

AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

POLICY NO.: IV:02:03:01 DATE: July 20, 1981
SUPERSEDES POLICY NO.: IV:02:03:01 DATED: March 1, 1978
SUBJECT: Purchasing
APPROVED: Robert O. Riggs, President *Robert O. Riggs*

I. University Purchasing Department

The responsibility and authority of Purchasing Department include:

- A. To purchase supplies, materials, and services for the various departments of the University in such a manner that the best values as to quality and quantity are obtained for the amount of money expended.
- B. To issue contracts for services that may include several departments to secure better prices.
- ? - C. To issue all purchase orders (PPM Form IV:02:03:01:a) from the University and to do follow-up work on such purchase orders as to delivery, complaints and adjustments.
- ? - D. To conduct all correspondence with vendors pertaining to quotations and purchase orders.
- E. To assist departments in writing specifications for material and equipment and give estimates of cost of such material and/or equipment as requested.
- F. To keep file of vendors and catalogs of material and equipment for review by the departments.
- G. To dispose of all material and equipment that has been declared obsolete or surplus by any department or person in charge of such.
- H. To abide by the Uniform Code of Ethics in Procurement and Contracting (See Attachment A).
- I. To apply minimum General Bid Conditions to all purchases (See Attachment B).

Bids must be received in the specified location on or before the date and hour designated for bid opening. Late bids will not be considered in contract award.

VIII. Emergency Purchases

- A. Purchases of specific materials, supplies, equipment or services may be made in the open market without competitive bidding for immediate delivery only to meet bona fide emergencies arising from any unforeseen cause, provided that no purchase may exceed \$2,500 unless approved by the Chancellor of the State Board of Regents or his designee (the request and approval may be made by telephone and confirmed in writing). All bona fide emergency purchases must be approved by the Business Manager, and a written report on the circumstances of any such emergency justifying the purchase shall be prepared and maintained by the institution.
- B. Emergency purchases may be made by the Maintenance Department and Agriculture Department for the farm. These purchase orders are issued for the items where the price does not exceed \$25.00. These emergency purchase orders are numbered and signed out to the Maintenance Department and Farm. A copy is returned to the Purchasing Department as they are used.
- C. Cash purchases of \$25.00 or less may be made by a department without a purchase order. The person making the purchase will be reimbursed by the Business Office by presenting the paid invoice signed and dated by the vendor, the department chairperson or other budget authority, and the person making the purchase.

IX. Life-Cycle Costs

In any case where the State Board of Standards has adopted a rule requiring life-cycle costs to be used by the Commissioner of the Department of General Services in contracting for major energy-consuming products, and may, in a case where a life-cycle cost and/or energy efficiency standard has been developed for a product by the federal government, apply such life-cycle cost and/or energy efficiency standard in the determination of the lowest qualified and responsible bidder.

X. Term Contracts and Prison Products

Where the Department of General Services has executed a term contract for materials, supplies or equipment, all such purchases shall be pursuant to the term contract unless the institution can purchase the materials, supplies, or equipment at a price lower than the term contract price. Where the Department of Corrections produces or manufactures articles required by the institution, the purchase of such articles shall be from the Department unless another bidder is the low bidder on the article.

XI. Contract Limitations

- A. No contract for purchase of materials, supplies, equipment or services shall be awarded pursuant to these procedures unless funds have been appropriated and are available for the purchase. No contract shall be entered into in addition to the contract resulting from acceptance of a bid and issuance of a purchase order except pursuant to the Board of Regents' policy on Approval of Agreements.
- B. Arrangements for leases, maintenance and rental contracts are to be negotiated by the Purchasing Office. Formal approval of leases and rentals is to be made by the Purchasing Office when a University department has conducted the preliminary negotiations. Any written documents in support of these arrangements which are received in the departments should be forwarded to the Purchasing Department for signature on behalf of the University. These contracts will be reviewed and appropriate signatures obtained.

XII. Blanket Orders

Yearly, multiple contracts are bid and issued on some items that are bought many times during the year. (Example: lumber and building supplies, cleaning supplies, paint, books and some farm supplies.) Several vendors may be issued contracts on the same items.

XIII. Prohibited Transactions

No personal items shall be purchased through the institution or from funds of the institution for any employee of the institution or any relative of any employee. No employee of the institution responsible for initiating or approving requisitions shall accept or receive, directly or indirectly, from any person, firm or corporation to whom any contract may be awarded, by rebate, gift or otherwise, any money or anything of value whatsoever, or any promise, obligation or contract for future awards or compensations. Whenever any contract is awarded contrary to the provisions of these policies and procedures, the contract shall be void and of no effect, and if the violation was intentional, the employee responsible for the purchase shall be liable for any state funds paid contrary to these policies and procedures.

XIV. Exceptions

Any exceptions to the policies or procedures established herein shall be subject to the approval of the Chancellor of the State Board of Regents.