

UNIVERSITY OF ILLINOIS EQUIPMENT PURCHASE PROCEDURES
FOR CDB FUNDED PROJECTS

11/02

1) Funds must be released and budgeted by the Capital Development Board (CDB) within the respective project before an equipment list request is sent to CDB. Campus construction units (F&S-UIUC, OCP-UIC, PP&O-UIS) will be responsible for verifying the release and budget of funds. The campus construction unit (F&S-UIUC, OCP-UIC, PP&O-UIS) is also responsible for advising University Office for Facilities Planning and Programs (UOFP&P) via email or in writing of the release and budget of funds before submitting lists to the UOFP&P for submission to CDB. These same campus construction units (F&S-UIUC, OCP-UIC, PP&O-UIS) are responsible for coordinating lists of equipment to be purchased.

2) Once project funding is confirmed by CDB, a detailed, itemized equipment list (see attached format) for bondable, moveable equipment as defined by CDB (see below) is developed by the campus construction unit (F&S-UIUC, OCP-UIC, PP&O-UIS), with input from the department ordering the equipment, and routed to UOFP&P. The equipment list must provide a detailed description, quantity, and budgeted cost with each individual item sequentially numbered. CDB will allow a line item for contingency if the department deems it applicable. *Individuals obtaining price estimates from suppliers must convey that these estimates are for budgeting purposes only and do not represent any commitment to purchase the items or to purchase them from the supplier providing the price estimates.* The Purchasing Division is available to assist departments in obtaining price estimates.

CDB's bondable/moveable equipment guidelines:

- a) Equipment is durable, not consumable
- b) Equipment is moveable not fixed
- c) Equipment is appropriate for the project
- d) Equipment is not specifically disallowed (cars, boats, weapons, livestock)

3) F&S-UIUC/OCP-UIC/PP&O-UIS will forward the equipment list to UOFP&P. Upon receipt of the list, an interagency agreement for the respective project will be drafted by UOFP&P and forwarded to CDB with the appropriate equipment list.

4) Upon approval by CDB, a copy of the approved list and interagency agreement will be sent to the respective campus units and Office for Business & Financial Services (OBFS) (Purchasing/Accounting).

UIUC: B. Kessler/A. Getchius, M. McPheters, G. Douglass, department representative

UIC: T. Mihalik, N. Gambardella, J. Ayers

UIS: D. Barrows, A. Parker, L. McCaffrey

5) The campus unit that is purchasing the equipment establishes an account number with OBFS/Accounting. (Gerald Douglass-UIUC, Erlinda Dimaano-UIC, Linda McCaffrey-UIS). The college and department numbers of the department receiving the equipment must be reflected on the account create request form. ***Funds must be released and budgeted*** by the Capital Development Board (CDB) within the respective project before the account is established and the equipment can be purchased. CDB equipment accounts are to utilize the C-7-72800 to C-7-72999 range. **OBFS/Accounting will notify the Office of Cash Management & Investments when the UFAS account number has been established.**

6) OBFS/Accounting (Gerald Douglass-UIUC/Nick Gambardella-UIC/Linda McCaffrey-UIS) will process an entry debiting the receivable (account control 1369) and crediting fund addition (account control 4751) for the UFAS account created in the amount of the released funds. OBFS/Accounting will adjust the UFAS fund balance as CDB either increases or decreases the appropriation.

7) All Electronic Order Systems (EOS) requests typed by a department **must** contain a flagging note on the first line in the items section, with the following statement: “This purchase is on behalf of CDB of the State of Illinois” and must identify the correct CDB project number and approved equipment list item number for each approved piece of equipment. If CDB refuses to issue payment based upon the omission of an item from the approved list or misidentification of the item, the department will be responsible for identifying an alternative UFAS account number.

