

Best Practices

Procurement
Contract Management
Accounts Payable
Risk Management



Procurement

Procurement Policy Highlights

Transaction Types

Transactions under \$2,500

Can be executed with a RISD Credit Card or SIR.

Transactions under \$10,000

Must be executed with a Requisition/PO

Transactions over \$10,000 to \$25,000

Must be executed with a Requisition/PO.
And Requires 2 competitive bids/quotes

Transactions over \$25,000

Must be executed with a Requisition/PO.
And Requires 3 competitive bids/quotes

Punchout Suppliers

Utilize punchout suppliers when possible. They provide direct billing, preferred pricing, and delivery options.
(Amazon, WB Mason, etc.)

Capital Projects

Large, institution-wide, capital projects require a formal Request for Proposal (RFP) process. An effective RFP process takes several months; therefore, Purchasing should be engaged in the project planning process, as early as possible.

Computer/IT Purchases

For computer and network printer purchases, please refer to the ITS Department.

Furniture Purchases

Departmental furniture purchase inquiries/requests should be directed to Purchasing. Please note that the standard lead time on commercial furniture is 5-6 weeks from order date, so it is important to submit your furniture inquiry well in advance in order for effective sourcing and bidding (if applicable) to occur, and for delivery and installation to take place by the department's need-by date.

Please contact
Procurement at
epro@risd.edu with
any purchasing or
travel questions.

Invoice Workflow

Requestor
Actions in
Dark Green



Punchout
Supplier

Invoice
Automatically
Entered into WD

Create
Receipt in
WD

Workday
Match

Payment
Issued

Purchase
Order
Supplier

Email Invoice to
accpay@risd.edu
authorizing
payment

Create
Receipt in
WD

Payments
issued on
Tues & Thur

Contract
Supplier

SIR Submitted to
Workday
Attach Contract

SIR Approved
Through
Accounting
String
Approvers

AP approves
SIR and
Creates
Invoice

Purchases
Under \$2,500

SIR Submitted to
Workday

SIR Approved
Through
Accounting
String
Approvers

AP approves
SIR and
Creates
Invoice

Please Note: Assumption that
Requisition has already been
approved

Please Note: Contract has
already been approved
Procurement Services and signed

Procurement FAQs

How do I create a Requisition/Purchase Order?

Go to “[Create Requisition](#)” task and complete the form. A requisition is needed for purchases over \$2,500.

How do I find a requisition in progress (Prior to Approval)?

Got to the “My Requisitions” task and complete the form. There is also a [Job Aid](#) available.

How do I create a Punch-out Requisition (Amazon, WB Mason, etc..)?

Click on the “Menu” in the in the upper left of the screen and choose “Purchases”. On the next screen, choose “Connect to Supplier Website” and click “OK” at the bottom of screen. You can then choose the supplier website you need. There is also a [Job Aid](#) available.

Can I change a punch out order after it has been processed?

No, you would need to do a return and process a new order.

How do I receive a Purchase Order?

There is a [Job Aid](#) available. In order for a PO to be paid, you must also submit the invoice to accpay@risd.edu.

How to Edit/Cancel a Receipt Draft?

There is a [Job Aid](#) available.

Where can I find RISD’s Tax Exempt Forms?

The can be found at the AP info site at info.risd.edu/accounts-payable/. [Downloads](#).

Where do I find additional help from Procurement Services?

Info.risd.edu/procurement-services/ is a great resource for forms and processes.

Questions can be sent to epro@risd.edu

Reach out to a member of the Procurement Services Team.

Where do I find additional job aids for Workday?

The workday.risd.edu/support-resources/ has job aids and resources for many RISD departments

Contract Management & Legal Review

Contract Management

What is a Contract?

- A contract is an agreement with specific terms and conditions that legally bind the College. Contracts should specify the names of all parties involved and clearly identify the obligations of the parties, the payment terms, and a timeframe (or “term”) in which these duties are to be performed.
- A contract might be called a “Memorandum of Understanding,” “MOU,” “letter agreement,” “letter of understanding,” or simply an “agreement.”
- Exercising due diligence and understanding who has authority is key - risk of apparent v. actual authority

Contract Checklist (Non-Exclusive List)

Terms, Clauses, and Description to look for in a contract:

- Description of Goods/Services (including Scope of Services/Statement of Work) - Is it attached?
- Governing Law - Rhode Island
- Dispute Resolution - Informal, Mediation, Arbitration
- Confidentiality - Terms of Agreement, Exceptions, Permissible Disclosures
- Publicity, Use of Name, Trademark, and Endorsement - Prior Written Permission Necessary
- Data Security & Privacy - Breach and Disclosures Procedures, Remedies
- Indemnification - Risk Shifting/Allocation, Mutual Indemnity
- Insurance - Coverage, Proof
- Limitations on Liability - Damages Caps
- Force Majeure - Consistent with Contract Purposes
- Notice - Who, When, Where
- Renewals - Avoid Automatic, Mutually Agreed Upon in Writing
- Termination - For cause, For convenience, Pro Rata Refunds

