

AUTM FINANCIAL POLICY MANUAL

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Reimbursements

- Reimbursement is made only for budgeted or otherwise approved expenses.
- All reasonable efforts shall be made to minimize costs to AUTM, if reimbursement is eligible for reimbursement by an outside source, it may not be submitted to AUTM in lieu of or in addition to the outside source.
- Reimbursement requests shall include the purpose, date, and location of the expense(s) incurred, an itemized list of expenses, a total amount requested for reimbursement, to whom the reimbursement is payable, and original receipts. Electronic submission of expenses in the expense management software is preferable, but PDF forms will be acceptable by those who do not wish to enroll.
- AUTM's functional currency is the United States Dollar, for currency conversion and international wires, please see the [US Funds Policy](#).
- Payment to any payee that is not solely reimbursements for which adequate receipts are provided to cover the amount requested, will require a completed W9 or appropriate W8 (international) on file.
- When combining AUTM travel with other businesses, costs are to be allocated accordingly.
- If an employee is refunded for a previously reimbursed cost, the employee should return the funds if cash refund, or, in the case of airline credits, use that credit for AUTM work, or refund any portion used personally.
- Reimbursement requests are to be submitted within 30 days of expense occurrence. This is particularly important for expenses incurred during the last month of AUTM's fiscal year. (AUTM's fiscal year is from January 1 through December 31).
- **AUTM reserves the right to refuse reimbursements received more than 90 days after purchase, or after the first month of the following fiscal year, whichever is earlier.**

Travel Expense Policy

Approved Travel

Board Members

Categories of Reimbursable Travel by Board Members: AUTM will reimburse Board Member travel falling in one of these categories and are subject to the limitations outlined throughout the remainder of the policy:

1. Board Meeting
2. Annual Meeting
3. Representing AUTM at an event that has been explicitly approved for reimbursement by the Chief Executive Officer and/or Office of the Chair **and** for which funds are available within either (a) the Board Member's discretionary travel budget or (b) another travel budget authorized to be spent for that purpose.

Office of the Chair

In addition to travel as indicated above as members of the board. Travel and related expenses for the Chair, Chair-Elect, or Immediate Past Chair will be reimbursed for attendance at selected AUTM regional meetings and professional development courses. These expenses will be charged against the applicable travel budget.

AUTM Employees

AUTM employees will have their expenses reimbursed in the same manner as Board Members as described above, but those expenses will be reimbursed by either (a) the Board Meeting budget for Board Meetings respectively, or (b) the applicable travel budget. AUTM employees are responsible for managing their own travel and avoiding incurring expenses above and beyond their approved amounts.

Special Participants/Speakers

Special Participants, which may include speakers and significant organizational and administrative volunteers, may be reimbursed under the same rules that apply to Board meetings, except that airfare must be coach but does not require 14-day advance ticket. With the Chair's prior approval, a Plenary Speaker at the Annual Meeting may be reimbursed for first-class travel. All special participants to be reimbursed must be approved in advance by the Sr. Director of Professional Development, except for international trainings which require the approval of the Strategic Programs officer.

Speakers, consultants, or others who may be contributing services in conjunction with reimbursable expenses, should make note to review the disbursement policy in addition to this policy area.

Committee Chairs and Meeting Guests

Committee chairs, their designees, or meeting guests who are specifically invited by the Chair to attend a Board meeting may have one night's accommodation expenses reimbursed.

Travel at the Request of Another Organization

AUTM periodically receives requests from other organizations to provide a Board Member to speak at an event, for which that organization will reimburse travel costs. Most frequently, the request is fulfilled by the Office of the Chair or the Chief Executive Officer. If none of them are available, the request may be referred to another Board Member

The selected individual is free to attempt to negotiate with the outside organization for them to reimburse First Class (domestic) or Business Class (international) travel, but they may not make this a condition of their attending.

In advance of performing any services, it shall be communicated to the outside organization that any honorarium provided by the organization must be paid directly to AUTM or the AUTM Foundation if the paying organization is required to pay the honorarium to a 501(c)3. The representation or speaking arrangement is made between AUTM (or the Foundation) and the organization, not the individual charged with fulfilling the arrangement as a volunteer or staff of AUTM (or the Foundation). An honorarium is defined as any payments made above and beyond unreimbursed expenses.

At the Board Member's request, AUTM may purchase the Board Member's tickets for third-party requested travel, in which case the Board Member must ensure that the organization reimburses AUTM directly and in full.

Covered and Uncovered Expenses

Registration Fees

AUTM members and nonmembers normally are expected to pay appropriate registration fees if they are a program participant or speaker at an AUTM meeting. If they only attend the meeting on the day of their presentation, they will receive a complimentary one-day pass to the event. AUTM will provide complimentary Annual Meeting registrations to Board Members.

Airfare

1. For flights under 8 hours of flight time, the maximum airfare reimbursable is limited to the amount of an economy class, 14-day advance airfare (if practical). With the recognition that airlines have changed their pricing structure, this Policy also allows for modest in-cabin upgrades (seat selection, baggage fee waiver, extra leg room). Those in-cabin upgrades are limited to a maximum of \$100 roundtrip. For these flights, AUTM will not reimburse for Business Class travel, but will reimburse an additional night's meals and lodging prior to the scheduled event for all trips over 6 hours to allow the traveler to adjust to the new time zone.
2. For flights over 8 hours, but less than 10 hours of flight time, the maximum airfare reimbursable is limited to the amount of an economy class, 14-day advance airfare (as practical) as well as up to an additional \$750 in actual upgrade cost to the next level cabin. Should the cost to upgrade be less than \$750, AUTM will only reimburse the economy class airfare plus the actual upgradeable amount. If the cost to upgrade the economy airfare is more than \$750, the traveler is responsible for the remaining amount. In the event that this flight is not upgraded to the next level cabin, this Policy allows for modest in-cabin upgrades (seat selection, baggage fee waiver, extra leg room). Those in-cabin upgrades are limited to a maximum of \$250 roundtrip.

3. For flights over 10 hours of flight time, the maximum airfare reimbursable is limited to the amount of a business class, 14-day advance airfare (as practical), but only if a sufficient travel budget exists either in the travelers' individual travel budget or the meeting/event travel account and with advance written approval by the CEO. If the traveler does not determine in writing that the budget exists for the business class ticket, the traveler will only be reimbursed for the economy class 14-day advance airfare plus up to \$750.
4. Definition of flight time Flight time is defined as the total flight time, less layovers.

