF INFORMATION ARE:

- Texas Tech University Operating Policies and Procedures (www.depts.ttu.edu/opmanual)
<http://www.depts.ttu.edu/opmanual>)
- Texas Tech Athletics Compliance Manual
- Texas Tech Student-Athlete Handbook
- Texas Tech Student Affairs Handbook/Code of Student Conduct
- Big 12 Conference Handbook
- NCAA Division I Manual <http://www.ncaa.org/wps/portal/>

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5.7 PURCHASING AND ACCOUNTS PAYABLE

PURCHASING OF GOODS AND SERVICES

The policies and guidelines for purchasing goods and services, Operating Procedures 72.01-72.18 (<http://www.depts.ttu.edu/opmanual/contents.php#72>), are the same for the Department of Intercollegiate Athletics as for other units of the University. See University policy for more detailed information: <http://www.depts.ttu.edu/opmanual/OP72.09.pdf>

Steps 1-8 below direct the procedures as they relate to Athletics. Steps 9-11 describe the remaining procedures that take place outside Athletics.

STEP 1 Prior to ordering any goods and/or services from on or off campus suppliers, a requisition must be completed.

The following information is needed on requisitions:

- Vendor name (if an individual, social security # must be provided)
- Vendor address
- Contact name
- Contact phone and fax numbers
- Adequate item description of goods/services
- Approximate cost for goods/services
- Account number to be charged
- Estimated shipping cost

PLEASE NOTE:

Requisitions should also be submitted for standing orders for commonly used goods and services to avoid unnecessary paperwork and processing delays.

- Establish standing orders for routinely purchased goods and services, including:
 - Items that cannot be obtained from Staples
 - Printer cartridges that cannot be obtained from Staples
 - Janitorial supplies (toilet paper, paper towels, cleaning supplies, trash bags, etc.)
 - Athletic small supplies
 - Copy machine rentals, water/ice machine services, satellite services
- Standing orders do not have to be encumbered for the entire year. Additional options could be agreed upon, (e.g. monthly, quarterly, or semi-annually) to avoid encumbering entire fund balance.
- Standing orders should not exceed \$4,999.

For purchases of \$5000-\$9999, bid sheets are required with three informal bids with one being from a minority owned business and one being from a woman owned business. Bid sheets should be attached to the requisition. (Contact purchasing at 742-3844 for listings on minority and woman owned businesses.)

For purchases of \$10,000 or more, bids will be obtained by the University Purchasing Department.

Emergency purchases in excess of \$10,000 - An emergency purchase is defined as "a purchase of goods or services so badly needed that an agency will suffer financial or operational damage unless they are secured immediately." An emergency request requires a justification, which will become part of the file.

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- State the reason for the emergency purchase by explaining what the emergency is and/or what caused the emergency situation;
- State the financial or operational damage that will occur if needs are not satisfied immediately (do not just say there will be a loss or some damage);
- State why the needs were not or could not be anticipated so that items could have been requisitioned through proper purchasing procedures

Purchases exempt from the competitive bidding requirements:

- Classified advertisements (e.g. newspaper and magazine ads)
- Conference expenses (Expenses related to conference room services such as audio/visual/network and food services. Goods purchased for attendees or transportation services are not exempt)
- Direct publications (e.g. direct subscriptions, prepared videos, and software packages purchased directly from developer)
- Exhibit space (e.g. booths for display purposes)
- Freight
- Hotels and conference rooms
- Internal repairs
- Intra-agency purchases (purchases from other state agencies)
- Lecturers/guest speakers; fees for one-time only, not for continuous
- Legislative information services; bill analysis services
- Membership fees and dues
- Moving expenses (employee)
- Newspaper and magazine subscriptions directly from the publisher
- Registration fees and associated books and materials
- Student travel (except for chartering of aircraft)
- Purchases from federal agencies
- Purchases from Texas Department of Criminal Justice
- Purchases from Texas Industries for blind and handicapped
- Utilities

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STEP 2 The requisition must be approved by the head coach, department head, or authorized designee, then forwarded on to the appropriate supervisor in charge of that account.

Sr. Assoc. AD/SWA: Baseball, Women's Basketball, Men's Golf, Women's Golf, Softball, Special Projects, Soccer and Volleyball

Sr. Assoc. AD/Internal Affairs: Men's Basketball, Special Projects, Men's Tennis, Women's Tennis, Men's Track, Women's Track

Deputy Athletics Director/Business: Football, Bowl Games and Special Projects.

The following department heads will approve requisitions and expenditures for their accounts:

- Red Raider Club
- Sports Medicine (strength training and nutrition)
- Ticket Office
- External Operations

The Director of Athletics (AD) will be the signature authority for the following:

- Budget revisions
- Position Description Questionnaires (PDQ's)
- Personnel Action Forms (PAFs) for full time benefits eligible employees
- All contracts (along with appropriate University signature)
- All extraordinary items as appropriate

Any transactions involving the following accounts must have the University President or his designee's signature, in addition to the AD:

- Athletics Contingency
- Red Raider Club Gift Account
- Intercollegiate Athletics Fund for Excellence
- Committee for Champions Operating Account
- Double T Connection Term Endowment
- Red Raider Club Promotions

STEP 3 The requisition should be signed by the appropriate supervisor and forwarded to the Athletics Business Office where it is logged in and assigned a campus and athletic purchase order. (Please do not fax requisitions to the business office).