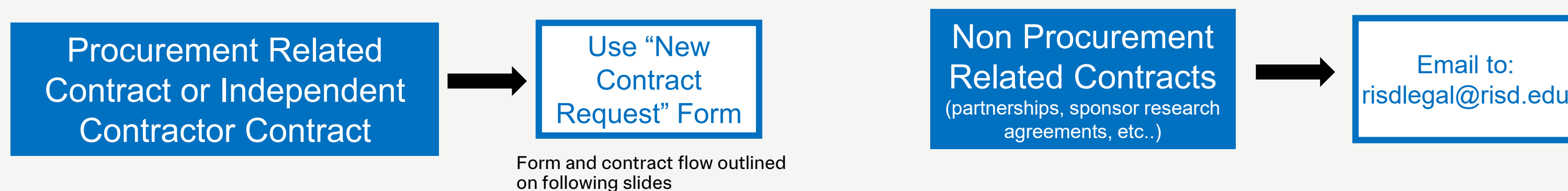
Contract Management

When should a contract be used?

A Contract should be used when the supplier agreement requires terms beyond normal PO Terms or when a Statement of Work (SOW) needs to be agreed upon. (see page 7 for definition of contract)

Examples: Liability Waivers, Multiple Delivery Dates, Multi-Year Agreement, Independent Contractor (individual person providing services, MOUs, Leases).

Contract Review & Submission



- If Legal is sent a contract involving goods/services, we send it to procurement prior to reviewing. Procurement does not need to be involved in contracts that do not involve goods/services - such as partnership/affiliation agreements, sponsored research agreements, etc.
- Procurement will often help identify potential issues and unfavorable contractual terms such as restrictive liability provisions. From there, Legal will look at the contract in its entirety and if there are issues with insurance or risk management, we may loop in Risk Management. Likewise, if there are issues with things like cybersecurity we may loop in IT or issues with certain publicity provisions we may loop in Marketing & Communications.

Contract Management

How do I initiate a new Procurement or Independent Contractor Contract?

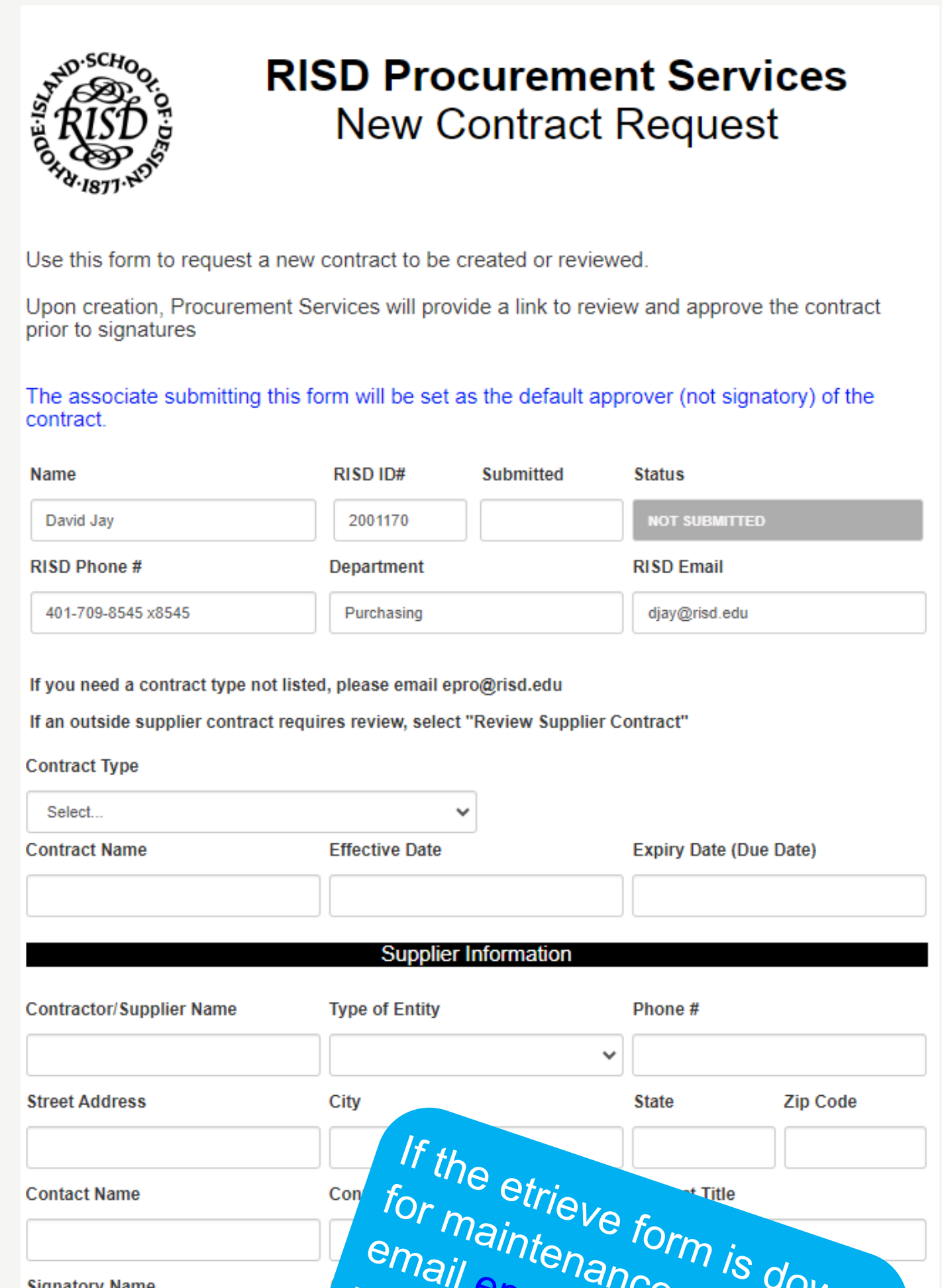
- Ensure all bidding requirements have been met (see pg3)
- **New Process-** Submit a ["Create New Contract Request"](#) form in etrieve.
- External supplier contracts can be submitted as an attachment to be reviewed.
- Form will route to Procurement and they will reach out with any questions.
- General Counsel and IT will be copied when necessary
- Independent Contractor contracts also require the following to be attached to the request:
 - [Independent Contractor Checklist](#)
 - [Independent Contractor Form](#)