Third Party Transportation

AUTM will reimburse for the base level that accommodates the appropriate amount of passengers (ie: not "carpool" or "shared") round-trip taxi, shuttle, ridesharing (e.g. Uber or Lyft), public transportation or other modest transportation expenses for home-to-airport and airport-to-hotel transportation for Reimbursable Travel. Travelers will also be reimbursed for any required transportation expenses (as described above) during the meeting/event. Employees are not permitted to rent vehicles for business use.

Personal Transportation

If a personal car is used, current IRS rate (U.S.) per mile and reasonable parking charges will be reimbursed for Reimbursable Travel. The total cost of a trip using a personal car should not exceed the appropriate airfare expense that would have been incurred.

Lodging

Travelers will be reimbursed for lodging for the night immediately before, interim days, and the night immediately after the conclusion of approved travel. When non-reimbursable travel is scheduled in conjunction with reimbursable travel, only the nights described above and not otherwise reimbursable by a third-party are reimbursable.

The Office of the Chair (composed of the Chair, the Immediate Past Chair, and the Chair Elect at the beginning of the Annual Meeting) will receive complimentary hotel accommodations for the length of the Annual Meeting. AUTM Headquarters will make those arrangements.

Meals and Incidental Expenses

Travelers will be reimbursed for meals at reasonable rates, and up to \$10 per day of travel for reasonable incidental costs for which no receipt is available (e.g., tips, fees for overseas use of credit cards) for Reimbursable Travel. This still must be itemized and submitted and does not constitute a blanket allowance.

Medical

AUTM will reimburse AUTM Board Members and AUTM employees for specific vaccinations recommended by the Centers for Disease Control (<http://wwwnc.cdc.gov/travel>) for official AUTM travel to non-U.S. destinations. This vaccine reimbursement will be paid out of the same travel budget covering airfare and lodging for the same trip.

Should Travel Medical Insurance be necessary for international travel on behalf of AUTM, AUTM will reimburse up to the amount of \$200 for purchase of a temporary travel medical insurance plan. Coverage does not cover trip cancellation, trip interruption or lost luggage or travel delays, rather

the need for medical coverage if uninsured out of country. Travel Medical Insurance costs are based on location, length of the trip, age of the traveler and medical/evacuation coverage limits.

Miscellaneous

AUTM will reimburse AUTM Board Members and AUTM employees for visas required for official AUTM travel to non-U.S. destinations. This visa reimbursement will be paid out of the same travel budget covering airfare and lodging for the same trip.

Exceptions to Policy

When reimbursements are submitted out of policy, senior leadership may use their discretion in accepting written statements for individual expenses up to \$75. For exceptions \$75 and over, or for other matters, CEO (or Executive Director if FLC) override will be required.

Grant Funded Travel

Travel that is on behalf of a grant will follow more stringent guidelines than that of the general travel policy. Federal project travel must be required by the contract/award. For travel on federal projects, reimbursements will be in accordance with GSA rates for lodging, meals, and incidentals per diems. These rates are found at GSA.gov and will be the criteria for reimbursement of approved travel. Any federal travel costs that exceed the allowable rates published in the GSA website must be recorded as unallowable costs.

Airfare selection should be based on the **lowest priced airfare available** to the employee during normal business hours, except when such accommodations require circuitous routing, require travel during unreasonable hours, excessively prolong travel, result in increased cost that would offset transportation savings, are not reasonably adequate for the physical or medical needs of the traveler, or are not reasonably available to meet mission requirements, it should not be based on airline preference or loyalty. Any deviation from this selection must be pre-approved by the **granting agency**.

First class travel is never allowed, and any use of business class requires pre-approval by granting agency.

Upon completion of travel for a grant funded activity, the employee must promptly make a record in the travel log for proper calculation of the per-diem to record against the grant.

The traveler shall be responsible for canceling hotel rooms within cancellation deadlines.

Failure to cancel a guaranteed reservation will result in a charge for one night's lodging. This charge is not reimbursable unless prior authorization is obtained.

Credit Cards

AUTM maintains a charge account. This charge account is administered by the Finance Director.

Authorized Cardholders and Standard Limits (\$5,000 / Monthly)

- AUTM Staff
- Chair, Chair Elect, Immediate Past Chair, and Treasurer
- Non-U.S., At-Large Board Member(s) or as determined by the Office of the Chair

Authorized Use

An individual is only to use their card for approved travel expenses, or other approved AUTM expenses necessary in the performance of their duties to be used directly by the cardholder or their direct report. When possible, wide-reaching subscriptions should be put on the company card.

Mixed-Use & Personal Charges

AUTM cards are not to be used for personal charges or as “advances”. Any accidental use should be remitted to AUTM promptly. While it is occasionally practical to charge a mixed-use charge to the company card, ie: a hotel stay that is being extended for personal use (should the personal portion be negligible), those personal shares should be remitted promptly after the charge is incurred. No employee shall put an ongoing mixed-use ie: family phone plan, on their company card.

Special note about Starbucks and other loyalty apps with in-app purchasing:

Employees shall not load funds to their account using their business card, even if for business purposes, as it does not provide adequate control of organization funds. If required to pay by app and no other way, the employee should either load from their personal card, and request reimbursement for the actual retail order made, make the purchase outside the app, or buy elsewhere. Exceptions to this are metro card funds below \$25 if the system is outside of the employee’s area of residence. Failure to do so will be considered a personal expense on the AUTM card due back to the organization, and if the employee is able to maintain a receipt, they may request an offsetting reimbursement.

Documentation

Itemized receipts are expected for all business charges, ie: a receipt merely showing the total and tip is not valid (one should place those receipts side by side in a photo or scan as best practice, or write the total and tip amount on the full receipt), nor is a screenshot of a transaction or bank statement. There are missing receipt procedures when a receipt is unable to be produced, however, a pattern of missing documentation may result in disciplinary action up to but not limited to revocation of the company card. **All receipts, expense coding, and submission are due by the 5th day of each month, regardless of holidays and weekends.**

Exceptions

Any deviation from this policy must be approved in advance in writing by either the Chair or the Chief Executive Officer.

Onsite Cash Gratuity Procedures

If the hotel does not allow a cash withdrawal against the master bill, AUTM may send a check two weeks prior and include the denominations needed. Gratuities distributed are based on the approved budget. Gratuities cannot go over the budgeted amount without the direct approval of the CEO.

Gratuities submitted for any recipient of \$600 or more require a W9 to be completed on-site for the individual.