STEP 4 Both purchase orders are returned to the person who originally requested the goods and/or services.

STEP 5 Campus purchasing will then place an order with the vendor using the purchase order number that was assigned.

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- STEP 6 After the goods or services are received, the receiving report (if available) signed and dated by the person who ordered/received the goods, is forwarded to accounts payable in the Athletics Business Office.
- STEP 7 When the invoice is received by accounts payable in ABO, it is matched with the purchase order and the receiving report and payment is made. If no receiving report is on file, a copy of the invoice is sent to the original requisitioning party for a signature that the goods and/or services were received as ordered (please provide date when items were received). The signed copy of the invoice is returned to Accounts Payable in the Athletics Business Office.
- STEP 8 A check issuance request is prepared for payment of the invoice. The check issuance request, along with the original invoice, is sent to the University's Accounts Payable Department for processing. (Check requests for Foundation funds are sent to the Vice-President for Fiscal Affairs prior to being sent to the University's Accounts Payable Department for processing)
- STEP 9 The University's Accounts Payable Department reviews all check issuance requests to ensure they are in compliance with University policies and procedures, including requirements for bids. They verify that the expenditure is valid and coded correctly and that supporting documentation is included.
- STEP 10 An individual authorized by the Board of Regents then forwards the check issuance request to accounting services for review and approval. The accountant also verifies the validity of the expenditure, coding, and documentation.
- STEP 11 The check issuance request is forwarded to the University's Office of Business Affairs for matching and release of system-produced checks.

PURCHASES INCLUDING FOOD

The policies and guidelines for purchasing goods and services, Operating Procedures 72.05, are the same for the Department of Intercollegiate Athletics as for other units of the University.

- A FOOD FORM must be filled out for all purchases that include food. A copy of this form can be obtained from Athletics Accounts Payable.
- A food form is not required for allowances for food for athletes, athletic recruits, and food purchases associated with game expenses paid by the Athletics Department.

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5.71 PROCUREMENT CARD

The policies and guidelines for the use of procurement cards will follow the University policies and guidelines.

- Personnel will fill out a procurement card application, attend the appropriate training, and will then receive a procurement card at the end of the session.

PROCEDURES

To obtain approval to make a purchase with your P-Card, please follow the same procedures as any other purchase:

- Complete a requisition
- Obtain approval - Have the designated supervisor sign the requisition
- Retain the approved requisition in your files to submit with original receipts (you will not need to obtain a purchase order for a P-Card purchase)
- Make your purchase following the Texas Tech University Guidelines for P-Card purchases
- Match your receipt to your requisition and hold for monthly statement to arrive

Restricted Purchases:

The Purchasing (Procurement) Card may not be used for the following purchases:

Any single purchase exceeding \$5000 (including freight)

Advertisements for staff

Alcoholic beverages

Ammunition

Animals

Cameras (exceeding \$500)

Cash advances

Computers (exceeding \$500)

Consulting or professional services

Controlled substances or prescription drugs

Cylinder gases

Dues

Entertainment

Fabrications of equipment

Facsimile machines (exceeding \$500)

Gasoline

Hazardous chemicals or materials

Insurance of any type

Leases or rentals

Liquid nitrogen

Memberships

Personal items

Postage (stamps)

Printers (exceeding \$500)

Prizes, gifts, and awards (plaques are allowable)

Purchases outside the USA

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Purchases involving equipment trade-ins
Radioactive materials
Stereo systems (exceeding \$500)
Telephone services and equipment
Temporary personnel
Travel and related expenses (including registration fees)
Used equipment
Utilities
Video recorder/players (exceeding \$500)
Weapons

TO RECONCILE MONTHLY PURCHASES:

- Follow Texas Tech University Guidelines for P-Card reconciliations
- The Athletics Business Office will send the monthly statement to the card holder
- Match requisitions, with attached receipts, to the charges on your statement
- Sign your monthly statement, get department head signature and forward it, with proper documentation attached, to the Athletics Business Office, MS 3031 or place in an envelope and put it in the business office mailbox located at the South End of Jones ATT Stadium.

PURCHASES THROUGH STATE CONTRACTS

The State of Texas has contracts with Dell Computers and Staples. All purchases for computers and office supplies with any other vendors other than Dell and Staples are not to be used without approved justifications.

Justifications may be approved to purchase from other vendors if the item is not available from Dell or Staples or the same items may be purchased at a lower price. The requisition to purchase the item must be submitted to the Athletics Business Office with the price comparison. If the lower price can be verified, then the exception to purchase from a different vendor may be approved.

All requisitions for computer purchases must be submitted to Athletics Computer Operations to approve and place the order.