What is the workflow for a contract?

- See diagram on pg 10

Who Can sign contracts on behalf of RISD?

- Only Authorized signatories of the school can sign contracts. Procurement Services will route the contract per the [Contract Signature Matrix](#) .
- All supplier/contractor contracts must be reviewed by Procurement Services .



RISD Procurement Services
New Contract Request

Use this form to request a new contract to be created or reviewed.

Upon creation, Procurement Services will provide a link to review and approve the contract prior to signatures

The associate submitting this form will be set as the default approver (not signatory) of the contract.

Name	RISD ID#	Submitted	Status
David Jay	2001170		NOT SUBMITTED
RISD Phone #	Department	RISD Email	
401-709-8545 x8545	Purchasing	djay@risd.edu	

If you need a contract type not listed, please email epro@risd.edu

If an outside supplier contract requires review, select "Review Supplier Contract"

Contract Type
Select...

Contract Name	Effective Date	Expiry Date (Due Date)

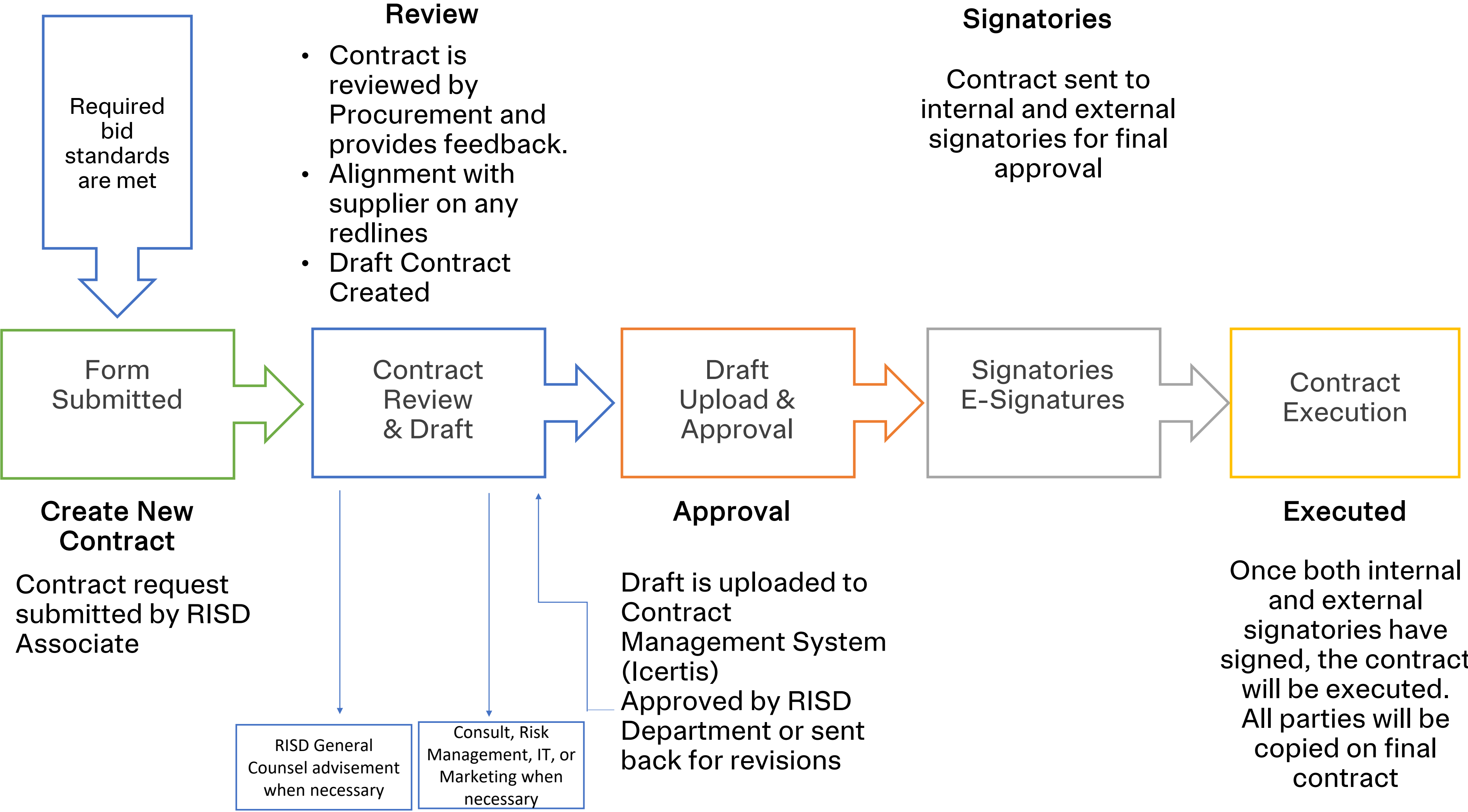
Supplier Information

Contractor/Supplier Name	Type of Entity	Phone #	
Street Address	City	State	Zip Code
Contact Name	Con	Title	
Signatory Name			

If the etrieve form is down for maintenance, please email epro@risd.edu with your contract details.

Procurement Contract Workflow

Contract Workflow will be managed by Procurement when a request is submitted via etrieve



Credit Cards Travel Expense Reimbursements

RISD Credit Cards

Three Types of Cards



Procurement Cards (individual and departmental)

- Restricted to general office supply purchases
- Purchases over the single amount limit (\$2500), must be executed with a requisition in Workday.
- Reconcile the transaction in Workday – **Verify Procurement Card Transaction** task

P-Card

Single amount limit: \$2,500
Daily amount limit: \$5,000
Monthly amount limit: \$20,000
Daily transaction limit: 40

Travel & Entertainment Cards (individual only)

- Restricted to food, travel, entertainment and event planning purchases
- When there is a charge higher than \$2500, please reach out to epro@risd.edu for assistance.
- Reconcile the transaction in Workday – **Create Expense Report** task

T&E Card

Single amount limit: \$2,500
Daily amount limit: \$5,000
Monthly amount limit: \$10,000
