

# Texas Woman's University



## ➤ PROCUREMENT AND CONTRACT SERVICES COMPLIANCE

# Areas of Responsibility



- Accounts Payable
- Contract Administration and Management
- Credit Cards
- Purchasing
- Travel Reimbursements

## Compliance Issues for Accounts Payable



- Invoices that arrive but have no existing purchase order to pay from
- Check requests that arrive with an account number that has no money
- Overspending the PO and budget
- Departments that won't receive online until they 'see' the invoice

## Compliance Issues for Contract Administration and Management



- Contracts for goods or services that are not initially routed to PCS
- Contract Managers that do not report vendor performance to PCS
- Errant engineers
- Not understanding that a PO is needed in addition to the contract

## Credit Card Compliance Issues

- Late reconciliation process
- Incomplete documentation
- Restricted purchases
- Splitting orders to circumvent single purchase limits

## Purchasing Compliance Issues

- Poor planning – rush orders, confirming orders
- Excessive purchase order change notices – the number of POCN's and the dollar amount
- Trying to avoid the bidding process – sole source or emergency
- Making sure requisition gets approved

## Travel Reimbursement Compliance Issues



- MapQuest instead of Google Maps
- Reusing old forms rather than current ones
- Request for Travel Authorization
- Failure to ensure money is in travel category

## Questions

