

PURCHASING

Purpose: To support the academic, administrative, research and student service programs by providing for the procurement of supplies, materials, equipment, and services at the lowest possible cost, consistent with specified quality and delivery requirements.

Authority: The purchasing office has sole authority to obligate funds of the University for purchase of supplies, equipment, and services. This means that the University is not required to pay for a purchase or reimburse an employee for any purchase made without prior approvals as required by University policies.

Requirements: All purchasing actions are governed by the State bid law and other appropriate ethical procurement procedures as follows:

Orders Totaling Between \$2,000.01 to \$5,000.00

- Requisition
- Spot Purchase Explanation Form
- Desired Delivery Date

- Reason for Award (required, if awards is other than a low bidder)
- Justification Letter (applicable when using proprietary specifications)
- Emergency purchase explanation (when applicable)

Orders Exceeding \$5,000.00 (Bids are solicited by Purchasing).

- Requisition
- Product specifications and complete product description
- Desired delivery date
- Justification letter (applicable when using proprietary specifications)
- Emergency purchase explanation (when applicable)

All requisitions and interdepartmental orders must include:

- The **FUND** and **ORGANIZATION** that is responsible for the requisition
- A valid **VENDOR CODE**
- The **NAME** and **PHONE NUMBER** of the person initiating the requisition.
- A desired **DELIVER DATE**.

- The **BUILDING** and **ROOM NUMBER** where the requisition materials should be delivered by University receiving personnel.
- The **NAME** of the person responsible for any paperwork involved with the requisition.
- The **ACCOUNT NUMBERS** that best describes that product or service.
- The **QUANTITY, UNIT OF MEASURE,** and **UNIT COST** of the product or service.
- A **DESCRIPTION** of the item, or **JUSTIFICATION** for the service.

How to Get What You Want and When You Need It.

- Confirm funds availability by the Title III personnel. (if not sure)
- Confirm the purchase material (s) and/or service (s) is in the approved budget by the Title III personnel. (if not sure)
- Prepare a requisition containing all the information mentioned earlier.
- The activity coordinator must sign all requisitions.

The program administration office will process and forward all requisitions within 24 hours from the time we receive it, if all prescribed documents, signatures, or other requirements are made. Upon receipt of the approved requisition, the purchasing department solicits the supplier for the best prices and availability in the form of a written quotation, telephone quotation, or formal bid invitation.

Upon delivery of the material (s) and/or service (s) and after the receiving department certifies receipt to accounts payable, payment can be made. No purchase is valid nor will the University be held liable for payments unless the prescribed University procurement policy is followed.

For more specific information about University's procurement policy, please contact:

Director
Office of Purchasing
Hannah Hall 103