



Purchasing Policy

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- New purchasing procedure effective May 1, 2018
- Procedures last updated 18 years ago
- New procedure will:
 - Streamline vendor search process
 - Reduce costs for departments

More Efficient Approval Levels

Maximum Approval Levels for the Purchase of Goods/Services	
-	
Dollars	
\$0 - \$1,000	Director, Department Head (or Designee)
\$1,001 - \$15,000	Dean, Athletic Director, Director of Facilities, CIO, Controller (or Designee)
\$15,001 - \$25,000	AVP (Vice, Senior, Associate, & Assistant Provost; Senior, Associate & Assistant Vice President)
\$25,001-\$50,000	VP, Provost
\$50,001-\$100,000	Provost or VP for Business and Financial Affairs
\$100,001-\$500,000	VP for Business and Financial Affairs
>\$500,001	President **
*President has authority at any level	

Submitting a Requisition

- University Requisitioning system is used for the procurement of all supplies, equipment and services from outside vendor
- All requisitions **must** be submitted through University's online requisitioning system
- Handwritten requisitions are only allowed in the case of an **emergency**
- Information needed to submit a requisition:
 - Name of suggested vendor (if known)
 - Date
 - Date wanted
 - Quantity, material/service description, and estimated cost
 - Department and account number (FOAPAL) to be charged
 - Department head approval (see previous table)
 - Approval (see previous table)
 - Shipping information (department, room number, building, phone number)

Bid Requirements

- Any purchase with a value between \$1,000 - \$50,000 in a fiscal year must receive three (3) competitive quotes.
- Requestor may obtain 3 quotes and list them in the requisition comments section
- Purchasing office can assist with this process if needed
- Purchasing office may establish some standing contracts for items routinely purchased
- Purchases for \$50,000 - \$100,000 require Purchasing to obtain three (3) written quotes

Sole Source Purchases

Sole Source Purchase: Only one supplier or source, to the best of the requestor's knowledge, based upon thorough research of the requestor, is capable of delivering the required product or service

- **A sole source justification if required for every purchase over \$50,000**
 - Unless the requestor receives multiple quotes
 - Requestor may note the need for a sole source purchase in comments section

Request for Proposal (RFP)

- For purchases that may be **greater than \$100,000** the Purchasing Office will conduct a formal competitive bid process by issuing a Request for Proposal (RFP).
- The Purchasing Office will work with the requisitioning department to develop the RFP.
- A RFP serves to obtain necessary facts and figures in order to ensure sound business decisions for complex projects.



The Purchase Order

- Purchase requisition must be used for request of products in excess of \$1,000
- Purchasing Office will:
 - Review the request
 - Take appropriate action to procure product or service
 - Issue the purchase order (PO)
- Purchase order **will not** be issued against budget accounts unless funds are available
- Purchase office will issue a PO after bids are considered or negotiations are complete

Receipt of Goods and Services

- All purchases of goods and services that have a total dollar value of \$1,000 or more require the posting of a receipt in the Banner system.
- Receipts will be processed by the University receiving location or, in the case of shipments made directly to the end user, the posting will be made by the end user.
- Invoices for payment will not be made until the receiving process is completed.



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- Whenever possible, a Samford University Purchasing Card should be used for the purchase and payment for small dollar value transactions (under \$1,000).
- The Purchasing Card is designed to be used to replace the issuing of purchase orders in a variety of situations and may only be used for University business and in accordance with University policies and procedures.
- With proper approvals, Purchasing Cards may be issued that can be used for University approved travel and related expenses including airline tickets, car rentals, food and lodging.
- All Purchasing Cards will be issued at the request of the budget unit head following the completion of an application. The designated cardholder is the ONLY person entitled to use the card. The card usage may be audited and/or rescinded at any time.
- The Purchasing Card will be issued in the cardholder's name and all purchases made using the card will be the responsibility of the cardholder. Any purchase made using the card must have a definitive business purpose. Any improper use of the Purchasing Card, not in accordance with the procedures, can be considered misappropriation of University funds and may result in disciplinary action, up to and including termination of employment plus payment of restitution (including interest).
- The Purchasing Card may be used for single transactions valued up to and including \$1,000. Transactions may not be split to avoid the \$1,000 limit.
- The Purchasing Card may be used for up to 3 transactions per day and a total of \$2,000 per month. Once any limits are reached, the transactions will be rejected until the beginning of the next monthly accounting period. Any increase must be requested through the purchasing office.
- To obtain a Purchasing Card contact the University Purchasing Office. After an enrollment application is processed and the card is received, the program coordinator will notify the cardholder. A brief orientation is required.