This money will also be used for the onsite cash box, typically \$300.00. At the end of the meeting the cash box amount will go back into the gratuity money to be distributed.

Gratuity Distribution:

- The Meeting Director prepares the gratuity list for hotel and AV staff after recommendations from staff members and evaluating performance.
- Gratuities distributed are based on merit and level of management.
- The Meetings Director prepares a thank you card and places in each envelope with a recipient name on each.
- At a table, the Meetings Director and another member of staff at a manager level or above within a different reporting chain (witness) will carry out the following procedures:
 - 1 The Meetings Director will initially count out an amount for the individual envelope and write it down on the form and hand to the witness.
 - 2 The witness will then count the same funds, and after confirming, place them in an envelope and seal.
 - 3 After all envelopes are done, both the Meetings Director and Witness shall walk them **together** to the company representative with the documentation.
 - 4 Upon handoff to the company representative, all three will sign the form.
- In the event gratuities are not completely distributed, the remainder of monies will be applied to the master account.

Disbursements

AUTM payments will be disbursed according to the following procedures:

1. Purchases are initiated by the staff team based on the approved budget with approved vendors who have appropriate vendor paperwork on file.
2. Once the service is provided or the asset is received, a vendor bill is submitted indicating verification of vendor performance (quality and timeliness) and price.
3. The bill is coded to the appropriate general ledger budget account by the expense originator/vendor contact.
4. The bill is then provided to the appropriate Budget or Employee manager for approval for accuracy, appropriateness, budget availability, and that it aligns with contract if applicable.
5. Bills \$30,000 or higher will be routed to the AUTM CEO for additional approval and notify the AUTM Treasurer.
6. Once all appropriate approvals are obtained, the bill is sent to the Finance team for final review, including correct vendor, coding, appropriate approvals, accounting treatment (pre-paid, accrual, capitalization, etc.), and math/price extensions.
7. Once reviewed and approved by the Finance team representative, items are released in the expense system and subsequently paid automatically based on their due date.

Additional Notes

Manual Checks may occasionally be required or preferred for in-person distribution or presentation from time to time. These checks will follow the necessary steps above, at which time they will be printed by a member of the finance team (who is not a signer or primary reconciler of the account) rather than released, who will then mail them to an available signer to sign and route where needed.

The expense system (Ramp) is designed to enforce segregation of duties to ensure that no individual can submit, approve, and prepare their own requests. It achieves this by replacing any self-approval scenarios with a system admin. In the case of a system admin submitting an expense in which they are in the chain of approval, another system admin will be automatically substituted for a layer of review and approval. At a minimum, the CEO and the Finance Director shall be the designated system Administrators.

Financial Oversight

Budgeting

A comprehensive budget covering all AUTM activities will be developed by the Chief Executive Officer (CEO) in conjunction with appropriate Board members and staff, for review and approval by the Board of Directors. The timeline will be set in advance each year with the goal of an approved budget by the end of the third fiscal quarter each year.

Requests for new or supplemental funding beyond those in the approved budget should be submitted in writing, with supporting documentation, to the Chair, Treasurer and CEO. Requests of up to \$15,000 may be approved jointly by the Chair, Treasurer and CEO, not to exceed \$60,000 cumulatively in a fiscal year. Requests over \$15,000 require review and approval by the Board of Directors.

Authority to Sign Contracts on Behalf of AUTM

The AUTM bylaws grant the Chair authority to sign contracts on behalf of AUTM. To facilitate the efficient functioning of the organization, the Chair agrees to grant the CEO authority to sign specific contracts involving (a) expenses already budgeted or (b) new or supplemental (unbudgeted) funding as authorized by the Board in writing (as described above) without prior authorization from the Chair. This authority may be revoked at any point in writing by the Chair. The CEO may further delegate this authority to senior staff; however, this delegated authority may not incur expenses more than one percent (1%) of the latest AUTM annual budget per senior staff member.

To facilitate the efficient functioning of the organization, the authority to sign a specific contract involving (a) expenses already budgeted or (b) new or supplemental (unbudgeted) funding as authorized by the Board in writing (as described above) may be delegated, in writing by the Chair, to another Board member.

Only the AUTM Chair may bind AUTM for expenses beyond the current budget year. For the avoidance of doubt, the CEO may bind AUTM for expenses for a future year if (a) the future year's budget has already been approved by the Board or (b) those additional expenses in a future year are auxiliary expenses that are less than an expense already approved by the AUTM Chair (e.g. the AUTM Chair has signed a hotel contract for a future year Annual Meeting and the CEO may sign a smaller contract for audio-visual at that same Meeting).

Financial Reserves

AUTM seeks to operate with sufficient financial reserves to enable the organization to develop new programs, respond to promising opportunities, and withstand unanticipated emergencies and setbacks. As such, AUTM's goal under non-extraordinary circumstances is to maintain the total unrestricted net assets of the organization at a level equal to at least 50% of its budgeted annual operating expenses. AUTM will manage cash flows from the Checking Accounts in U.S. federally insured banks; savings and loans; and Insured Savings Accounts (ISA) to limit the liability by maximizing funds insured by FDIC.

Expense Management

Employees and board members alike should take proper care to stay within reasonable and prudent spending when traveling, if a pattern of exorbitant behavior is observed, disciplinary action may be taken against the employee or be brought to the attention of the Chair or Treasurer.

Fixed Asset and Lease Capitalization Policy

Property, plant, and equipment are recorded at historical cost. AUTM capitalizes property and equipment additions over \$5,000. Depreciation is computed by use of the straight-line method for all property, plant, and equipment. For leased assets, leases with a term of one year or less will be excluded from capitalization.

Allowance for Doubtful Accounts

Given that AUTM maintains relatively limited AR activity with most offerings being paid in advance, AUTM will review its allowance accounts annually. Receivables greater than one year old will be fully allowed and evaluated for write-off. Items not yet one year old, and not received at calculation shall be allowed based on their age and customer pool.

Document Retention

This document retention and destruction policy of AUTM identifies the minimum record retention responsibilities of the AUTM staff for maintaining the storage and destruction of the association’s documents and records. The responsibilities apply to paper and electronic documents.

The Chief Executive Officer (CEO) and the Chief Administration and Membership Officer, as designated by AUTM, will be consulted before any decision is made to purge or destroy material for AUTM.

