

	PURCHASING DEPARTMENT FREDONIA STATE UNIVERSITY OF NEW YORK	GUIDELINE NO: 120
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		ORIGINAL: July 2017 LAST REVISED: December 2019 REVISION DATE: May 2022
TITLE: Requisition Processing Bus Rental(s)		

I. Purpose

Procedure for the rental of bus(es) for classes or other university business.

II. Procedure

As part of a class or an outing, departments may have the need to rent buses. Before a commitment is made to a vendor, the Purchasing Department must be contacted and a Travel Authorization needs to be in place with the University Accounting Office one month prior to the event (University Accounting Policy 810).

Departments must receive multiple quotes to ensure that they are getting the best price for this service. For purchases above \$2500, written documentation must be maintained by the campus to support both the selection of the vendor and reasonableness of the price. All purchases are subject to audit and departments must be able to support their requests with reasonableness of price justification (Purchasing and Contracting (Procurement) Document Number 7553).

Any agreements that need signatures must be signed by the Director of University Service.

If the event is mandatory and clearly identified as part of the syllabus, the Department may utilize a course fee to cover the costs. If applicable, the Department must contact the Associate Vice President for Finance & Administration to establish the course fee attached to that course at least six months prior to the start of that course.

If the event is not mandatory and a fee is involved with the event, the department must contact either the Director of Internal Control to establish a uStore or contact the Fredonia Ticket Office to establish an event. Departments are not to collect money directly from participants.

III. Documentation Required for Payment

The necessary items for procuring a bus for a trip are:

- quotes,
- a completed travel authorization,
- a completed requisition in FredMart,
- an agreement or contract signed by the Director of University Services

The agreement or contract should describe where the pick-up and drop off sites are, times for pick up and drop off, destination, and an all-inclusive price.

When entering a requisition into FredMart, be sure to use commodity code 78111803.

IV. Source

Fredonia University Accounting Policy 810

Purchasing and Contracting (Procurement) Document Number 7553, Effective Date January 15, 2016

Fredonia Internal Control Webpage; TouchNet Marketplace