



# Procurement and Expense Policies, Procedures, and Forms

All Procurement and Expense policies, procedures, and forms, have been updated to accommodate Workday Financials business processes and terminology. Please browse the [Workday Glossary of Terms](#) to familiarize yourself with the Workday vocabulary.

Type	Number	Title	Notable Change
Procedure	3201	<a href="#">PR.01 Purchase Requisition Process</a>	Refer to the <i>Business Need/Requisition Type</i> table in section 5B for guidance in the selection of the appropriate procurement requisition type.
Procedure	3201	<a href="#">PR.02 Competitive Bidding Process</a>	Defines the Request for Proposal (RFP), Request for Quotations (RFQ), and Request for Information (RFI) and appropriate usage.
Procedure	3210	<a href="#">PR.01 Professional Services and Consulting Process</a>	<ul style="list-style-type: none"> <li>Revised Professional Services and Consulting business process flow (map)</li> <li>New Form <a href="#">3210 FR.05</a> PSCA Exhibit A: Scope of Work with clear deliverables, compensation, and payment schedule linked to the deliverables.</li> <li>New Forms: <a href="#">3210 FR.04</a> Standard Performance Agreements and <a href="#">3210 FR.02</a> Guest Speaker Agreement</li> <li>Updated <a href="#">3210 FR.03</a> <i>Professional Services and Consulting Certification Form</i> and 3205 FR.03 <i>Explanation for Sole Source</i> to contain an attestation avoiding a conflict of interest.</li> </ul>
Procedure	3210	<a href="#">PR.02 Employee V.S. Independent Contractor Determination</a>	No significant change in procedure
Procedure	3215	<a href="#">PR.01 Yale Purchasing Card Procedure</a>	No significant change in procedure
Procedure	3215	<a href="#">PR.02 Expense Management (PCard, Out-of-Pocket, Cash advance)</a>	<p>New Procedure.</p> <ul style="list-style-type: none"> <li>Expense-related notifications are sent to the Workday inbox instead of Outlook</li> <li>Expense receipts may no longer be faxed; they are attached directly to expense reports in Workday</li> <li>Employees may use the Workday mobile app to submit their own expenses or to photograph receipts for a preparer to submit later.</li> </ul>
Procedure	3215	<a href="#">PR.03 Spend Authorization</a>	<p>New procedure.</p> <ul style="list-style-type: none"> <li>Spend Authorization notifications are sent to the Workday inbox instead of Outlook.</li> <li>Spend Authorization is the Workday replacement for requesting a Cash Advance.</li> <li>Spend Authorization without a cash advance is new; it allows users to generate commitments for future spend.</li> <li>The Spend Authorization process replaces 3301 FR.02 <i>Travel or Expense Advance</i> form and the 3417 FR.01 <i>Human Research Study Participant Advance Request</i> form</li> </ul>