Operational

Correspondence - Routine	1 Year
Correspondence - Critical	Permanently
Drafts	Destroy After Final
Dues – Master List	7 Years
Meeting Information - General	3 Years
Meeting Information - Program	7 Years
Communications Programs	7 Years
Outdated Promotional Materials	Minimal Supply
Meeting Registration Information	1 Year
Shipping/Freight Documents	1 Year
Statistical - Individual	3 Years (Segregated in AUTM Files)
Statistical - Consolidated	7 Years to Permanent

Legal

Annual Reports	Permanent
Articles of Incorporation	Permanent
By-Laws & Constitution	Permanent
Tax Exemption Determination	Permanent
Trademark Registration	Permanent
Litigation	Permanent
Board Minutes	Permanent
Committee Minutes	7 Years to Permanent
Contracts	7 Years after Expiration or Termination

Financial

Audits & Tax Returns	Permanently
Payroll & HR Records	7 Years
Accounting Ledgers	7 Years
Customer Invoices, Vendor Bills, & Receipts	7 Years
Bank Statements and Bank Reconciliations	7 Years

No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.

US Funds

AUTM's functional currency is the United States Dollar.

All payments from AUTM will be by either cash, check, through the ACH Network, or via Wire Transfer.

In instances where AUTM is paying a foreign vendor, such as a hotel or service provider in the foreign currency, the conversion will be done through AUTM's payment processor as of the date of the transaction, the costs of wiring funds will be dictated by the contract or agreement for services.

For Reimbursements

For instances of reimbursement, it is recommended that, when possible, arrangements are made for charges to be made direct to AUTM to avoid complications with exchange rate and wiring costs, but in the event this cannot be done, the below practices will apply unless previously agreed upon otherwise:

1. The default payment method will be a check written in USD.
2. Optionally the recipient can request a wire in USD or their local currency, however any fees incurred will be shouldered by the recipient.

For necessary currency conversions for mixed currency reimbursements:

Changes **TO** USD from a foreign currency will be made using the exchange rate as indicated via <https://oanda.com> as of the date of the expense was originally paid.

Changes **FROM** USD from a foreign currency will be made using the date in which the reimbursement is requested, using the same source as indicated above.

To maintain positive relations with international volunteers, if the request is submitted with an alternative conversion rate that results in a higher amount by the recipient, the methodology is reasonable, and the variance is less than 3%, it may be accepted as provided.

Investment Policy Statement

Introduction

This statement of investment policy has been adopted by the Board of Directors of AUTM to provide guidelines for the investment of funds held by the Association and guidance for AUTM's Investment Consultant.

To manage investment risk and optimize investment returns within acceptable risk parameters, AUTM has established two investment pools: the "**Short-Term Fund**" and the "**Long-Term Fund**". This statement describes general procedures that affect the overall management of these funds and provides specific guidance on the purpose of the funds and how they are to be administered.

General Procedures

1. The following procedures will be followed to ensure the Investment Policy statement is consistent with the current mission of AUTM and accurately reflects the current financial condition:
 - A. This Investment Policy Statement shall be reviewed annually by the Treasurer and the Investment Committee.
 - B. Recommendations for any revisions or modifications will be brought by the Treasurer to the Board of Directors for approval.

The following procedure will be used to determine the dollar amounts to be placed in the Short-Term Fund and the Long-Term Fund.

- A. The Treasurer, with input from the Investment Committee, will recommend the dollar amounts to be placed in the Short-Term and Long-Term Funds. These recommendations will be based on advice from the Chief Executive Officer and/or the Investment Advisor and will be based on the strategic direction supplied by the Board of Directors.
 - B. The Executive Committee will have final approval of the dollar amounts placed in the Short-Term and Long-Term Funds.
2. An Investment Consultant will be secured to provide AUTM with investment advice and portfolio management services. This individual will be authorized to act under the direction of the Treasurer. The procedure below shall be followed to engage a new or replace a current investment consultant:
 - A. The Investment Committee will recommend the hiring or replacement of an Investment Consultant to the Treasurer.
 - B. The Treasurer will review and bring the recommendation to the Board of Directors for approval.
3. The procedures for modifying AUTM investment positions will be as follows:
 - A. Rebalancing Investments
 - a. Rebalancing investment positions in existing investments shall be recommended by the Investment Consultant and approved by the Investment Committee and Treasurer.
 - b. The Treasurer will notify the Executive Committee of the Board of Directors of any such changes within 45 days.

- B. Selling/Buying Investments
 - a. The Investment Consultant will recommend changes in investments to the Treasurer and the Investment Committee.
 - b. The Treasurer and the Investment Committee will have the responsibility to review and the authority to approve these recommendations.
 - c. The Treasurer will notify the Executive Committee of the Board of Directors of any such changes within 45 days.

AUTM Short-Term Fund

Purpose

The purpose of the Short-Term Fund is to meet the expenses occurring as the result of unanticipated activities or revenue shortfall, to improve the return on funds held for expenditure over the next one to three years, and to manage investment risk. The amount of the Short-Term Fund shall be the amount to reasonably cover non-cancelable commitments associated with AUTM events during the year.

The Investment Committee will request from AUTM staff an estimate of such non-cancelable commitments at the beginning of each year to be used as a guideline to assist in determining the size of this fund.

Investment Objectives

The investment objectives of the Short-Term Fund are:

1. Liquidity;
2. Preservation of capital; and
3. To optimize the investment return within the constraints of the policy.

Investment Guidelines

Allowable Investments

The Treasurer is authorized to invest the AUTM Short-Term Fund as follows:

1. Money market funds that invest in government-backed securities;
2. U.S. Federally insured certificates of deposit not to exceed applicable FDIC limits per institution;
3. Direct obligations of the U.S. Government, its agencies and instrumentalities;
4. Commercial paper rated A 1/P 1 by Standard & Poor's and Moody's;
5. Corporate notes with a minimum rating of investment grade by at least one rating service; and
6. Mutual funds invested in investment grade or U.S. Government obligations with an average maturity of five years or less.

Maturity

The Short-Term Fund should have a weighted average maturity of three years or less. A maximum amount of \$300,000 should be available in the Short-Term Fund.

Reporting

The Investment Consultant will prepare reports for presentation on at least a quarterly basis to the Treasurer and the Investment Committee which will include such information as:

1. Schedule of investments;
2. Interest income and principal appreciation year to date; and
3. Current yield.

AUTM Long-Term Fund

Purpose

The purpose of the Long-Term Fund is to enhance the purchasing power of funds held for future expenditure and to maintain the financial stability of the Association.