Use of the card

- Before making the purchase, inform the vendor of the University's tax exempt status. Itemized receipts over \$50 need to be uploaded into the Regions p-card software with an explanation of the business purpose for the transaction.
- Reconcile the receipts to the electronic monthly statement issued by the bank.
- The cardholder is responsible for settling any disputes or claims with the vendor. The purchasing office must be notified in the event of a dispute.
- Receipts below \$50 must be kept by each cardholder and they must be kept readily available for audit by representatives of the University's Business Services Department or for audit by the University's Internal Auditor.
- Accounting and Financial Services makes a monthly payment to the issuing bank.
- Periodic audits will be conducted of the cardholder's activity to insure compliance.
- Cards will be revoked if there is a pattern of inappropriate use or if proper documentation is not maintained.
- Each cardholder statement will be forwarded to their immediate supervisor for approval.
- The supervisor of each cardholder is responsible for reviewing the purchases made on the Purchasing Card.
- Each supervisor will electronically approve the purchases for the cardholders that report to them and transmit the approval to the purchasing card coordinator.

Purchase of Travel Necessities and Reimbursement of Travel Expense

- When traveling on University business, it is essential that your ticket utilize the airline offering the lowest cost.
- Any exceptions to that policy should be rare, and must be justified and authorized in writing by the President or a Vice President.
- It is inappropriate to choose a carrier on the basis of frequent flyer points.
- Airline tickets may be purchased through the official university travel agency or by using the individual's University Purchasing Card.
- Airline tickets should be charged only to University account numbers. Again, this allows the University to take advantage of payment discounts such as group travel rates or reduced airfares.
- Charges to personal accounts in order to win incentives are not appropriate.
- Charging of tickets to a University account for spouses, family, or friends that accompany University employees on a business trip will not be allowed, unless approved by the President or a Vice President.
- Separate payment arrangements should be made for personal travel.
- Rental of automobiles in connection with official travel should be rare, and should be demonstrably cost-advantageous over other forms of conveyance. Rental of premium or luxury automobiles is not permitted.

Car Rentals:

- Out of Town - The University's travel agency can book out-of-town rentals, but they must be paid via traveler's personal credit card or a Purchasing Card.
- Local – The Business Services Office has established contracts with local car rental firms. They may be reserved using the on-line car rental form.

Hotels:

- Out of Town - Traveler may book a hotel themselves using a Purchasing Card or personal credit card, or the University travel agency may book if requested, but payment must be made with a credit card.
- Local - The University has direct bill relationships with local hotels. Reservations may be made by using the on-line local hotel reservation form.

University Purchases that Involve Use of University Trademarks

- Any item, product, signage, packaging, or merchandise that incorporates any Samford trademark or copyright must be purchased through a university-licensed vendor.
- To ensure brand consistency in the use of the university's name and logos, all such items must comply with Samford University's brand standards and licensing policies as outlined at www.samford.edu/departments/marketing/licensing.
- Samford University has a contractual agreement with a licensing agency to manage all Samford University trademarks and copyright brands. Samford's federally registered trademarks include the words or word phrases SAMFORD™, SAMFORD UNIVERSITY,® the bulldog logos, certain phrases, and others. The university is contractually obligated to assure that all merchandise that incorporates any Samford trademark or copyright must be purchased through a licensed vendor.
- Licensed vendors must submit all product designs to the university for approval before production following the procedures in place through the Division of Marketing and Communication and the university's licensing agency.
- If a department or student group cannot find a manufacturer offering the desired merchandise, or if there are questions concerning the design or use of the university trademarks, please contact the Division of Marketing and Communication for assistance.