Procedure	3401	<a href="#">PR.02 Supplier Invoice Request</a>	<ul style="list-style-type: none"> <li>• Check Request (CR) is now referred to as <i>Supplier Invoice Request (SIR) in Workday</i></li> <li>• Expenditure Type is now referred to as <i>Spend Category in Workday</i>.</li> <li>• Vendor is now called <i>Supplier</i>.</li> </ul>
Procedure	3401	<a href="#">PR.04 Submitting Invoices for Payment</a>	<ul style="list-style-type: none"> <li>• Make note of processes now performed in Workday</li> <li>• In Workday, the Supplier Connection, equivalent to the remit address, must be established to process invoices.</li> </ul>
Procedure	3401	<a href="#">PR.06 Requesting Wire Transfer</a>	<ul style="list-style-type: none"> <li>• Make note of wire transfer processes now performed in Workday</li> <li>• Please note current countries subject to OFAC sanctions and visit the Office of Foreign Assets Control (OFAC) website to view an <a href="#">updated list of designated countries, entities, and individuals</a>.</li> <li>• All Wire instructions must be sent to <a href="mailto:supplierchange@yale.edu">supplierchange@yale.edu</a> for existing suppliers or submitted with the New Supplier Request when setting up a new supplier.</li> </ul>
Procedure	3401	<a href="#">PR.07 Requesting AP Check Voids and Reissues</a>	<ul style="list-style-type: none"> <li>• No significant changes</li> </ul>
Policy	3201	<a href="#">General Purchasing Policy</a>	<ul style="list-style-type: none"> <li>• Guidelines for buying sustainable products or services are posted to the Yale Sustainability website.</li> <li>• The Director of Purchasing or designee approves purchase orders between 10,000 and \$1,000,000.</li> <li>• The Chief Procurement Officer or designee approves purchase orders greater than \$1,000,000.</li> <li>• The Vice President for Finance and Chief Financial Officer or designee approves purchase orders greater than \$5,000,000.</li> <li>• Competitive bidding requirements are clarified.</li> </ul>
Policy	3210	<a href="#">Professional Services and Consulting</a>	In addition to <a href="#">3210 FR.01 Standard Professional Service and Consulting Agreement</a> , three new forms must be completed and submitted in accordance with this policy, as appropriate: <a href="#">3210 FR.02 Guest Speaker Agreement</a> ; <a href="#">3210 FR.03 Professional Services and Consulting Certification Form</a> ; and <a href="#">3210 FR.04 Standard Performance Agreement</a> .
Policy	3215	<a href="#">Yale Purchasing Card</a>	No significant change in policy
Policy	3401	<a href="#">General Payment</a>	<ul style="list-style-type: none"> <li>• New Buy/Pay Matrix In section 3401.3 <i>Vendor Invoice Payments</i>.</li> <li>• Petty cash will be available only for visiting scholars, speakers, and faculty.</li> <li>• Employees must use Yale's expense management solution for reimbursement. No new petty cash funds will be opened for departments.</li> </ul>
Policy	3220	<a href="#">Purchase of Restricted Items</a>	No significant change in policy
Guide	3201	<a href="#">GD.01 Buying Guide</a>	Revised. Sortable Online Buying Guide

Form	3201	<a href="#">FR.02 Request for Quotations</a>	New form to assist in the competitive bidding process
Form	3201	<a href="#">FR.01 Request for Proposal</a>	New form to assist in the competitive bidding process
Form	3201	<a href="#">FR.03 request for Information</a>	New form to assist in the competitive bidding process
Form	3205	<a href="#">FR.03 Explanation for Sole Source Supplier</a>	The form now includes an <i>attestation</i> , which must be signed, to avoid a conflict of interest.
Form	3205	<a href="#">FR.08 ACH-EFT Vendor Enrollment Form</a>	No significant change. Form is a fillable PDF
Form	3210	<a href="#">FR. 01 Standard Professional Service and Consulting Agreement</a>	No Change. Form is now a fillable PDF
Form	3210	<a href="#">FR.03 Professional Services and Consulting Certification Form</a>	New. Form is a fillable PDF
Form	3210	<a href="#">FR.04 Standard Performance Agreement</a>	New. Form is a fillable PDF
Form	3210	<a href="#">FR.02 Guest Speaker Agreement</a>	New. Form is a fillable PDF
Form	3210	<a href="#">FR.05 PSCA Exhibit A: Scope of Work</a>	New. Form is a fillable PDF
Form	3215	<a href="#">FR. 07 Request to Delegate Authority to Prepare Expense Reports and Spend Authorization</a>	Replaces <i>Expense Management Preparer Access Request</i>
Form	3215	<a href="#">FR.03 Purchasing Card Activation for Reactivation of Individual Card</a>	Revised. Form is a fillable PDF
Form	3215	<a href="#">FR.06 Purchasing Card Request Form</a>	Revised. Form is a fillable PDF
Form	3215	<a href="#">FR.10 Individual and Department PCard Limit exceptions</a>	Revised. Form is a fillable PDF
Form	3401	<a href="#">FR.01 Wire Payment Setup Form</a>	No significant change. Form is a fillable PDF
Form	3401	<a href="#">FR.06 Invoice Cover Sheet for International Activities</a>	Revised. Form is a fillable PDF

Effective 7/1/17