INVESTMENT OBJECTIVES

The objectives of the portfolio represent a long-term goal of maximizing returns without exposure to undue risk, as defined herein. It is understood that fluctuating rates of return are characteristic of the securities markets. The primary concern should be long-term appreciation of the assets and consistency of total return on the portfolio. Recognizing that short-term market fluctuations may cause variations in the account performance, the goal for the return from the portfolio is to achieve the following objectives over a three-year moving period:

1. The account's total return will be expected to exceed the increase in each of the Consumer Price Index and the Treasury Bill Index by 3% annually. On a quarter-to-quarter basis, the actual returns will fluctuate and can be anticipated to exceed the target about half the time.
2. Understanding that a long-term positive correlation exists between performance volatility (risk) and statistical returns in the securities markets, the following short-term objective is established:

The portfolio should be invested to minimize the probability of low negative total returns, defined as a one-year return worse than negative 10%. It is anticipated that a loss greater than this will occur no more than once in twenty years.

Investment Guidelines

The investment policies and restrictions presented in this statement serve as a framework to achieve the investment objectives at the level of risk deemed acceptable. These policies and restrictions are designed to minimize interference with efforts to attain overall objectives, and to minimize the probability of excluding appropriate investment opportunities.

The Investment Committee will rely upon advice from the Investment Consultant that the elements of the funds which it holds are in accord with these guidelines.

The Long-Term Fund should offer liquidity within 48 hours without a significant penalty.

Prohibited Investments

The following investments and investment activities are prohibited:

1. Private placements;
2. Letter stock;
3. Derivatives, however, to the extent that mutual funds are used by AUTM the mutual funds may buy or sell derivatives for the purposes of managing portfolio risk;
4. Commodities or commodity contracts; However, to the extent that mutual funds are used by AUTM the mutual funds may buy or sell commodities for the purposes of managing portfolio risk;
5. Short sales;
6. Margin transactions; and
7. Any speculative investment activities.

Diversification

Individual stocks are subject to a maximum 7% commitment at cost or 10% commitment of the accounts market value for an individual security and 20% for a particular industry in the case of a mutual fund. The Long-Term Fund shall not be invested greater than 20% of assets in one particular industry.

Individual bonds not guaranteed by the U.S. Government its agencies or instrumentalities are subject to a maximum 10% commitment at cost.

Long-Term Fund Target Asset Mix

The Long-Term Fund will be comprised of the asset classes listed in the table below. The target weight is the desired weight for each asset class. The minimum weights and maximum weights are to allow for normal market fluctuations. It will be the responsibility of the Investment Consultant to recommend a range of allocations for each asset class. The Investment Consultant is expected to rebalance the portfolio according to the target weights semi-annually.

ASSET CLASS	MINIMUM WEIGHT	TARGET WEIGHT	MAXIMUM WEIGHT
EQUITY			
U.S. Large Capitalization Stocks	25%	27%	35%
U.S. Mid Capitalization Stocks	5%	10%	15%
U.S. Small Capitalization Stocks	0%	5%	15%
International Stocks	10%	12%	15%
Real Estate Investment Trusts (REITs)	5%	6%	8%
TOTAL EQUITY	45%	60%	88%

FIXED INCOME			
U.S. Government/Corporate Intermediate Bonds	20%	30%	40%
International Bonds	0%	5%	10%
High Yield Corporate Bonds	0%	5%	10%
TOTAL FIXED INCOME	20%	40%	60%

Equities

The equity asset classes should be maintained at risk levels roughly equivalent to the sectors of the market represented, with the objective of exceeding a nationally recognized index measuring the performance of the designated sector over a three-year moving period net of fees and commissions. Mutual funds conforming to the policy guidelines may be used to implement the investment program.

The following definitions will apply for the purposes of this policy:

U.S. Large Capitalization Stocks:

A portfolio of stocks composed primarily of US-based companies having a market capitalization, on average, exceeding \$6 billion and whose primary shares trade on a major US exchange. (Market Capitalization = Market Price × Number of Shares Outstanding)

U.S. Mid Capitalization Stocks:

A portfolio of US-based companies with a market cap between \$2 billion and \$6 billion.

U.S. Small Capitalization Stocks:

A portfolio of stocks composed primarily of US-based companies having a market capitalization, on average, of less than \$2 billion.

International Stocks:

A portfolio comprised primarily of stocks of non-US-based companies, the primary shares of which are traded on exchanges outside the US American Depository Receipts.

Commodities:

A portfolio comprised primarily of non-leveraged mutual funds that consist of commodities and commodity-related companies and whose primary shares trade on a US exchange.

Real Estate Investment Trusts:

A portfolio comprised of non-leveraged mutual funds that consist of purchased or managed income property and/or mortgage loans whose primary shares trade on a US exchange.

Fixed Income

Investments in fixed-income securities will be managed actively to pursue opportunities presented by changes in interest rates, credit ratings, and maturity premiums. Mutual funds conforming to the policy guidelines may be used to implement the investment program. The following definitions will apply for this policy:

US Government/Corporate Intermediate Bonds:

A portfolio consisting primarily of fixed-income securities denominated in US dollars issued by the US Government or US corporations having a weighted average maturity of less than 10 years.

High Yield Corporate Bonds:

A portfolio consisting primarily of bonds issued by US corporations and the majority of the bonds are rated below BBB/Baa.

International Bonds:

A portfolio consisting primarily of fixed-income securities denominated in currencies other than US dollars. Issuers may be both governments and corporations.

Performance Reporting

The Long-Term Fund will be evaluated quarterly on a total return basis. Returns will be compared to:

1. Consumer Price Index plus 3%;
2. Three-month Treasury Bill Index plus 3%; and
3. Nationally recognized indices measuring the performance of the classes specified in the target asset mix.

Comparisons will show results for the latest quarter, year-to-date, and since inception. The report will be prepared by the Investment Consultant and will be presented to the Treasurer, the Investment Committee, and members of the Board of Directors who request such reports quarterly.

Glossary

Non-Leveraged Fund:

A fund that does not invest on margin, meaning it does not buy without cash on hand to pay for purchases.

Open-Ended Fund:

A type of mutual fund that does not have restrictions on the amount of shares the fund will issue.

Member Participation as a Vendor

The following Policy is designed to apply when a member of the association desires to offer goods or services to the association for a fee. This Policy is designed as a corollary to any existing association compliance with laws and rules concerning conflicts of interest, private inurement, and private benefit. This Policy is not intended to apply when a modest honorarium may be paid to a member for a speaking engagement at an AUTM educational event.