8) The campus unit purchasing the equipment will provide OBFS/Accounting (Yvonne Kelly-UIUC/Janet Ayers & Nick Gambardella-UIC/Linda McCaffrey-UIS) with a reimbursement packet containing a copy of the vendor’s invoices (with handwritten notations as attached format), as well as, a summary sheet identifying the following: CDB project number, UFAS account number, purchase order number, vendor invoice number, CDB equipment list item number, brief description of the equipment, and dollar amount per item and total requested reimbursement amount. OBFS/Accounting (Yvonne Kelly-UIUC/Nick Gambardella-UIC/Linda McCaffrey-UIS) will review the summary sheet and copies of the invoices for reasonableness and forward them to UOFP&P. OBFS/Accounting (Yvonne Kelly-UIUC/Nick Gambardella-UIC/Linda McCaffrey-UIS) will process an entry crediting the receivable of the UFAS account charged for the CDB equipment (C-0-728XX to 729XX-1369) and debiting the receivable clearing account (C-0-12112-1347).

For purchases through Central Stores, the campus unit purchasing the equipment will provide OBFS/Accounting (Yvonne Kelly-UIUC/Janet Ayers & Nick Gambardella-UIC/Linda McCaffrey-UIS) with reimbursement packets containing a copy of the stores requisitions and corresponding GS vouchers, as well as, a summary sheet identifying the following: CDB project number, UFAS account number, SR number, GS number, CDB equipment list item number, brief description of the equipment, and dollar amount of each item with a total requested reimbursement. OBFS/Accounting (Yvonne Kelly-UIUC/Nick Gambardella-UIC/Linda McCaffrey-UIS) will review the summary sheet and copies of the SR and GS for reasonableness and forward them to UOFP&P. OBFS/Accounting (Yvonne Kelly-UIUC/Nick Gambardella-UIC/Linda McCaffrey-UIS) will process an entry crediting the receivable of the UFAS account charged for the CDB equipment (C-0-728XX to 729XX-1369) and debiting the receivable clearing account (C-0-12112-1347) for the reimbursement.

9) Departmental purchase orders (DPO) and P-cards are not to be used for the payment of CDB equipment.

10) The reimbursement packets will be forwarded to CDB by UOFP&P. The University will request reimbursement no less frequently than once per quarter with a threshold of \$250,000 per reimbursement packet as established by the Office of Associate Vice President of Mike Provenzano’s office.

11) Upon receipt of reimbursement from CDB, UOFP&P will deposit the check in accordance with the account number assigned by OBFS/Accounting. UOFP&P will notify OBFS/Accounting with the date and amount of the deposit. OBFS/Accounting (Yvonne Kelly-UIUC/Nick Gambardella-UIC/Linda McCaffrey-UIS) will reconcile the receivable clearing account on a monthly basis and monitor which reimbursements have not been deposited.

12) Upon completion of a total project, the campus unit is responsible for notifying OBFS/Accounting and OBFS/Purchasing to close the project account. **The campus unit is responsible for any expenses not reimbursed by CDB, irrespective of purchase vehicle.**

13) As part of the overall project management, the campus construction unit (F&S-UIUC/OCP-UIC/PP&O-UIS) will be monitoring the overall CDB project budget to ensure that progress is being made to actively acquire the equipment. There will be a meeting coordinated by UOFP&P, between UOFP&P, campus construction unit (F&S-UIUC/OCP-UIC/PP&O-UIS) and OBFS/Accounting approximately June 15 and December 15 to review these project accounts.

NOTES/CONTACTS

- A. CDB equipment cannot be purchased on ledger 1 accounts and transferred to the CDB account. Expenses identified as CDB expenses on any other ledger cannot be transferred to the CDB account unless approved by OBFS/Accounting.
- B. The Office for Facilities Planning and Programs will act as liaison to CDB on all issues.
- C. Questions related to establishing or revising an equipment list, call:
Joe Vitosky, University Office for Facilities Planning and Programs at (217) 244-8518.
- D. Questions related to equipment lists or needs, call:
UIC - Tom Mihalik (312) 996-7719
UIUC – April Getchius (217) 265-5520
UIS – Dave Barrows (217) 206-6530
- E. Questions relating to OFBS/Accounting, call:
UIC
Nick Gambardella (312) 355-1604 (close the account)
Janet Ayers (312) 996-2858 (status of reimbursements)
Erlinda Dimaano (312) 996-5959 (create the account)

