

Procurement & Expenditures

UNIVERSITY
OF MIAMI



Last Update: 21 May 2012

Non-Payroll Expenditures

D005 Accounts Payable

Policy last updated in 2007

Purpose:

Procedures regarding invoice payment, rejections, inquiries on pending payments, and schedule of check distribution.

http://www6.miami.edu/UMH/CDA/UMH_Main/0,1770,65315-1;11268-3,00.html

D010 Direct Expenditure Requisition

Policy last updated in 2007

Purpose:

Guidelines for using check requisition forms.

http://www6.miami.edu/UMH/CDA/UMH_Main/0,1770,65315-1;11269-3,00.html

D010E Direct Expenditure

Policy last updated in 2012

Purpose:

Guidelines for requesting and using e-checks; procedure, required documentation, and approval route.

<http://www6.miami.edu/controller/policies/D010E.pdf>

D015 Travel and Business Expense

Policy last updated in 2008

Purpose:

Procedures referencing paper-form reimbursement for business related expenses or trips.

http://www6.miami.edu/UMH/CDA/UMH_Main/0,1770,65315-1;11270-3,00.html

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D015E Electronic Travel and Business Expense

Format implemented in 2011

Purpose:

Procedures referencing electronic-form reimbursement for business related expenses or trips.

<http://www6.miami.edu/controller/D015E.pdf>

D020 Signature Authority

Policy last updated in 2007

Purpose:

Process to define the signature authority for University accounts and the procedures for delegating signatures to others.

http://www6.miami.edu/UMH/CDA/UMH_Main/0,1770,65315-1;11271-3,00.html

D030 Bookstore Purchase via IDR

Policy last updated in 2007

Purpose:

Procedures for making purchases via Inter-Departmental Requisitions (IDR) at University Bookstores.

http://www6.miami.edu/UMH/CDA/UMH_Main/0,1770,65315-1;11277-3,00.html

D040 Petty Cash

Policy last updated in 2007

Purpose:

Operation and uses of Petty Cash Funds and Imprest Accounts; responsibilities of Petty Cash custodians and the Disbursement Office.

http://www6.miami.edu/UMH/CDA/UMH_Main/0,1770,65315-1;11278-3,00.html

D050 Purchasing Card

Policy last updated in 2007

Purpose:

Guidance in using the Purchasing Card (PCard) to purchase goods in person at the supplier site, over the phone, via the Internet or by mail.

http://www6.miami.edu/UMH/CDA/UMH_Main/0,1770,65315-1;13943-3,00.html