The following rules and restrictions will apply whenever a member of the association desires to offer goods or services to the association in exchange for monetary compensation. Members can participate in a Request for Proposal (RFP) process and otherwise offer goods or services to the association for a fee only in the event of full compliance with this policy:

1. Full disclosure. If a Member or any related party¹ of a Member has an interest in a proposed transaction with the association in the form of a direct or indirect personal financial interest or other personal interest in the transaction, or any entity involved in the transaction (or holds a position as a director, officer or employee of any such entity), he or she must make full disclosure of such interest before any discussion or negotiation of such transaction.
2. Would-be vendor must be “in the business.” The Member/would-be vendor must be “in the business” of providing the goods or services that such Member seeks to provide to the association.
3. No role in the decision-making process. Any Member who has such an interest in the proposed transaction shall not be present at any Board or committee meeting for any discussion of or vote in connection with the proposed transaction. Moreover, such Member must not participate, directly or indirectly, as an advocate on his or her own behalf, either formally at Board or committee meetings or informally through private contact, communication, and discussion, except to the extent permitted for non-Member vendors to the association.
4. No role in the post-award evaluation process. If a Member of the association becomes a vendor to the association, such Member must not participate, directly or indirectly, in any process by which the Member’s performance as a vendor to the association is evaluated, either formally at Board or committee meetings or informally through private conduct, communication and discussion, except to the extent permitted for non-Member vendors to the association.
5. Transactions must be in the best interests of, and fair to, the association. To this end, to ensure a competitive evaluative process, an RFP process should be utilized whenever one of the would-be vendors is a Member of the association. Further, the following questions must be considered by the Board and/or other governing body making such decisions:
 - a. Is the association paying more or getting less than it would from a non-interest seller or buyer or comparable goods or services?
 - b. What efforts have been made to develop “comparables” to help establish “fairness” (e.g., surveys, competitive bids)?
 - c. Will the vendor provide the best quality goods/services at the most competitive price?

6. No special advantages in marketing or promotion. If a Member of the association becomes a vendor to the association, such Member cannot use his or her membership in the association to market or promote his or her business except to the extent permitted for non-member vendors to the association (e.g., advertisement in publications at standard advertising rates, booth at trade shows at standard booth rates, corporate sponsorships at standard rates), and provided that such marketing and promotion may highlight the fact that he or she is a vendor to and member of the association.
7. AUTM employees may not offer goods or services (for a fee) to the association above and beyond the scope of the employee's employment agreement.

¹ "Related party" is defined as a member of your immediate family, which includes your spouse, children, and all other dependents: estates, trusts, and partnerships in which you or your immediate family has a present or vested future beneficial interest; and a corporation or entity in which you or your immediate family is a beneficial owner of more than five percent (5%) of the voting interests.

Conflicts of Interest

This policy of the Association of University Technology Managers (AUTM): (1) defines conflicts of interest; (2) identifies classes of individuals within the association covered by this policy; (3) facilitates disclosure of information that may help identify conflicts of interest; and (4) specifies procedures to be followed in managing conflicts of interest.

The elected, employed, and contracted individuals of AUTM must always act in the best interests of AUTM and not for personal or third-party gain or financial enrichment. When encountering potential conflicts of interest, individuals shall identify the potential conflict and as required, remove themselves from discussion and voting on matters.

1. Definitions:
 - a. Conflicts of interest. A conflict of interest arises when a person in a position of authority within AUTM may benefit financially from a decision he or she could make in that capacity, including indirect benefits such as to family members, third parties, or businesses with which the person is closely associated. This policy is focused upon material financial interest of, or benefit of, such persons.
 - b. Compensation. Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial in nature.
2. Individuals covered. Persons covered by this policy are AUTM's officers, directors, Chairs, members of AUTM committees, task forces, quick action teams and others in the AUTM governance structure, employees, consultants, and other contractors.
3. Facilitation of disclosure. Persons covered by this policy will disclose or update to the Chair of the Board of Directors on a form provided by AUTM regarding their interests, both business and personal relationships that could give rise to conflicts of interest (or the appearance of a conflict of interest), including but not limited to a list of family members, substantial business or investment holdings, and other transactions or affiliations with businesses and other organizations or those of family members. Individuals are encouraged to disclose a relationship if there is any uncertainty as to whether the relationship should be disclosed.
4. Procedures to manage conflicts. For each interest disclosed to the Chair of the Board of Directors, the Chair will determine whether to:
 - a. take no action;
 - b. assure full disclosure to the Board of Directors and other individuals covered by this policy;
 - c. ask the person to recuse from participation in related discussions or decisions within the association; or
 - d. ask the person to resign from his or her position within AUTM or, if the person refuses to resign, become subject to possible removal under AUTM's removal procedures.
5. AUTM will monitor proposed or ongoing transactions by its employees for conflicts of interest and disclose them to the Chair of the Board of Directors to deal with potential or actual conflicts, whether discovered before or after the transaction has occurred. In the case of a potential conflict of interest regarding the Chair, that conflict will be disclosed to the Treasurer, and the Treasurer will review the Chair's potential conflict and make a determination as described above.

Time and Cost Allocation Policy

The purpose of this policy is to introduce and establish overall guidance for the billing of AUTM and FLC services and activities. This policy includes billing for joint meetings, associated travel for joint staff, and equipment purchases that are used for both AUTM and FLC purposes, or any other areas that may be appropriately billed partially to both AUTM and the FLC.

Designated Percentage Split

Each employee is assigned a designated percentage split (DPS) in this policy based on a generally expected amount of work performed for each organization by the employee. Staff DPS will be reviewed annually by the Operations Center to ensure the split is consistent with anticipated work as demonstrated on actual timecards.

The DPS will be used to calculate the proportion of the employee's time, travel, and other expenses that are billed to FLC or AUTM Association. New employees will receive a DPS based on their position descriptions. A dated listing of position/employee DPS numbers can be found in the HR files to maintain changes in positions and duties over time.

Time Allocation

All employees are responsible for allocating their time correctly across designated business areas and to AUTM or FLC. It is mandatory that employees report their time correctly by the proper allocation to FLC or AUTM (i.e., time must be reported according to actual hours worked on each project). Timecard entries must be submitted by the employee and approved by the manager. This policy does not include procedures for entering time in the payroll system. It is expected that time be entered daily whenever possible.