Daily transaction limit: 40

Small Purchase Cards (departmental only)

- Restricted to purchasing incidental small dollar amount goods and services locally.
Example: Refreshments or snacks for a visiting critic.
- **Please note:** Existing departmental T&E cards will default to a small purchase cards on 9/15/23
- Reconcile the transaction in Workday – **Create Expense Report** task

Small Purchase Card

Single amount limit: \$50
Daily amount limit: \$100
Monthly amount limit: \$1000
Daily transaction limit: 40

New! Credit Card Application

- RISD's Credit Card Application is now an automated form located on etrieve
- It can be access from the Procurement page on info.risd.edu

Complete Travel Policies are located at policies.risd.edu

RISD Credit Cards

Card Use & Policy Best Practices

New Spending Guidelines Published

- Guidelines for hotel, meals & other travel related expenses
- Posted on the [Procurement Website](#)

General

- Only the cardholder may use individual RISD purchasing cards.
- Transactions must get reconciled within 30 days of when the charge was placed.
- Please refrain from saving a RISD card as payment in third party apps (Uber, Target, etc.).
- When traveling, we recommend that you photograph all receipts on a daily basis in order to keep up with your overall expense tracking. If you download the Workday app, you can upload receipts/scan in real time and they will get saved as quick expenses in the expense report module (job aid available on workday.risd.edu).
- RISD is tax exempt in RI, MA & NY, it is the cardholder's responsibility to obtain sales tax exemption when making purchases (job aid available on workday.risd.edu).

Business Lodging

- Trips of less than 90 miles one-way do not qualify for RISD support of an overnight stay.
- Itemized hotel folios are required for auditing purposes (if a meal is listed, please also attach a missing receipt affidavit listing the order details from the folio).
- Student travel should not be booked using non-traditional lodging or shared accommodations (non-hotel). RISD personnel must not book a stay at a non-traditional or shared accommodation on behalf of another traveler because RISD employees cannot accept the risk on another traveler's behalf.
- ***NEW Spending guidelines*** (form located on Travel page, info.risd.edu).