MOVING EXPENSE

Athletics will pay qualified moving expenses for certain staff members upon approval from the Director of Athletics. Qualifying moving expenses are limited to 10% of the employee's annual base salary. All original receipts must be provided to the Athletics Business Office in a timely manner. If any employee terminates their employment before one full year, the employee will reimburse the University for his/her moving expenses that was paid by the University.

PROCESSING REQUESTS FOR PROPOSALS (RFP)

RFP's are used when factors other than lowest price should be considered to determine best value for the University. The RFP will be processed through appropriate the Athletics Business Office and then the University Contracting Office. Ample time must be allowed for processing. A minimum of thirty (30) days is recommended to obtain the best value for the University. Purchase orders must be submitted electronically for these procurements.

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5.72 PHONE BILL AND CELL PHONE BILL PROCEDURES

See also section 10 of this manual and note that University policies are found at:

<http://www.depts.ttu.edu/opmanual/OP48.04.pdf>

Each month administrators of the telephone accounts in each department will:

- Go to <http://www.itcs.ttu.edu/telesoft>.
- Log in and print out both the bill detail and bill summary for the month requested by the Athletics Business Office and staple instructions from the business office to the bill.
- Compare each cell phone user's minutes to his or her plan to determine if the individual is exceeding his or her plan (are there overage charges).
- Circulate the bill to each employee and have him or her follow the steps below regarding their long distance and cell phone charges
- **Review** the number of minutes, the dollar amounts, and the locations called for each call
- **Mark** all unauthorized or personal calls
- **Report** all unauthorized calls and billing errors to the Athletics Business Office
- **Reimburse** the Department of Intercollegiate Athletics for all personal calls. Cell phone users: Please see the attached cell phone reimbursement formula. This formula is sent as an attachment to the person printing out your phone bill
- **Approve** the phone charges by initialing or signing next to the employee's name. The employee's name and their total phone charges for this period can be found on the "Fund Account Summary" page, in the front of the phone bill packet
- The final step is to return the bill to the administrative assistant or account manager from whom you received the bill.
- All phone bills must be completed and returned by a specified date.
- You are encouraged to break up the phone bill by person and send each individual his or her section to speed up this process. However, the phone bill has to be complete and the pages have to be put back in order before it is returned.
- Please have the phone bill along with any reimbursements hand-delivered to the Athletics Business Office. Reimbursements and the phone bill must be returned together.

CELL PHONES, TREOS AND BLACKBERRYS

All wireless communication devices are provided with department and athletics director or deputy athletics director approval. Misuse, carelessness and loss of the device will be the responsibility of the user to replace.

To obtain a long distance access code, please contact the personnel/payroll representative (Lisa) in the Athletics Business Office.

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5.73 PURCHASES OF RECRUITING SUBSCRIPTIONS OF ANY KIND

In order to purchase a subscription to any recruiting service, magazine, web service, video service, and the like, or to enter any agreement with a recruiting service, a "Recruiting Service Processing Form" must be filed with the Business Office and monitored by Compliance prior to that recruiting subscription purchase. (A sample of the form follows.) This form should be submitted at the same time that a purchase request for the service is issued.

The form is found in Compliance Forms / Recruiting / Recruiting Services Form on the Compliance server, The ABO will ensure that the form is on file and that the service is a permissible one for subscription before any approval of the request may be made.



Recruiting Service Processing Form

NCAA Bylaw 13.14.3

Texas Tech Athletic Department



To be completed by a representative of the sport program prior to subscription in order to reduce the likelihood of a violation and submitted to the business office with each requisition/subscription for a recruiting service.

SPORT: _____

COMPANY: _____

DATE: _____

YES NO

- This is a regularly published recruiting service for which the institution will have access to printed or online web service materials only (i.e., no oral reports) and/or videotape materials.
- The printed/online and/or videotape materials being provided to Texas Tech by this recruiting service are identical to the materials available to all other registering institutions.
- The videotape material Texas Tech is paying for is limited to regularly scheduled high school or two-year contests. For example, the videotapes being paid for may not include any video of prospects participating in practice, camps or combines.
- The subscription price being paid by Texas Tech is the same subscription price paid by all other subscribers regardless of any conference affiliation or level of NCAA divisional status. For example, Division I may not be charged one price and a Division II institution be charged another price.
- This subscription does not include any sort of matching of prospects to Texas Tech by the recruiting service. For example, the recruiting service may not exclude information on a prospective student-athlete from Texas Tech and include the prospects information for another institution. All subscribers must receive identical information.

Any response that is “NO” to any of the above will result in the recruiting service being impermissible under NCAA legislation.

Note: A high school or two-year college is not a recruiting service and therefore cannot be paid for providing information or tapes. Institutions are limited to providing a high school or two-year college with the cost of a blank tape and postage for sending the tape to the institution.

Comments:

By signing below I am certifying the responses above as being an accurate reflection of Texas Tech’s subscription with the above referenced company. Further, I understand that it is my responsibility to ensure Texas Tech’s recruiting service subscription with the above company is in compliance with NCAA regulations, and that I am to contact the Athletic Compliance Office if I have any concerns with this subscription not being in compliance with NCAA rules.

Print name

Signature

Date