Business, Auxiliary Services, and Procurement

Business, Auxiliary Services, and Procurement: Consists of the Office of Procurement Services, the Office of Business and Auxiliary Services. The Office of Procurement Services is responsible for managing the acquisition of goods and services, while the Office of Business and Auxiliary Services manages the business processes and services offered by the University Bookstore, Copy Center, Dining Services, Meal Plan Program, Rattler Card, University Post Office, Beverage and Snack Vending, Laundry Services and Parking Services. The following are key standard operating procedures.

1. Business and Auxiliary Services

   a. University Bookstore
   The University Bookstore is operated by Barnes and Nobles, under contracted terms set by the Board of Trustees, under the direction of the CFO and Vice President of Administrative and Financial Services. The mission of the University Bookstore is to provide for the sale of book and supply requirements connected with the academic programs, the sale of general books of interest to a diverse community, and the sale of emblematic clothing and gift items.

   Internal Controls:
   • Monitoring the terms and conditions of the contract to ensure compliance. Examples are Reconciliations, Summary of Deposits, Deliverable of Contributions.

   Statutes, Regulations, Policies and Procedures:
   • Board of Trustees Regulation 6 (Procurement of Goods and Services) to allow the University to enter into the contract.
   • BOG Regulations 9.013 Auxiliary Operations
   • BOT Policy 2006-03 (Guiding Principles for Fiscal Affairs)

   Documentation/Evidence of Effectiveness:
   Financial: Reconciliation process to ensure the financial obligations are met.

   b. Copy Center
   The University Copy Center provides customer-focused, professional, cost-effective, duplication, scanning, printing and related services to the university community.

   Internal Controls:
• Reconciliation of cash deposits and inter-departmental journal transfer entries to ensure accuracy and depositing into the Universities accounting records.

Statutes, Regulations, Policies and Procedures:
• BOT Policy 2006-03 (Guiding Principles for Fiscal Affairs)
• BOG Regulations 9.013 Auxiliary Operations

Documentation/Evidence of Effectiveness:
• Financial: Reconciliation process to ensure the financial obligations are met.

c. Dining Services
The University dining operations is currently operated by Sodexo, under contracted terms set by the University Board of Trustees, under the direction of the CFO and Vice President for Administrative and Financial Services. Their mission is to provide customer-focused, quality, healthy, tasty, versatile, convenient dining experience to the university community to include its students, faculty/staff and alumni.

Internal Controls:
Monitoring the terms and conditions of the contract to ensure compliance. Examples are Reconciliations, Summary of Deposits, and Deliverable of Contributions.

Statutes, Regulations, Policies and Procedures:
• Board of Trustees Regulation 6 (Procurement of Goods and Services) to allow the University to enter into the contract.
• BOG Regulations 9.013 Auxiliary Operations
• BOT Policy 2006-03 (Guiding Principles for Fiscal Affairs)

Documentation/Evidence of Effectiveness:
• Financial: Reconciliation process to ensure the financial obligations are met.

d. Rattler Card Office
The University Rattler Card Office is self-operated and is responsible for the issuance of the official university student ID (rattler) card. In addition, it administers the university’s meal plan in collaboration with Sodexo.

Internal Controls:
• Reconciliation of cash deposits and inter-departmental journal transfer entries to ensure accuracy and depositing into the Universities accounting records.

Statutes, Regulations, Policies and Procedures:
• BOT Policy 2006-03 (Guiding Principles for Fiscal Affairs)
• BOG Regulations 9.013 Auxiliary Operations

Documentation/Evidence of Effectiveness:
• Financial: Reconciliation process to ensure the financial obligations are met.

e. University Post Office
The university postal operations are outsourced to Ricoh, under contracted terms set by the University Board of Trustees, under the direction of the CFO and Vice President for Administrative and Financial Services. Their mission is to provide customer-focused and quality mail services to the university community.

Internal Controls:
Monitoring the terms and conditions of the contract to ensure compliance.

Statutes, Regulations, Policies and Procedures:
• Board of Trustees Regulation 6 (Procurement of Goods and Services) to allow the University to enter into the contract.
• BOG Regulations 9.013 Auxiliary Operations
• BOT Policy 2006-03 (Guiding Principles for Fiscal Affairs)

Documentation/Evidence of Effectiveness:
• Financial: Reconciliation process to ensure the financial obligations are met.

f. Beverage and Snack Vending
The university has partnered with Coca Cola to manage the handling of beverages. Coca Cola operates under the terms and conditions set by the
University Board of Trustees, under the direction of the CFO and Vice President for Administrative and Financial Services.

Snack vending has been outsourced to Gilly Vending. Gilly operates under the terms and conditions agreed upon by the university Board of Trustees, under the direction of the CFO and Vice President for Administrative and Financial Services.

**Internal Controls:**
Monitoring the terms and conditions of the contract to ensure compliance. Examples are Reconciliations, Summary of Deposits, Deliverable of Contributions.

**Statutes, Regulations, Policies and Procedures:**
- Board of Trustees Regulation 6 (Procurement of Goods and Services) to allow the University to enter into the contract.
- BOG Regulations 9.013 Auxiliary Operations
- BOT Policy 2006-03 (Guiding Principles for Fiscal Affairs)

**Documentation/Evidence of Effectiveness:**
- Financial: Reconciliation process to ensure the financial obligations are met.

g. Laundry Services
The university has partnered with MacGray to manage and operate laundry services. MacGray operates under the terms and conditions contracted with the university Board of Trustees, under the direction of the CFO and Vice President for Administrative and Financial Services.

**Internal Controls:**
Monitoring the terms and conditions of the contract to ensure compliance. Examples are Reconciliations, Summary of Deposits, Deliverable of Contributions

**Statutes, Regulations, Policies and Procedures:**
- Board of Trustees Regulation 6 (Procurement of Goods and Services) to allow the University to enter into the contract.
- BOG Regulations 9.013 Auxiliary Operations
- BOT Policy 2006-03 (Guiding Principles for Fiscal Affairs)
Documentation/Evidence of Effectiveness:

- Financial: Reconciliation process to ensure the financial obligations are met.

h. Parking Services
   The university parking services provides customer-focused, quality services solutions and directions for making moving around campus easy and convenient.

Internal Controls:
Reconciliation of all deposits and inter-departmental journal transfer entries to ensure accuracy and depositing into the Universities accounting records.

Statutes, Regulations, Policies and Procedures:
- BOG Regulations 9.013 Auxiliary Operations
- BOT Policy 2006-03 (Guiding Principles for Fiscal Affairs)

Documentation/Evidence of Effectiveness:
Financial: Reconciliation process to ensure the financial obligations are met.