2023 -2024 Spending Guidelines

- Daily Hotel Rate Maximum \$250
New York, San Francisco - up to \$400
- Boston, Chicago, Washington DC, Los Angeles – up to \$350

Exceptions require Controller Approval

Complete Travel Policies are located at policies.risd.edu

RISD Credit Cards

Card Use & Policy Best Practices



Catering & Entertainment Policy

Internal Meals

- Internal meals (staff and faculty only) cannot include alcoholic beverages and should be limited to food at a campus hosted meeting.
- Meals or beverages in local restaurants with only RISD faculty or administrative staff in attendance are not permitted with the exception of taking a new employee to lunch on their first day.
- College funds may be used to pay for food or refreshments at events recognizing employee retirements, but not other personal life events (birthdays, employee leaving RISD, Anniversary , etc..)

Alcohol

- The purchase of alcoholic beverages is only permitted when there are external guests present and the purpose is fundraising, promotion of the college, entertainment for guests of the college, cultivating a donor/prospect or engaging alumni.
- Alcohol is not authorized for departmental, holiday or other staff/faculty meetings.
- On campus public events require the Alcohol Use Regulations form (submit at least 2 weeks prior to event), a public safety officer must be present and a bartender should be hired by Dining + Catering.

Spending Guidelines

- **New** Spending guidelines (posted on Travel page, info.risd.edu) have been updated.
Meals and Spending outside these guidelines require controller approval.

	While Travelling	While Entertaining	On Campus
Breakfast	Up to \$20	Up to \$20	\$11
Lunch	Up to \$25	Up to \$35	\$17
Dinner	Up to \$50	Up to \$70	\$20

Per Diem

When used, RISD per diem rates follow [GSA Per Diem Rates](#).

Itemized Receipts

IRS Requires RISD to have itemized receipts for all meals and hotel stays.

Complete Travel Policies are located at policies.risd.edu

RISD Travel

Card Use & Policy Best Practices

Transportation Policy

Air Travel

- The class of air travel chosen is expected to be the lowest-priced or most efficient, i.e., non-stop, coach airfare ticket. Fees for a seat reservation are permissible but not for upgraded seating (i.e., extra leg room, early check in).

Personal Car Use

- When using your personal vehicle on behalf of RISD, you cannot purchase gas using a RISD card. Instead you can submit a reimbursement request for mileage using the federal rate (\$0.65 cents).

Car Rentals

- Car rentals for RISD business must be placed on our custom Egencia site using our preferred suppliers – Enterprise & National Car Rental (exception permitted if neither preferred supplier is available at the rental location).



Train Travel

- The class of rail travel chosen on standard train is expected to be coach-class rail ticket. In some cases, premium (e.g., business-class) fares may be an appropriate business expense subject to budget availability.



Complete Travel Policies are located at policies.risd.edu

RISD Travel

Travel Resources & Best Practices



Online Bookings

Egencia

- Online Travel Booking Site for all RISD Related Travel
- If you do not have an Egencia login, please place a request by emailing epro@risd.edu
- Users can access the Egencia platform via a browser or through the Egencia app (available for download from [Google Play](#) or the [Apple App Store](#)), which provides one place to book and manage all trip components.
- It also lets you create your own profile and store travel preferences, rewards member numbers and other information that will be applied each time you book travel.
- Egencia also allows anyone who books travel on behalf of others to arrange guest travel. Please email epro@risd.edu if you would like to be set up in Egencia as a travel arranger.

Egencia benefits include:

- a familiar, easy-to-use online booking tool.
- business traveler tools that let you set personalized travel preferences.
- the free Egencia app, which is available for iPhone, iPad and Android device use and lets you easily find, book and make adjustments to your travel at any point in your itinerary.
- safety notifications.
- 24/7 assistance for travel changes, refunds, delays and cancellations.

Travel Agent

The Travel Collaborative

- Full service travel agency ideal for group or international travel needs.
- Authorized RISD Travel agent as part of The Boston Consortium
- This program offers RISD travel discounts on:
 - lodging
 - Air
 - rail
 - rental car reservations
- Visit the Travel page on info.risd.edu for contact information.

Travel Agent

Campus Travel Portal

- [Online](#) travel portal for RISD visitors.
- Ideal for visitors to campus (not paid for by RISD)
- Provides preferred rates at area hotels
- www.campustravel.com

Complete Travel Policies are located at policies.risd.edu

RISD Credit Cards

Expense Reports & Reimbursements Best Practices



Expense Reports & Reimbursements

- All RISD Credit Card charges and requests for Reimbursements must be reconciled via an Expense Report.
- Task: “Create Expense Report”, a Job Aids are a
 - [Creating expense reports](#)
 - [Creating expense reports with T&E card transactions or scanned receipts](#)



Reimbursements

- When a staff/faculty member uses personal funds on behalf of RISD, they can request reimbursement using the [Create Expense Report](#) task in Workday.
- Reimbursements require proof of payment and proper documentation (itemized receipts, dated, business name on receipt, business purpose, credit card slips with tip listed, conversion rates when a non USD currency, etc.).
- Requests for reimbursement must not be personal in nature - travel toiletries, medicines for example.
- Cash purchases require well documented receipts for reimbursement.