UIUC
Gerald Douglass (217) 333-9135 (creating/closing an account)
Yvonne Kelly (217) 244-7796 (status of reimbursements)

UIS
Linda McCaffrey (217) 206-6560
- F. Questions for the facilities contacts:
UIC (312) 996-7719
UIUC (217) 265-4089
UIS (217) 206-6530
- G. Questions relating to the Purchasing Department (e.g. EOS requests/purchase orders), call:
UIC
EOS requests/PO prior to issuance – Raquel Porrata (312) 996-3409
After PO issued – respective buyer (312) 996-2850

UIUC
EOS requests/PO prior to issuance – Michal McPheters (217) 333-3586
After PO issued – respective buyer

UIS
Angela Parker (217) 206-6651

EXAMPLE

****NOTE:** This list is to be on letterhead from the unit purchasing the equipment.

CDB PROJECT NAME
CDB PROJECT NUMBER
CDB EQUIPMENT LIST

ITEM #	DESCRIPTION	QUANTITY	PRICE	TOTAL PRICE
1	Allsteel, taupe 32 x 36 desk	6	\$142.00	\$852.00
2	Allsteel, taupe overhead storage bins 36 x 12	12	\$66.50	\$798.00
3	Allsteel, black arms, taupe base, burgundy star fabric, executive style desk chairs w/ casters	6	\$350.00	\$2100.00
4	42 x 38 whiteboard, enamel	6	\$125.00	\$750.00
5	Kodak, LT356 litepro w/ carrying case	2	\$5,250.00	\$10,500.00
	TOTAL EQUIPMENT REQUESTED			\$15,000.00

EXAMPLE

INVOICE
STOCKS, INC.

P O Box 3877
Champaign, Illinois 61826-3877

(217) 359-1661
FAX (217) 359-0334

104 S. Country Fair Dr.
Champaign, Illinois 61821

Customer's

Order No. _____ Facilities Planning and Programs _____ DATE 1/3/01

Mr. Joe Vitosky _____ Phone Number (217) 333-5688

ADDRESS 807 S. Wright, Suite 340 Champaign, IL 61820 _____

PO KI 63314 _____

Item #	Item Description	Quantity Rec'd	Quantity B/O	Cost	Total
1	L358283 Desk, taupe * <i>CDB Item #1</i>	6	0	\$142.00	\$852.00
2	WB33c42x38E * <i>CDB Item #4</i>	3	3	\$125.00	\$375.00
TOTAL					\$1227.00

* *Handwritten references to approved CDB equipment list item number*

EXAMPLE

January 3, 2001

Mr. Gus Behnke
Capital Development Board
Wm. G. Stratton Building – Third Floor
401 S. Spring Street
Springfield, IL 62706

Dear Mr. Behnke:

CDB PROJECT NAME
CDB Project Number
Equipment Reimbursement
Request #X

As per the Interagency Agreement dated XX/XX/XX, we are hereby requesting reimbursement for purchases made for the PROJECT. Please find enclosed copies of the vendor’s original invoice noting the approved CDB equipment item number.

<u>Vendor Name</u>	<u>Total invoices</u>	<u>CDB Item #</u>
Stocks	<u>\$1,227.00</u>	1, 4
TOTAL	\$1,227.00	

<u>Total equipment allocation</u>	<u>Previous requests</u>	<u>Current request</u>	<u>Balance</u>
\$15,000	\$0.00	\$1,227.00	\$13,773.00

In summary, please note the following invoices total \$1,227.00; therefore, please send a check payable to the University of Illinois in the amount of \$1,227.00 to the following address:

Mr. Joseph W. Vitosky
University of Illinois
Office for Facilities Planning and Programs
807 S. Wright, Suite 340
Champaign, IL 61820

Should you need any further information or have any questions, please feel free to give me a call at 217-244-8518.

Respectfully,

Joseph W. Vitosky

:maw
Enclosures
Copies: OBFS/Accounting
Project Manager