Purchasing Policy

**Revised Interim Policy**

I. Policy Statement

In response to the COVID-19 pandemic and subsequent financial pressures, the following revised interim policy for WPI-funded expenditures enhances the existing Business Expense Policy and Guidelines and Travel Policy and Guidelines. To the extent there is a conflict between the guidelines and this policy, this policy will control. This policy seeks to preserve the remaining budget for FY20 by establishing a pre-approval process that eliminates non-essential spending. This policy is effective immediately, through October 15, 2020, and will be reevaluated thereafter.

II. Scope

This policy applies to all student, faculty and staff purchases using WPI Funds.

III. Definitions

“WPI Funds” means, for the purpose of this policy, funds provided through WPI’s operating budget. WPI Funds do not include (a) designated funds (i.e., professional development funds), (b) grants, or (c) gifts. The use of designated, grant, or gift funds are dictated by their controlling policies and/or agreements.

IV. Policy

A. Essential Purchases

All purchases must be essential. Please consult Appendix A for guidance on determining whether a purchase may be essential.

B. Approvals and Purchasing Limits

Purchases under $1,000.00 do not require pre-approval.

Purchases $1,000 or more require advance approval in the form of a Workday spend authorization or purchase requisition.

All purchases must be processed in Workday within thirty (30) days of incurring the expense.

*Any expenditure that does not follow this policy will be rejected.* The purchaser may appeal the rejection, as set forth in Section D.
Requests to temporarily increase purchasing limits on PCards should be sent to pcardmin@wpi.edu. Requests should come from the Cost Center Manager, including justification for classifying the purchase as essential.

C. Specific Purchases

1. **Personal Protective Equipment (PPE) & Related Supplies**

   With the exception of PPE purchases for research labs and campus police, WPI is centralizing the purchasing of PPE to maximize buying power, identify verified vendors and allocate limited resources across the campus (regardless of funding source). Requests for PPE and related supplies should be sent to: Procurement Services at eproc@wpi.edu.

   Consistent with the Research Lab Reopening Guidance, each lab is encouraged to purchase PPE sufficient to carry out their research-related activities in the short term. Please contact your department head or EHS regarding the purchase of PPE, as it is in limited supply.

   Campus Police should continue to purchase their PPE through their current purchasing processes.

2. **Computer Equipment**

   For purchases of computer equipment, including computers, computer accessories, tablets, or other hardware/software, contact the WPI Information Technology Services (ITS) department. Email requests to its@wpi.edu and include the following: 1) a full description of item needed, part number(s) and rationale; 2) specify whether the computer equipment need is due to COVID-19; and 3) indicate the cost center to be charged.

3. **Non-IT Equipment**

   All non-IT equipment purchases require a purchase requisition prior to purchase.

   Purchases over $10,000 must conform to WPI’s existing Bids & Quotations Process (i.e., three (3) competitive bids or sole source justification) and must be initiated by creating a Workday purchase requisition.

4. **Travel**

   All WPI-sponsored domestic and international travel is canceled until future notice. For current travel restrictions, please refer to wpi.edu/news/coronavirus/faqs#travel.

D. **Appeals**

   To appeal the denial of a purchase, please submit an appeal form using the link here. An example of the appeal form is attached as Appendix B.
E. Questions

For questions about this interim policy, please contact Olga Klochkova, Director of Financial Planning and Analysis at oklochkova@wpi.edu.

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Interim Policy
Policy Sponsor: Chief Financial Officer
Responsible Department: Finance
Effective Date of Original Policy (i.e., date of Presidential Approval): April 15, 2020
Effective Date of Revised Policy (i.e., date of Presidential Approval): September 9, 2020
Revision Date: September 9, 2020
Appendix A
Guidance on “Essential” Spending

To assist those making purchasing decisions while these guidelines are in effect, please consider these questions:

**Most likely essential:**
1. Is this critical to continuing a program?
2. Is this a regulatory, compliance or safety issue?
3. Is this a major program disruption?
4. Is this for an online/on campus academic program?

