

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

Policy Number: 4:015	Supersedes Policy Number: 4:015
Date: April 1, 2010	Dated: March 19, 2008
Subject: Purchasing	Mandatory Review Date: April 1, 2015
Initiating Authority: Vice President for Finance and Administration	TBR Policy/Guideline Reference: <u>1:02:03:10, 4:02:10:00</u>
Approved:	President: Signature on File

Austin Peay State University follows the policies and procedures documented in Tennessee Board of Regents Policy 4:02:10:00 for purchasing. Please refer to that policy for details on purchasing procedures and guidelines.

That policy can be accessed at the following web site:

http://www.tbr.state.tn.us/policies_guidelines/business_policies/4-02-10-00.htm

APSU Policy 1:010 Contracts and Agreements Requiring Presidential Approval contains provisions which may be applicable to some purchasing agreements.

That policy can be accessed at the following web site:

<http://www.apsu.edu/policy/pdf/1010.pdf>

I. Introduction and Purpose

- A. Compliance with Tennessee Board of Regents and Tennessee Code Annotated - The Tennessee State Code Annotated establishes certain purchasing standards based upon the principle of competitive bidding that must be complied with in accounting and purchasing procedures for all state agencies, including institutions under the control of the Tennessee Board of Regents. Goods and services may be procured without competitive bidding only if such purchases are justified in writing and approved by the Chancellor or President or his or her designee as required by TBR policies and guidelines. In cases where the TBR policies and procedures do not address a specific procedure for purchase of a particular item, the Department of General Services' rules and regulations will govern, if applicable. Time periods specified in this policy shall be calculated by excluding the first day and including the last, unless the last**

day is a Saturday, a Sunday or a legal holiday, and then it shall also be excluded.

- B. **Applicability - Source of Funds** – The purchasing policies set forth herein and the purchasing procedures cited herein are applicable in all cases, including funds expended which arise from State or Federal appropriations, student fees, grants, sales of services of educational departments, gifts and other sources.
- C. **Authority of Departments Restricted** - Only purchases authorized pursuant to the terms of this policy and the Austin Peay State University Purchasing Policy and Procedures Manual will be recognized for payment from the University's funds. Employees who make unauthorized purchases may be held liable by the vendor for payment for goods purchased outside this policy. Emergency purchases approved by an appropriate University authority and subsequently certified according to this policy shall become a liability of the University. No employee may obligate the University for materials, equipment, supplies or services except through this policy and the policy and procedures cited herein.
- D. **Preliminary Vendor Contacts** – This purchasing policy does not preclude a department from contacting vendors for preliminary information concerning price, quality, etc. Such preliminary contacts, however, are not to produce firm commitments. Original copies of letter estimates and other information relative to a purchase transaction should be forwarded to the Purchasing Department with the requisition.
- E. **Limitations of Authority** - The authority to purchase materials, supplies, equipment and services pursuant to this policy shall not include the purchase or lease of real property or data processing equipment, the purchase of insurance, professional or consultant services, or the purchase of ANY goods utilizing a capital lease/purchase agreement unless approved by the Chancellor, or purchases for capital outlay projects from any fund source whatsoever, unless approved by the Chancellor or the President in accordance with TBR policies and guidelines.

II. General Purchasing Policy

A. Department Local Purchase Authority:

If the total amount, to include shipping, of any purchase is less than \$5,000, the purchase may be negotiated by the department. The department acquires any required prior approvals, places the order directly with the vendor, and obtains the necessary signatures for audit purposes.

1. Prior approvals may be obtained via email to the appropriate approving authority or his/her designee. Prior approvals include the following: Purchases using grant funds that are \$500.00, or greater, require the advance approval of Grants & Sponsored Research, purchases for any type of printing (includes advertising, publications, official logos, and apparel) require the advance approval of Public Relations and Marketing, purchases of advertising for faculty positions require approval of Academic Affairs and Human Resources, and purchases for computers, software, and network related items (refer to APSU Policy 4:033 section B for general items) require the approval of the Office of Information Technology.

2. Credit Card Purchases – Departments are authorized and encouraged to use University credit cards. The credit card limits are preset to a limit of \$4,999.99 per purchase up to a monthly limit of \$4,999.99.

B. Requisition Process – When the total estimated amount of any purchase is \$5,000 or greater, a completed purchase requisition authorized by the approving signature of the responsible department head must be forwarded to the Purchasing Department which will initiate the competitive bid process.

1. Requisitions for computers, network related items, or software requires the approval of the Office of Information Technology.

2. Requisitions for any type of printing (including advertising, publications, official logos, and apparel) require the approval of the Public Relations and Marketing department.

3. Requisitions that involve the alteration of an office, a building, or the installing or removing of fixtures, require the approval of the Physical Plant department.

III. Prohibited Transactions

A. Infringement of Exclusivity Agreements - Transactions to obtain goods and services that infringe upon existing agreements with exclusivity provisions. Use this link to view agreements containing exclusivity provisions and/or a brief explanation pertaining to individual agreements.

<http://www.apsu.edu/policy/Exclusive.htm>

B. Splitting of orders.

1. Similar items shall not be split into multiple orders to avoid the bid process.

2. Orders shall not be split to avoid the single purchase limit of \$4,999.99. Departments shall not allow vendors to process two separate transactions to keep the dollar amounts less than the single purchase limit or the bid limit.

3. Multiple FOAPs cannot be used to increase or avoid the \$4,999.99 single purpose (bid required) limit.

C. No personal items shall be purchased from funds of the institution for any employee of the institution or any relative of any employee.

Examples of items that cannot be purchased:

- Flowers or gifts for employees, student workers or relatives of employees not in support of an official university function.
- Seasonal and party decorations specifically for individual or departmental use or purpose.
- Alcoholic beverages.
- Expenses for testing and study materials related to acquiring professional certification not directly related to the performance of an employee's duties. Examples include expenses related to completing the CPS and CPA exams.
- Reimbursement for damages to personal property. Claims may be filed with the Board of Claims. Forms are available in the Office of Human Resources.
- Any food or beverage for employees, graduate assistants, or student workers not in support of an official university function (including coffee, tea, bottled water, meals, parties, etc.) (see Business Meal policy 4:010)
- Personal items primarily for employees use such as Kleenex, wet wipes, air fresheners, etc.
- Birthday, get well, graduation, holiday, etc., cards and related mailing expense.
- Stamps or postage for personal use.
- Personal use of departmental assets, ex. departmental copiers, without reimbursement to the department.

D. Institutional purchases from businesses in which an employee or family member has a financial interest are not allowed (see TBR policy 1:02:03:10 Section 7.1.b.)