

Applicable Employee Classes:

Reviewed Date:

Approved

Me

Procurement Policy

This policy ensures that the University's purchasing procedures and processes are in compliance with Federal, State, and local laws and it provides proper stewardship of assets integrity when acquiring goods and services with accountability.

Every employee involved in purchasing must take full responsibility for understanding this policy and all

associated purchasing, payment, and vendor management policies and procedures. The Procurement Services

Timing/Efficiency: A purchasing transaction is not complete until the goods or services have been received

and the supplier has been paid. After a purchase has been initiated, the Department/College has the responsibility to see that the vendor is paid in an appropriate period of time. This requires efficient processing

Procurement Services Responsibilities (continued)

To evaluate and recommend new products, services, or systems that can provide more excellent

value to the University.

- To develop, promote, and maintain University standards for commonly used products and services.

To operate with integrity and ethical relationships between suppliers, their representatives, and University personnel.

To recognize the unique relationships that exist between the University as a purchaser of goods and

Under no circumstances shall any employee accept a commission or other form of compensation on sales to the University.

Employees engaged in any aspects of the purchasing process are expected to be free of all relationships that are detrimental to the best interest of the University. The University will not acquire goods or services for University employees for personal use. University vendors are not expected to extend beneficial pricing for non related university purchases but may do so at the vendor's sole discretion. Rebates or refunds from vendors shall be the exclusive property of the university and shall be paid promptly into the university accounts.

University credit or purchasing power shall not be used to purchase goods or services for individuals or for University employees. Any employee who is found to have an intent to discriminate on the basis of race, sex, or ethnicity in disciplinary action may be subject to termination and criminal penalties.

The following chart provides guidance on levels of procurement and thresholds for purchasing action. All dollar

limits listed below are "Total Purchase Obligation."

Procurement Level	Threshold & Guidelines
<p>1. Micro Purchases \$0 - \$5,000</p>	<p>No quote or estimate documentation is necessary, but the use of Preferred Suppliers is suggested. Capital Purchases must be on a Purchase Order (PO). <i>See FAQs below.</i> Requisitions are required for computers & laptops P card is the preferred payment method. See separate P Card Guidelines for additional rules. Total Purchase Obligation applies. <i>See FAQs</i></p>
<p>2. Small Purchases \$5,001 - \$15,000</p>	<p>Purchase Order (PO) must be used unless travel related expense. P Card may be used for travel. Two informal quotes are required Requesting department obtains informal quotes and sends to Procurement Services along with the requisition. We strongly encourage purchasers to use our Preferred Suppliers/Consortiums for obtaining informal quotes.</p>

Procurement Level	Threshold & Guidelines
<p>3. Competitive Bids \$15,001 and Greater</p> <p>Requires Procurement Services involvement prior to any discussions with suppliers</p>	<p>Requires Procurement Services involvement from the beginning (before creating the purchase requisition). Requires (3) Written formal quotes/ or RFP reviewed initiated by Procurement Services. Purchase Orders are required.</p>
<p>4. Large Purchases \$100,000 or greater</p> <p>Requires Procurement Services involvement prior to any discussions with suppliers</p>	<p>Request for Proposal (RFP) with the evaluation method is required (sealed bids if deemed necessary). Consult with Procurement Services.</p>
<p>5. Purchases from a Sole or Single Source</p>	<p>Sole or Single Source is the exception process to follow when the above guidelines cannot be achieved because of:</p> <ul style="list-style-type: none"> Emergency Situation. No competition for required good or service (no other company can provide). See Sole/Single Source for more information. <p>Use of Single or Sole Source purchase process must be pre approved by Procurement Services.</p>