**Maybe essential:**
1. Is this a minor program disruption?

**Not essential:**
1. Can this expense be delayed?
2. Is there a lower cost or no-cost alternative?
3. Can arrangements be made to get the item on campus?

The following are examples of what would – and would not – qualify as “essential” operating expenses and what action you should take:

<table>
<thead>
<tr>
<th>Example Expense</th>
<th>Essential (Yes/No/Maybe)</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Protection Equipment/supplies</td>
<td>Yes</td>
<td>Contact <a href="mailto:eproc@wpi.edu">eproc@wpi.edu</a> for inventory or ordering (does not apply to research labs or WPI police)</td>
</tr>
<tr>
<td>Computer equipment</td>
<td>Maybe</td>
<td>Email <a href="mailto:ITS@wpi.edu">ITS@wpi.edu</a> prior to incurring expense</td>
</tr>
<tr>
<td>Computer upgrade to home computer</td>
<td>No</td>
<td>Do not purchase</td>
</tr>
<tr>
<td>Printers</td>
<td>No</td>
<td>Do not purchase</td>
</tr>
<tr>
<td>Conferences, including online</td>
<td>Maybe</td>
<td>Must obtain approval by Department Head prior to purchase</td>
</tr>
<tr>
<td>Costs for official mailings</td>
<td>Yes</td>
<td>Reimburse through Workday</td>
</tr>
<tr>
<td>Donations</td>
<td>No</td>
<td>Do not donate</td>
</tr>
<tr>
<td>Food/catering/meals</td>
<td>No</td>
<td>Do not purchase/delay</td>
</tr>
<tr>
<td>Gift cards</td>
<td>No</td>
<td>Do not purchase</td>
</tr>
<tr>
<td>Memberships</td>
<td>No</td>
<td>Do not purchase/delay</td>
</tr>
<tr>
<td>New Temporary help/Overtime</td>
<td>No</td>
<td>Do not engage new temporary help or overtime for non-emergency task</td>
</tr>
<tr>
<td>Office ergonomics</td>
<td>Maybe</td>
<td>Email <a href="mailto:ehs@wpi.edu">ehs@wpi.edu</a> to determine necessity prior to expense</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>Maybe</td>
<td>Purchase is acceptable only if the supplies would normally be used on campus</td>
</tr>
<tr>
<td>Software</td>
<td>Maybe</td>
<td>Email <a href="mailto:ITS@wpi.edu">ITS@wpi.edu</a> prior to incurring expense</td>
</tr>
<tr>
<td>Travel</td>
<td>No</td>
<td>Currently prohibited due to COVID-19</td>
</tr>
</tbody>
</table>
Appendix B

REIMBURSEMENT/PAYMENT APPEAL FORM

Use this form to appeal a transaction that was denied reimbursement or payment under the WPI Purchasing Policies. Appeals must be submitted within 30 days of the notification that a transaction will not be reimbursed. Appeals will be reviewed monthly. You will receive an email notification of the appeal decision from the finance office.

1. EMPLOYEE INFORMATION
You may be contacted for further questions or clarifications.

Name: __________________________________________________ Department/Division: ______________________
Phone: _____________________________________ Email: _______________________________________________

2. TRANSACTION INFORMATION
Compose a detailed written justification of your request for an exception to WPI Purchasing Policies in the space below.

Amount: $_________________ Supplier Name:_____________________________________________________
Workday Document Number (Expense Report or Invoice Request): ___________________________________________
Spend Authorization Number: _________________________________________________________________________
Date of purchase: ___________________________ Date of submission: _____________________________
Detailed explanation of the charge: _____________________________________________________________________
Reason transaction was not reimbursed: ____________________________________________________________________
Reason for appeal: ___________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

3. SIGN
Employee Signature: _________________________________________________________________________________
Once electronically signed by an employee, this form will automatically be forwarded to a supervisor and a cost center manager via DocuSign for an electronic signature, and then forwarded to the finance office.

Supervisor: 
I Support This Appeal
I Do Not Support This Appeal
Signature: ______________________________

Cost Center Manager (if different from supervisor):
I Support This Appeal
I Do Not Support This Appeal
Signature: ______________________________