Section: Policy Statement – Fiscal
Subject: Purchasing Policy

Purpose: To provide management with policy and regulations governing University Center purchases.

New/Revised:

Board Adoption Date: July 10, 2000

The University Center is committed to seeking the highest quality equipment, materials, supplies and services at the lowest cost possible.

A. Policy Provisions

Due to the diversity of University Center programs and services and the accompanying demands of receiving supplies and services on a timely basis, the purchasing authority rests primarily with the department managers in accordance with their budgetary guidelines. The UC Executive Director may require a documented quote/bid process when appropriate. The Executive Director is ultimately responsible for all purchases via the approval procedures established through the cash disbursement system.

1. Purchases shall be made in a manner that supports and facilitates the services and product to be at the lowest cost consistent with quality, specifications, service, and product availability. The Executive Director may grant special consideration to local businesses when price and service are competitive.

2. Purchases shall follow what is customary in the marketplace and be executed in such a manner to constitute a reasonably prudent documented business transaction.

3. Fitness and quality being equal, recycled products shall be considered for procurement in place of non-recycled products whenever such products are available at a comparable cost of their non-recycled counterparts.

4. Volume or pool purchases, annual purchase agreements and State purchasing contracts shall be utilized when deemed advantageous to the University Center.
5. Sole source purchases of supplies and services on a non-competitive basis will require written justification and approval of the University Center Executive Director.

6. The University Center Executive Director shall verify the competitive value of items purchased from University Center employees, CSU staff, or faculty.

7. Employees failing to follow the purchasing policy or procedures may be assuming a personal liability for payment to the vendor and may be subject to appropriate disciplinary action.

B. Policy Regulations

Consistent with the policy provisions set forth in Section A above, the following regulations apply to University Center purchases:

1. Programs and operations equipment, supplies and services

   a) Purchases under $5,000 - Price quotations should be obtained on all purchases of less than $5,000 either by phone, via the internet or in writing, unless management determines it is not in the best interest of the University Center to do so. Such purchases shall be accomplished in a manner customary to the marketplace using sound business practices.

   b) Purchases over $5,000 - Price quotations must be obtained on all purchases where the amount exceeds $5,000. Such quotes should be received from three or more vendors, either by telephone, via the internet, or in writing. Documentation should include date, vendor name, contact person and telephone number, and be maintained on file for audit purposes.

2. Retail merchandise and food supplies

   a) Food and Related Items - The purchase of food and related items shall be made upon the basis of quotations from several reliable and convenient sources of supply. Purchases shall be on terms most favorable to the UC based on quality, price, service, and delivery.

   b) Bookstore and Resale Merchandise - The purchase of textbooks, certain technical material and resale merchandise shall be made on the basis of quotations from several reliable and convenient sources of supply where
practical. Purchase shall be made on terms most favorable to the UC based on quality, price, service, and marketability.

3. Authority to purchase

a) Prior management approval is required if a contemplated purchase is not within an approved operating guideline budget.

b) Purchases of $5,000 or less may be approved by the appropriate Department Manager.

c) Purchases in excess of $5,000 must be approved by the UC Executive Director, except in circumstances outlined in section B.2 above.

d) Local purchases of $50 or less may be made via Petty Cash.

e) Capital Equipment/Improvement purchases in excess of $25,000 shall be approved by the Board of Directors. Under emergency conditions or unusual circumstances, such approval is granted to the UC Executive Director with a subsequent report to the Board of Directors.