

I. INTRODUCTION

- A.** The purpose of this Policy is to provide for institutional consistency, discipline and accountability over all funds entrusted to University stakeholders. The guiding principles of this Policy are transparency, fairness, inclusiveness, and use of a competitive process whenever it is practicable and in the University's best interest.
- B.** Procurement is part of University Financial Services and is the single point of contact for all centralized procurement and payment activities.
- C.** This Policy applies to all purchases of goods or services utilizing University-administered funds, unless the Senior Vice Chancellor for Business and Financial Affairs has granted a written exemption.
- D.** Externally funded grants and contracts may have more restrictive or additional requirements not addressed in this Policy. Principal investigators should review the grant or sponsors specific requirements.

II. POLICY OVERVIEW

- A.** Procurement is the single point of contact for centralized procurement activities. Their role is to help departments/schools make informed, best value purchasing decisions, and to make sure products and services are purchased and paid for in the most streamlined way, as well as assist departments/schools with all other purchasing and payment related issues.
- B.** Considerable authority has been delegated to departments and schools to make

The following thresholds determine the competition requirements:

< \$75,000	>/= \$75,000 and <\$250,000	>/= \$250,000
Goods and purchased services valued less than \$75,000 in the aggregate and that are not restricted from departmental purchase may be purchased directly by departments with no competition requirement.	For purchases exceeding \$75,000, the purchaser must submit three (3) written quotations (RFQ), preferably on the supplier's	

Financial and accounting services

Loans, investment banking, banking custodial services, commercial banking, financial

J. Procurement Guidelines and Methods

Procurement and payment methods for goods and services are determined by dollar thresholds identified in this Policy. The table provides a breakdown of those methods:

Procurement/Payment Method	<\$5,000	>= \$5,000 - <\$75,000	>= \$75,000 - <\$250,000
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- d. Engaging diverse businesses, when appropriate and/or available;
- e. Engaging in environmentally preferred purchasing, when available and meets requirements;
- f. Seeking the best price, quality, delivery and service that meets the purchase requirements;
- g. Verifying receipt of goods or services before submitting payment requests.

2. Responsibilities of Principal Investigators (PI)

Grant PIs have the same responsibilities as listed for University Purchasers, above. In addition, the PI must adhere to the procurement standards in [OMB Uniform Guidance](#) for goods and services purchased with federal funds, as well as any terms or conditions specified as part of the grant award.

3. Responsibilities of Procurement

Procurement is responsible for overseeing the procurement of goods and services for the University through:

- a. Developing and maintaining University procurement standards;
- b. Serving as a resource for the procurement of goods and services;
- c. Assisting departments with their procurement needs;

- d. Determining the appropriate procurement process;
- e. Building and maintaining relationships with vendors who service the University;
- f. Engaging in environmentally preferred purchasing, when available and meets requirements; and
- g. Assisting departments with identifying diverse suppliers.

4. Responsibilities of Accounts Payable

The Accounts Payable Office is responsible for reviewing payment requests prior to processing to confirm:

- a. All required signatures are on the request;
- b. Index and account coding is on the request;
- c. Payment is reviewed and processed within the payment terms; and

5. Responsibility of Internal Audit

Internal Audit is responsible for providing periodic reviews to evaluate compliance with this Policy.

For example, if a contract states that the University will provide facilities in return for a \$5,000 payment, then the contract involves a \$5,000 University commitment.

- E. **“Diverse Business”** means a business identified as minority business enterprise (MBE), woman-owned business enterprise (WBE), or small business enterprise (SBE).
- F. **“Purchase of goods or services”** means buying, purchasing, renting, leasing, or otherwise acquiring supplies, equipment, or services.
- G. **“Request for Proposal (RFP)”** is a procedure used to solicit proposals from potential vendors for goods and services. This is the most formal solicitation services and provides the terms of the solicitation and the terms upon which the services may be contracted. The process may be a single or multi-step process, depending on the complexity of the goods or services being acquired.
- H. **“Request for Quotation (RFQ)”** is a practice used generally for goods or services under a specified dollar threshold. A request is sent to vendors, along with a description of the commodity or services needed, and the supplier is asked to respond with price and other information by a pre-determined date.
- I. **“Single Source”** means a source of goods or services that may be available through other vendors but is selected specifically in order to be compatible with existing equipment or technology, provide replacement parts, leverages existing training or expertise, or similar unique purposes. Examples of single source include the following: the source was selected under a previous competitive

V. RESOURCES

- A. Procurement Procedures
- B. University Policy FINA 2.10.030 *Limits of Authority*
- C. University Policy RISK 3.20.060 *Conflict of Interest*
- D. University Policy FINA 3.20.070- *Code of Business Conduct*
- E. University Policy FINA 2.30.016 *Supplier Code of Conduct*
- F. University Policy FINA 2.20.070 - *Supplier Diversity and Inclusion*
- G. University Policy FINA 2.10.032 *Contract Management*
- H. University Policy FINA 2.10.034 *P-Cards*
- I. University Policy IT 13.10.040 *Technology Acquisition*
- J. University Policy ORSP 1.10.071 *Suspension and Debarment*

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