Complete Travel Policies are located at policies.risd.edu

Accounts Payable

Accounts Payable

How do I create a new supplier?

Go to “[Create Supplier Request](#)” task and complete the form. In most cases you can submit with a Supplier Name and email address, but please include any additional information you may have and attach any needed files as needed. Once submitted, Accounts Payable will reach out to the supplier to process the supplier set-up. The requestor will receive notification when the supplier is set-up.

Please Note: Accounts Payable will reach out to the supplier to request W9 forms via a secure dropbox.

Please Note: RISD Departments should not be requesting W9s from individuals.

How do I find my supplier requests (New Supplier Request)?

There is a report in Workday that will allow you to see your Supplier Requests in any status. Type “My supplier requests” in the Workday search bar and complete the form.

How do I pay an invoice?

Submit the invoice using the “[Create Supplier Invoice Request](#)” (SIR) task in Workday.

If the invoice is associate with a PO, the invoice should be sent to accpay@risd.edu for processing and a receipt should be created for the Purchase Order (PO) once the product is physically received by RISD.

[How to create a receipt.](#)

How do I find a Supplier Invoice Request (SIR)?

There is a report in Workday that will allow you to see your SIRs in any status. Type “Find my supplier invoice request” in the Workday search bar and complete the form. A [Job Aid](#) is also available.

How do I pay an honorarium?

Simply submit an SIR to Workday and attach a completed [Honorarium Form](#) to the submission as an attachment. Please note, current Students, Faculty, or Staff cannot be issued a Honorarium.

Can I pay a student?

Students should be paid via the Student Employment Office. Students cannot be paid honorariums and cannot serve as independent contractors. Employment rules are more complex for international students.

Where do I find additional job aids for Workday?

The workday.risd.edu/support-resources/ has job aids and resources for many RISD departments

Where do I find additional help from Accounts Payable?

[Info.risd.edu/accounts-payable/](http://info.risd.edu/accounts-payable/) is a great resource for forms and processes.

Questions can be sent to accpay@risd.edu

Reach out to a member of the Accounts Payable Team.

Accounts Payable

How do I a foreign entity or person?

Before you can agree to pay a foreign individual, we must understand if we are legally allowed to pay the person.

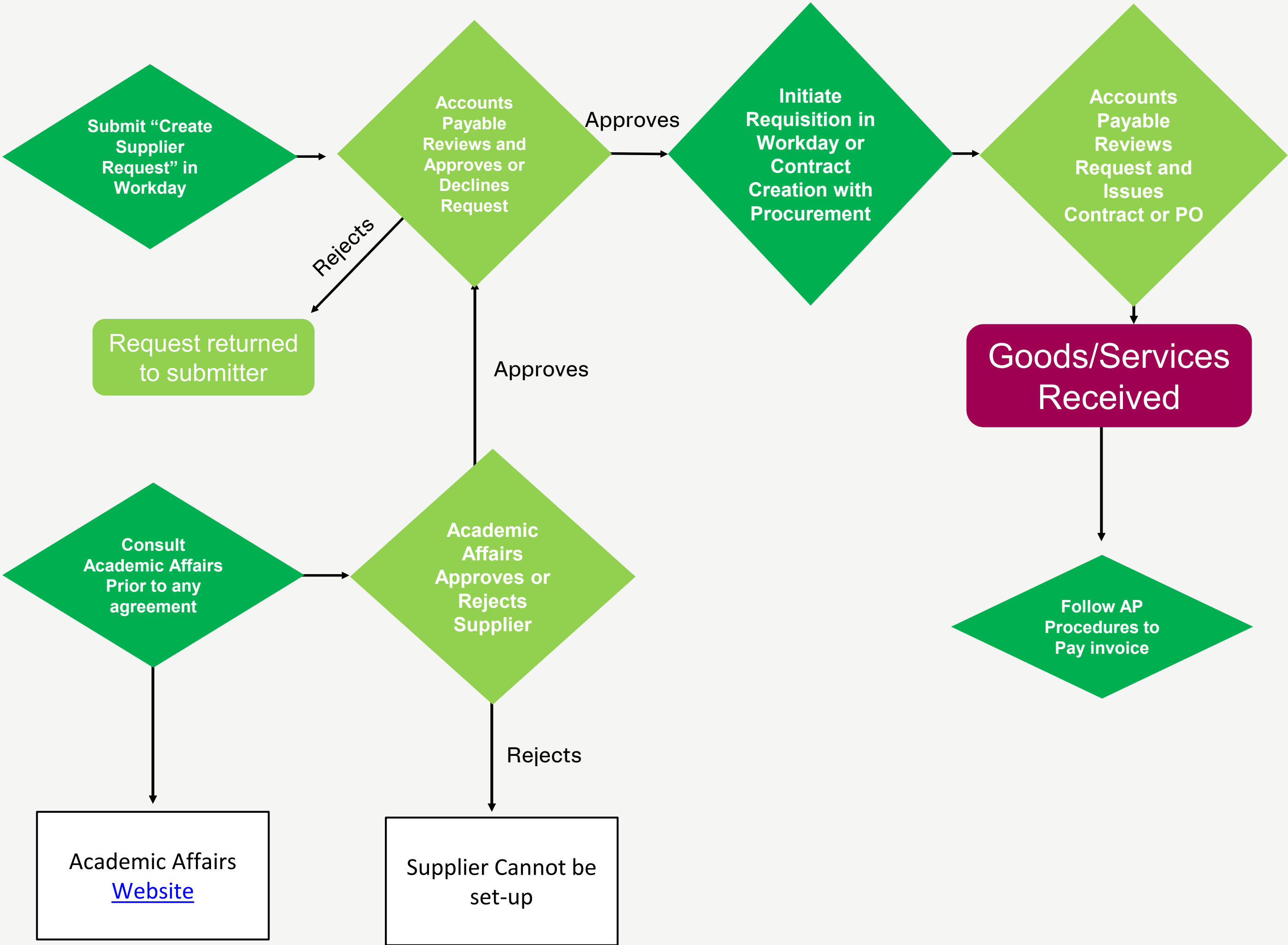
This process assumes all other Procurement requirements have been met....aka required bids

