GENERAL PURCHASING POLICY

Policy Title: General Purchasing Policy
Policy Type: Administrative
Policy Number: 43-14 (2015)
Approved: 09/22/2015
Responsible Office: Procurement Services
Responsible Executive: Vice President for Finance and Administration
Applies to: University Employees

POLICY STATEMENT
The University has established policy that applies to all procurement transactions between the University and a nongovernmental source. This policy applies to all sources of funds, including but not limited to state, local, auxiliary and grant funds.

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DEFINITIONS
None

CONTACT(S)
Procurement Services officially interprets this policy. Procurement Services is responsible for obtaining approval for any revisions as required by BOV Policy #01 (2014) Creating and Maintaining Policies [https://www.nsu.edu/Assets/websites/policy-library/policies/01/BOV-Policy-01-Creating-and-Maintaining-Policies.pdf](https://www.nsu.edu/Assets/websites/policy-library/policies/01/BOV-Policy-01-Creating-and-Maintaining-Policies.pdf) through the appropriate governance structures. Questions regarding this policy should be directed to Procurement Services.

STAKEHOLDER(S)
University Community
GENERAL PURCHASING POLICY CONTENTS
If there is to be a contract between the University and a nongovernmental vendor, the Virginia Public Procurement Act (VPPA), state regulations, and University policies apply regardless of the source of funds by which the contract is to be paid. These documents also apply whether the consideration is monetary or nonmonetary and regardless of whether the public body, the contractor, or some third party is providing the consideration.

All procurements shall be subject of a Purchase Requisition through the Commonwealth’s electronic Virginia (eVA) procurement system and the University’s Colleague Enterprise Resource Planning (ERP) system unless otherwise authorized by the Procurement Services policy or by the Director or Associate Director of Procurement Services.

Execution of Service Contracts. All Procurement Services contracts for services must be executed by a University official specifically designated in writing by the President. All such contracts must be executed by the President, Vice President for Finance and Administration or Procurement Services staff unless otherwise authorized by Procurement Services.

Generally, Procurement Services will issue an eVA Purchase Order after receipt of both an eVA and a Colleague purchase requisition.

The purchase requisition should include:

- Scope of work/statement of needs
- Desired delivery date(s) and time(s)
- Specify whether price: includes freight; freight charge is $____; or estimated freight is $____
- Compensation
- Any special or additional requirements

A summary of certain two-party contracts that require payment by the University is shown below. These procurements require a Colleague and eVA requisition and are handled through Procurement Services. Additionally, a summary of non-procurement transactions that are not handled through Procurement Services is provided for informational purposes. These non-procurement transactions require no payments by the University; therefore, no Colleague or eVA requisitions are required. Instead the Contract Approval Request form at https://www.nsu.edu/finance/facilities-management/procurement-services/forms-and-manuals may be used to gain management approval.
## TWO-PARTY CONTRACTS

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| • Speaker   | • Management approves Colleague and eVA requisition  
• Preferred contract document is an eVA Purchase Order  
• If user department desires to utilize a NSU Standard Speaker’s Engagement Agreement, attach to eVA requisition  
• Procurement Services signs Agreement, if utilized  |
| • Government-to-Government MOU or MOA (if there is a payment by the University) | • Management approves Colleague and eVA requisition  
• Preferred contract document is an eVA Purchase Order  
• If user department desires to utilize a MOU or MOA, attach to eVA requisition  
• Procurement Services signs MOU or MOA, if utilized |
| • Sub-grant award passed through NSU | • If Grantor requires funds be passed from NSU to a sub-awardee  
• Management approves Colleague and eVA requisition |
| • Honorarium (one-time gift where no fee is contractually required) | • There is no contract to sign  
• Management approves Colleague and eVA requisition  
• Procurement Services creates a Colleague and eVA PO Number |
| • Grant award to NSU | • Handled by Sponsored Programs |
| • Government-to-Government MOU or MOA (if there is no payment by the University)  
• Agreement for NSU to provide classes to another party  
• International Travel (considered a pass-through when students pay travel costs)  
• Internship  
• Student Liability Waiver | • Department completes Contract Approval Request  
• Dean or Director signs Contract Approval Request  
• Provost or appropriate Vice President signs Contract Approval Request  
• Provost or appropriate Vice President refers contract to University Counsel to review for legal sufficiency  
• Vice President for Finance & Administration advises President (if needed)  
• Vice President for Finance & Administration signs contract |

*Note: All payees need to “self-register” in eVA*
PUBLICATON
This policy will be widely published and distributed to the University community. To ensure timely publication and distribution thereof; the responsible Executive will make every effort to:

- Communicate the policy in writing, electronically, or otherwise, to the University community, including current and prospective students with 14 days of Board approval.
- Submit this policy for inclusion in the online Policy Library within 14 days of Board approval.
- Post the policy on the related webpages; and
- Educate and train all stakeholders and appropriate audiences on the policy’s content necessary.

REVIEW SCHEDULE
- Next Scheduled Review: 04/26/2018
- Approval by, date: President, 09/22/2015
- Revision History: 07/01/2014, 09/22/2015; 06/01/2016; 04/26/2017
- Supersedes: Procurement Services Policy and Procedures No. 1

RELATED DOCUMENTS
1. Virginia Public Procurement Act
2. Agency Procurement and Surplus Property Manual
4. IT Procurement Manual: Buy IT
5. Unauthorized Purchases Policies and Procedures #43-15
   [https://www.nsu.edu/president/policy-library/administrative-policy](https://www.nsu.edu/president/policy-library/administrative-policy)
6. eVA Business Plan Policies and Procedures #43-34
   [https://www.nsu.edu/president/policy-library/administrative-policy](https://www.nsu.edu/president/policy-library/administrative-policy)
7. Individual Services/Consultants Policy #43-37
   [https://www.nsu.edu/president/policy-library/administrative-policy](https://www.nsu.edu/president/policy-library/administrative-policy)

FORMS
There are no forms associated with this policy and procedures.