Each employee is responsible for entering time worked into the appropriate reporting system, using the proper time code, in a minimum of 30-minute increments. Each employee's activity will fall within one of the Centers of Excellence (COE) or the overall leadership category for work that is clearly not within a COE. Employees are permitted to work on either AUTM or FLC tasks as instructed by their supervisor and are to enter the hours properly assigned to each organization for the work performed no matter the DPS.

Some time is considered joint between FLC and the AUTM, because it benefits both organizations. In these cases, the DPS is used to allocate the cost between the two organizations. Examples of time that is split include COE organization meetings or staff meetings, all hands meetings, travel time associated with these types of activities, joint workshops or meetings hosted by AUTM and FLC, or other circumstances that involve time dedicated to both the AUTM and the FLC.

Similar to joint functions, Paid Time Off (PTO), including holiday, annual time off, and sick time are calculated the same way using the DPS.

Travel

All travel, purchases, or other actions taken directly for either AUTM or FLC will be billed to that account. Split bills MUST benefit both organizations.

The FLC is required to follow the Joint Travel Regulation as defined in the Travel Policy. This impacts how AUTM bills the FLC for travel. Any questions about the proper allocation of time should be discussed with the employee's manager. Questions can also be brought to the Chief Administration and Membership Officer for additional clarification.

Equipment and Services

All equipment or services that are purchased and used for the sole use by FLC or the AUTM will be billed to that organization.

The purchase of individual employee equipment or licenses will generally benefit both organizations. The allocation of costs will follow the DPS as done in time allocations.

Example Allocations using DPS

Employee attends Center of Excellence Team Meeting that is for support of AUTM and FLC in Chicago. The trip will span two days.

The employee DPS is 0.5 FLC and 0.5 AUTM.

- Employee meeting and travel is recorded at 21 hours.
- AUTM Time 10.5 hours
- FLC 10.5 hours

Employee submits an office expense reimbursement for printing paper and printer ink totaling \$120.00.

The employee DPS is 0.5 FLC and 0.5 AUTM.

Formula Used to Calculate Split Cost: $DPS * Total Cost$

Example Calculation: $0.5 * 120 = 60$ $0.5 * 120 = 60$

Procurement Policy for FLC Related Purchases

The policy establishes standards for the procurement of supplies, equipment, and services to ensure that they are obtained as economically as possible through an open and competitive process, and that contracts are managed with good administrative practices and sound business judgment.

Conformance to Uniform Guidance

This policy is intended to follow Uniform Guidance (“UG”) located at 2 CFR 200 that consolidates federal guidelines impacting research administration. AUTM will strive to follow the UG when conflicts may arise between this policy and the UG. Per the OMB website, this guidance “supersedes and streamlines requirements from OMB Circulars A-21, A-87, A-110, and A-122 (which have been placed in 2 C.F.R. Parts 220, 225, 215, and 230); Circulars A-89, A-102, and A-133; and the guidance in Circular A-50 on Single Audit Act follow-up.”

Procurement guidance is specifically located in sections 200.317-200.326. This guidance focuses on increased competition and transparency in the procurement process.

Five general procurement standards cover the purchase of property, supplies, and services under the Uniform Guidance:

1. The organization must maintain written policies and procedures for procurement covering the methods available under these regulations (this document)
2. Costs must be reasonable and necessary.
3. Must provide for full and open competition.
4. The organization must maintain written standards of conduct covering internal and external conflicts of interest.
5. The organization must maintain documentation addressing cost and price analysis and vendor selections where applicable based on the method of procurement used.

Conflicts of Interest Policy

AUTM is adopting the OMB Uniform Guidance which states: “No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.”

Code of Conduct

AUTM is adopting a Code of Conduct to govern the performance, behavior, and actions of the AUTM/FLC staff working under the federal cooperative agreement award for FLC, including Board members, employees, directors, volunteers, or agents who are engaged in any aspect of procurement, including – but not limited to – purchasing goods and services; awarding contracts and grants; or the administration and supervision of contracts.

- No employee, officer, director, volunteer, or agent shall participate in the selection, award, or administration of a bid or contract supported by Federal funds if a conflict of interest is real or apparent to a reasonable person.
- Conflicts of interest may arise when any employee, officer, director, volunteer, or agent has a financial, family or any other beneficial interest in the vendor firm selected or considered for an award.
- No employee, officer, director, volunteer, or agent shall do business with, award contracts to, or show favoritism toward a member of his/her immediate family, spouse's family, or to any company, vendor, or concern who either employs or has any relationship to a family member; or award a contract or bid which violates the spirit or intent of Federal, State and local procurement laws and policies established to maximize free and open competition among qualified vendors.
- Employees, officers, directors, volunteers, or agents shall neither solicit nor accept gratuities, gifts, consulting fees, trips, favors, or anything having a monetary value of more than twenty dollars (\$20) from a vendor, potential vendor, or from the family or employees of a vendor, potential vendor or bidder; or from any party to a sub-agreement or ancillary contract.
- As permitted by law, rule, policy, or regulation, AUTM may pursue appropriate legal, administrative, or disciplinary action against an employee, officer, director, volunteer, vendor, or vendor's agent who is alleged to have committed, has been convicted of or pled no contest to a procurement related infraction. If said person has been convicted, disciplined, or pled no contest to a procurement violation, said person may be removed from any further responsibility or involvement with grants management, procurement actions, or bids, consistent with State or Federal policy.

Methods of Procurement

There are four available methods of procurement for each purchase which are summarized below the applicable limits are cumulative over the year and not individual transactions:

1. 1. Micro-purchases: up to \$10,000

Efforts must be made to distribute micro-purchases equitably among qualified suppliers.

- These include credit card purchases, supplies and equipment, or other goods and services under \$10,000.
- Micro-purchases may be awarded without soliciting competitive quotations if based on an evaluation of the cost to ensure that it is reasonable. These purchases will be reviewed by the Chief Administration and Membership Officer as part of the normal accounting cycle. The Chief Administration and Membership Officer will notify the supervisor if changes are needed to ensure fairness.
- No additional documentation is required beyond the normal receipts and cost accounting.

2. Small purchases: Between \$10,001 and \$250,000

- Rate quotes must be obtained from at least 3 qualified vendors when services can be obtained from more than a single source.
- Quotes can be obtained from suppliers or from public websites and included as backup documentation for the purchase in the form included in Appendix A.

3. Sealed bids: \$250,001 and above

For large purchases over \$250,000, AUTM will ask qualified suppliers to submit a sealed bid.