Purchasing Goods outside the US or Paying for a service completed outside the US.

- Example:
- Buying equipment from outside the United States
 - Paying for services completed outside the United States

Paying for a service that will be completed in the US

Example: Paying an international faculty, visitor, lecturer, critic, or a non-US Citizen performing professional services within the United States.



Accounts Payable

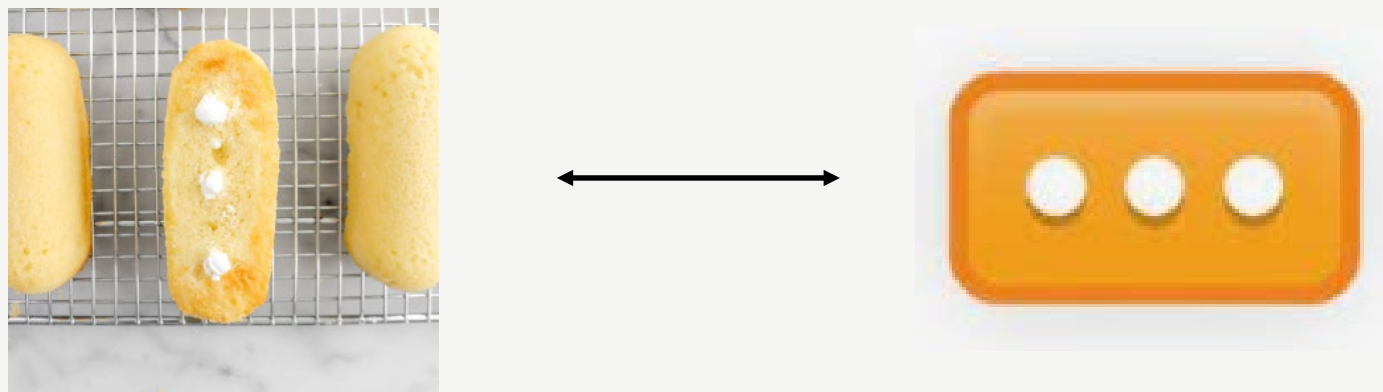
The Power of the Twinkie

What functionality does the “Twinkie” provide?

The “Twinkie” is actually called the "related actions" button because in some instances it provides access to a menu of actions related to the transaction.

Fun Fact:

The Related Actions Button is called a "Twinkie" because of its resemblance to the bottom of the snack cake.

