



## Policy Library

### Authorization for Purchases

Approved by the General Assembly on Saturday, April 27, 2019

Any requests for NDSA funds must be filed using appropriate procedures, and forms. All documentation should be turned into the UND Business Service Center for approval and processing.

### CHANGING AUTHORIZATION SIGNERS

- A. When the offices of NDSA President or other officer positions in the Bylaws change hands, the UND Business Service Center needs to be advised.
- B. The President shall determine which officers listed in the Bylaws shall have signature authorization.
- C. The new officer(s) must contact the UND Business Service Center to obtain a signature authorization form. UND Accounting Services keeps this form on file to verify signing authorization.
- D. Only NDSA officers listed in the Bylaws and who have filled out the signature authorization form may sign payment vouchers for NDSA.

### PURCHASING ITEMS

#### Direct Billing:

- A. The NDSA Assembly must approve the proposed purchase BEFORE it is made if it exceeds \$250 and has not been previously approved in the budget for the current fiscal year. The NDSA President and Vice President of Finance and Operations may jointly authorize purchases equal to or below \$250 if it has been approved in the budget for the current fiscal year.
- B. After the purchase is approved by the General Assembly an NDSA officer shall inform the Business Service Center and provide minutes of the approval. Then an officer shall make the purchase and have the invoice sent to the Business Service Center. If a purchase card is deemed to be the best way to purchase an item, then the officer should work with the Business Service Center to use a purchases card.



## **Policy Library**

### Authorization for Purchases

Approved by the General Assembly on Saturday, April 27, 2019

#### **Reimbursement:**

- A. The NDSA Assembly may approve or deny the proposed reimbursement request if it is made.
- B. For travel reimbursements, the Non-employee/student travel expense worksheet should be filled out by the traveling person. Then the worksheet along with any relevant receipts will be turned into the Business Service Center.
- C. For non-travel reimbursements, the person making the purchases shall write a one sentence statement of business purpose and turn this and any relevant receipts into the Business Service Center.

Any reimbursements or direct billing requests that are denied by the NDSA Assembly cannot be purchased. However, if the Authorized NDSA Officers deny the request, it can be brought to the NDSA Assembly for reconsideration.

When purchase anything over \$500, the President and/or Vice President of Finance and Operations must consult with The UND Business Service Center for procedures. This is an additional step after following the procedure of getting funds approved by the NDSA Assembly. Anything over \$500 cannot be purchased without the official approval of the NDSA Assembly. Minutes from the meeting showing approval must be attached to either the direct billing or reimbursement request.

The use of university logos, statewide, must be pre-approved by each institution that owns the logo before ordering.