Approval for Acquisition of Technology Products

Requests for software and/or hardware must have the appropriate approvals required by the University to complete the purchase. It is the responsibility of the requesting department to provide all information to Technology Services, have funds available in the appropriate budget if there is a cost to the software, and to process a requisition. Additionally, the requesting department should coordinate with Technology Services to confirm that dependencies for the ongoing operation of the software and/or hardware are available. The end goal is to ensure all components are in place to deliver a complete, working system. These dependencies include but are not limited to: dedicated hardware, additional supporting software, infrastructure capacity, network bandwidth and Internet bandwidth.

- All purchase of computers, computer peripherals and/or related equipment must be made through the University Leasing process. Any requisitions for computer technology received by the purchasing department without Technology Services approval will be required to be submitted to Technology Services for review.
- Request for Proposals (RFP) or Request for Information (RFI) for hardware and/or software systems will be managed by Technology Services in consultation with the Purchasing Department.
- All software reviews will be managed by Technology Services using the Technology Acquisition and Review Process
- Any software that necessitates data interface with any University enterprise application must be approved by the appropriate University Data Steward.
- Technology Services will provide support for new software and hardware based on the support level agreed upon as part of the purchase approval process. Software, or hardware purchased after 9/1/2017 and outside the documented review process will/may not receive support from Technology Services.
- Software or hardware acquisitions, including externally hosted systems that are available at little or no cost still need to go through the Technology Acquisition and Review Process.
- Technology Services Acquisition Review Process does not circumvent the University's process that takes place through Purchasing.

Note: Consumables are not considered hardware or software and do not need approval for purchase by the requesting department.

The Purchasing Office has established standing contracts for items that are purchased on a routine basis. Funneling more purchases to these contracts will reduce costs for departments, improve economies of scale and allow the University to benefit from the same pricing enjoyed by larger universities and municipalities.

Supplier Selection, Procurement Techniques

- Potential vendors are selected for their ability to serve the University in the most economical and efficient manner on a continuing basis. Past performance of vendors and cooperation with the University are important factors in vendor selection. The buying power of the University must be concentrated as much as possible with selected vendors to obtain the maximum advantages of price and service. Many vendors have been awarded significant amounts of business on the basis of negotiated contract and exceptional service demonstrated repeatedly over long periods of time. These well-qualified suppliers are important assets to the University.
- The Purchasing Office may delete an item listed on the requisition and buy from another source to take advantage of special circumstances or to buy from a supplier under contract. The order may be shifted entirely to another supplier who will provide better prices, service or delivery. The standard of quality will not be changed except in necessary cases and with consultation between the buyer and the department requisitioning the item. FOR THESE AND OTHER REASONS, NO COMMITMENTS, EXPRESSED OR IMPLIED, SHOULD BE MADE BY UNIVERSITY DEPARTMENTS.
- Departments are encouraged to suggest sources of supply with complete addresses, particularly for unusual or non-standard items. Authority for the final selection of the vendor, however, shall be left to the Purchasing Office, which is charged with the responsibility of developing and contracting the best sources of supply for the University. When possible, the Purchasing Office will follow a department's recommendations.
- Emergency orders will be kept to a minimum. It is the policy of the Purchasing Office to assist in every possible way consistent with University procedures to secure goods and services on an emergency basis. When necessary, emergency purchases will be made by the Purchasing Office by telephone and confirmed immediately by sending a purchase order to the vendor. No emergency purchase shall be made except on a duly executed purchase order signed by the appropriate personnel.
- The University will participate in cooperative or pool buying when it is judged to be advantageous. Annual contracts are awarded for certain goods and services. The University is a member of Educational and Institutional Cooperative Services, a national cooperative for colleges and universities. When conditions allow, purchases are made from vendors under contract to this cooperative at considerable savings to the University.
- The Purchasing Office may examine prices quoted by several different suppliers to determine which price, in combination with the necessary quality features of the product and the service reputation of the supplier, will afford the University the greater value.
- Individual departments may, for their own information, wish to secure inquiry price quotations on items that they are considering for purchase. It should be understood, however, that these price quotations, regardless of their source, may not be acceptable to the Purchasing Office for actual use at the time of purchase due to University requirements. Sufficient time must be allowed for the Purchasing Office to obtain prices, place the order, and receive shipment.