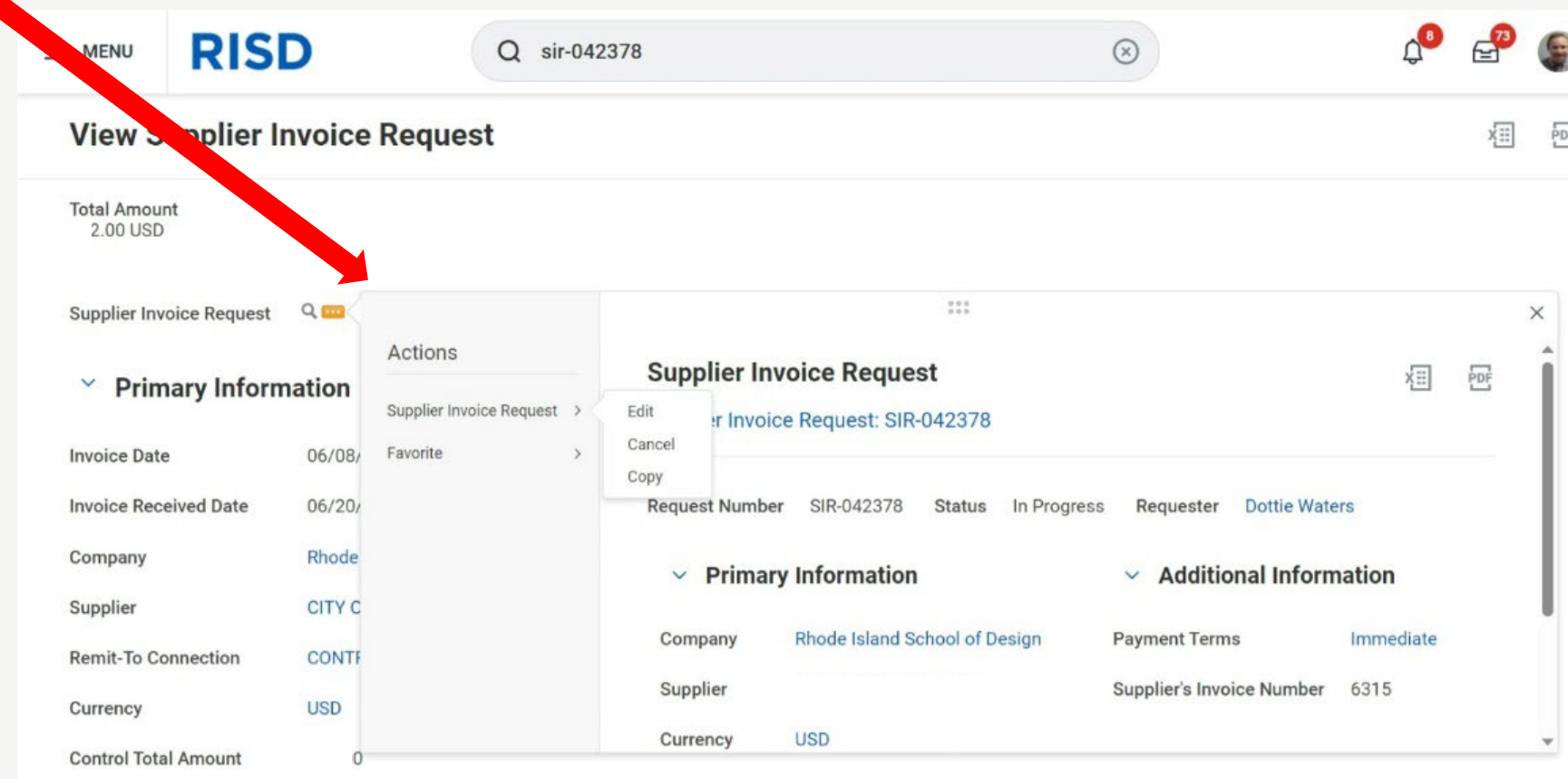


In Workday, "Twinkie" refers to the little rectangle with three dots that appears next to any blue text or magnifying glass icon . . . and that means it appears next to a majority of the text you see in Workday. All you have to do is hover your cursor over the text, and the twinkie appears! If you “right click” on the orange “twinkie”, additional functionality will appear.

Tip:

The “Twinkie” will unlock functionality:

- Copy an expense report
- Copy an “SIR”
- Edit Function



Invoice Workflow

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Actions in
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already been approved
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Risk Management

Risk Management

Understanding Insurance Requirements

As a basic rule, we want insurance vendors whenever the vendor will:

- Be on campus
- Providing us services
- Providing us a venue

*any time there is potential for a loss that could be the vendor's fault

The basic insurance requirements for almost all contracts are:

- \$1M in General Liability with a \$2M aggregate
- \$1M in Auto Liability
- Worker's Comp insurance up to the statutory limits

For a comprehensive list of insurance that we require for vendors that we work with you can go to the Risk Management page of the info.risd.edu site here

Risk Management

What if they don't have (enough) insurance?

If you'd like to work with someone on campus who **does not have worker's comp insurance**, please contact the office of Risk Management. We can work with the General Counsel's Office to draft language for the contract that waives their right's to our worker's comp policy.

If a group **coming to campus** does not have insurance or does not have adequate insurance...

- Depending on the scope and the need to work with this person/vendor – the office of Risk Management can work with the manager to determine if an exception can be made to waive all or some of the insurance requirements
- The Tenant Users Liability Program (TULIP) is available and provides;
 - o Insurance specifically written for a one time event
 - o Insurance that meets RISD's insurance requirements

To access TULIP: <http://www.urmia.org/insurance/eventinsurance>

Thank You