- A public request for proposals will be used to obtain potential bids. This will be posted in a place that is reasonable for the type of goods and services requested. Postings will be on the public FLC website at a minimum.
- AUTM will identify potential qualified sources and request they submit a bid under the public request for proposals.
- AUTM will determine the factors to be considered in the evaluation process to obtain the best value that will deliver the desired results to the FLC. The most advantageous bid wins, price, and other factors considered.

4. Noncompetitive procurement (Single/Sole Source)

There are specific circumstances in which noncompetitive procurement can be used. Noncompetitive procurement can only be awarded if one or more of the following circumstances apply:

- The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (\$10,000)
- The item is available only from a single source.
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.
- After solicitation of sources, competition is determined inadequate.
- Sole source purchases above the micro-purchase threshold require a price/cost justification documenting cost analysis effort using the sole source form in Appendix B

Contract Administration

The Chief Administration and Membership Officer will oversee contract administration to ensure proper oversight and management of procurement actions. Each Center of Excellence is responsible for evaluating contractor performance and documenting, as appropriate, whether contractors have met the terms, conditions, and specifications of the contract. This may include progress inspections, interim products, inspection of goods delivered, and other such methods that provide assurance that the goods or services purchased are being delivered within the scope of the contract.

The Chief Administration and Membership Officer will oversee the AUTM procurement system that will:

- Document the method of procurement and maintain records for five years after final payment is made;
- All activities are carried out and costs are incurred in compliance with applicable requirements; and
- Before payment is made, services performed are adequate and consistent with the contract scope of services.

AUTM / FLC Price Analysis Form Over \$10,000

Instructions:

The purpose of the form is to document that the source of the product or service best meets organizational needs and that the price to be paid is fair and reasonable. This is intended to ensure that external funds are utilized in a cost-effective manner and contain information to comply with federal regulations. This document will be included in the accounting system with the purchase for audit purposes.

Section 1 - Method of Price Analysis Used to Determine Price Reasonableness (Please check method used)			
<i>When using a comparison method (1–6 below) complete the Price Analysis table in Section 2; if selecting other than lowest price complete Section 3</i>			
<input type="checkbox"/>	1. Price Competition: when two or more acceptable offers are received the price of the lowest offer can be concluded to be fair and reasonable (Preferred method)	<input type="checkbox"/>	2. Price Based on Prior Competition: the item was previously purchased based on competition within the previous twelve (12) months
<input type="checkbox"/>	4. Sales of the Same Items to Other Purchasers: If the Supplier has no catalog but has sold the same item to others in the previous six (6) months, verify with other purchasers the price they paid	<input type="checkbox"/>	5. Comparison to Prices with Other Similar Items: For generic items, such as a computer, compare the price for a similarly configured device from a different supplier
<input type="checkbox"/>		<input type="checkbox"/>	3. Comparison to Substantially Similar Item: Item is similar to a commercially available one but has added features; the cost of the base item and additional features are needed for comparison purposes
<i>When using an established pricing method (7–9 below) complete the Pricing Reference table in Section 4</i>			
<input type="checkbox"/>	7. Catalog or Established Price List: When only one offer is received and the Supplier has a published or established price list or catalog; the catalog should be current (within one year)	<input type="checkbox"/>	8. Group Purchasing Consortium Contracts or Pricing Agreements: Contracts or pricing agreements executed by the Federal Government or purchasing consortiums
<input type="checkbox"/>		<input type="checkbox"/>	9. Market Prices: Where an item has an established market price (examples: purchase of metals – gold, lead, silver or commodities)
<i>When using method 10 provide information in Section 5 "Independent University Estimate"</i>			
<input type="checkbox"/>	10. Independent Organizational Estimate: An independent estimate prepared by the Organization; Unbiased cost estimate based upon the specifications and without the influence of potential Supplier's marketing effort or input		

Section 2 – Price Analysis Based on Comparison to Other Pricing								
Supplier A			Supplier B			Supplier C		
Name:			Name:			Name:		
Quote #			Quote #			Quote #		
Quote Date:			Quote Date:			Quote Date:		
Phone:			Phone:			Phone:		
Contact Name:			Contact Name:			Contact Name:		
MBE	SBE	WBE	MBE	SBE	WBE	MBE	SBE	WBE
		Supplier A		Supplier B		Supplier C		
Item No.	Qty	Unit Cost	Unit Sub-Total	Unit Cost	Unit Sub-Total	Unit Cost	Unit Sub-Total	
1.								
2.								
3.								
4.								
5.								
6.								
7.								
		Installation Cost		Installation Cost		Installation Cost		
		Delivery Cost		Delivery Cost		Delivery Cost		
		Total Cost		Total Cost		Total Cost		

Section 3 – Justification for Selection of Other than Lowest Price Available (explain in space below)

Section 4 – Pricing Reference(s) for Published, Catalog, GSA, or Market Pricing		
Source of Pricing	Date Price Was Found	Notes
Website - URL, Catalog (date and page number), purchasing consortium contract #, or market (for example lead, gold, silver, commodity)		Include notes if the actual price is lower than the established price due to discounts

Section 5 – Independent Estimate (Please explain the basis of the estimate below)

Sole Source / Single Source Justification Form

Instructions:

The purpose of the form is to document when only a single or sole source is used for a purchase over \$10,000. This document will be included in the accounting system with the purchase for audit purposes.

A Price Analysis is required when a sole source/single source method of purchasing is utilized. The Price Justification Section must be completed or, a Price Analysis Form must be included.

Name and title of Selecting Person: _____

Date: _____

Requested Single/Sole Source Supplier:

Name of Company:

Product or Service Description:

Expected Cost: \$

Explanation for Procurement by a non-competitive method (select one or more):

(Purchases involving Federal Funding must meet at least one of the following four conditions for the use of a sole source to be approved).

- The item is available only from a single source.
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.
- The Federal awarding agency or pass-through entity expressly authorizes non-competitive proposals in response to a written request.
- After solicitation of at least 3 sources, competition is determined inadequate.

Price Justification and Reasonableness/Supporting Documentation:

Describe below your efforts to determine price reasonableness and attach applicable documentation: Examples of appropriate documentation include:

- Cost analysis
- Market research – quoted price compares favorably to market prices.
- Screenshots, emails, and catalog prices
- Pricing information obtained from colleagues at peer institutions who have purchased the same or similar items.
- Prices of similar items
- Historical price from previous purchase of similar items
- Supplier has certified that the price offered is equal to or lower than those offered to any government agency or private institution for both items/services and quantities.