http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=SAMFORDU

<https://www.edwg.com/shop/eaccount/logon/logon>

User id request - purchasing@samford.edu



www.grainger.com

Please contact taylor.strickland@grainger.com for logon credentials.



www.medline.com



link pending



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Ethics

- Individuals purchasing goods and services on behalf of the University shall conduct business in a manner that is consistent with the Mission of the University and the Christian principles on which the University was founded. Purchasing activities shall be conducted in a professional manner and all qualified vendors should be given an equal opportunity to compete for University business. Procurement decisions should be made with integrity and objectivity, free from any personal bias or benefit.
- The University is a Member of the National Association of Educational Procurement and subscribes to the intent of the NAEP Code of Ethics. This Code states, in part, that Buyers will:
 - Give first consideration to the objectives and policies of their institution.
 - Strive to obtain the maximum value for each dollar of expenditure.
 - Decline promotional gifts of more than a nominal value.
 - Grant competitive suppliers equal consideration insofar as state or federal statute and institutional policy permit.
 - Conduct business with potential suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
 - The acceptance of cash or an equivalent gift card/certificate in any amount is absolutely prohibited. Employees may accept occasional unsolicited gifts or favors (i.e. business lunches, Christmas baskets, etc.) provided the gifts or favors are nominal in value, are customary in the industry, and will not influence or appear to influence the judgment or conduct of the employee.

Special Responsibilities of University Departments

➤ **Mistakes in Shipping or Invoicing:**

Mistakes in shipping or invoicing should be reported promptly, preferably in writing, to the Purchasing Office referring to the order number and vendor involved. Give sufficient detail to insure that negotiations and corrections may be made a matter of record.

➤ **Change Orders:**

Mistakes and insufficient information in specifying the product originally ordered by the requisitioning department can create difficult problems. Rectifying such errors after delivery is likely to be costly because of restocking charges, additional freight charges, and dissatisfaction on the part of the vendor. Requests for cancellation or modification of purchase orders before shipping should be directed to the Purchasing Office. The Purchasing Office will then issue a change order to the purchase order notifying the vendor and all involved University departments.

➤ **Prompt Inspecting and Checking of Items Received by Departments:**

The department receiving the merchandise is responsible for promptly unpacking and carefully inspecting shipments. Any discrepancies, shortages or over shipments should be reported promptly to the Purchasing Office. The Purchasing Office will work out the problems involved to protect the University's interest and to complete the transaction.

The department will be notified of the final results. No merchandise should be returned without approval of the Purchasing Office.

➤ **Campus Retail and Recharge Operations**

Purchasing transactions between campus departments, such as the Bookstore, are processed according to procedures established by the operating department responsible for governing these transactions and should not be processed using a requisition or University Purchasing Card.

➤ **Emergencies**

Emergency is defined as "An unexpected situation or sudden occurrence of a serious and urgent nature that demands immediate action." If an emergency occurs, call the Purchasing Office, explain the situation and a purchase order will be supplied. This action is not for the ordering of materials and services that are needed routinely.

Risk Management and Insurance

<https://www.samford.edu/departments/risk-management/>