



## 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 or governmental 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/policy/bov-01.aspx> 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.

**Delegated Procurement Autonomy**

Delegated procurement autonomy is authorized up to specified dollar thresholds. All individuals with delegated authority must ensure compliance with procurement law, regulations, policies and procedures, and that prices paid are fair and reasonable and should report to his/her supervisor any procurement that appears risky or controversial.

Listed below are positions with expressed authority to approve certain justifications and contractually bind the University along with dollar limitations.

<b>POSITION</b>	<b>DELEGATED AUTHORITY</b>
Vice President for Finance and Administration	<ul style="list-style-type: none"> <li>• Goods, services and all construction up to the University’s delegated authority</li> <li>• Sole Source justifications up to the University’s delegated authority</li> <li>• Emergency justifications</li> <li>• All other procurement transactions not itemized herein</li> </ul>
Director or Associate Director, Procurement Services	<ul style="list-style-type: none"> <li>• Goods, services and non-capital outlay construction up to the University’s delegated authority</li> <li>• Sole Source justifications up to the University’s delegated authority</li> <li>• All other procurement related transactions not itemized herein</li> </ul>

Procurement and Contracts Manager, Facilities Management	<ul style="list-style-type: none"> <li>• \$500,000 Construction and professional services up to the University's delegated authority when handled under the Construction and Professional Services Manual</li> <li>• \$100,000 Non-capital construction, goods and services handled under the Agency Procurement and Surplus Property Manual</li> <li>• Unlimited for eVA Purchase Orders after capital outlay construction contract is signed by Vice President for Finance and Administration or designee</li> </ul>
Procurement Officer II, Procurement Services	<ul style="list-style-type: none"> <li>• \$100,000</li> </ul>
Procurement Officer I, Procurement Services	<ul style="list-style-type: none"> <li>• \$30,000</li> </ul>
Administrative and Office Specialist III, Procurement Services	<ul style="list-style-type: none"> <li>• \$5,000</li> </ul>

### **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 <https://www.nsu.edu/getattachment/About/Administrative-Offices-Services/Procurement-Services/Forms/Contract-Approval-Request-4-04-17.docx.aspx> may be used to gain management approval.

**TWO-PARTY CONTRACTS**

Transaction	Comments
<ul style="list-style-type: none"> <li>• Speaker</li> </ul>	<ul style="list-style-type: none"> <li>• Management approves Colleague and eVA requisition</li> <li>• Preferred contract document is an eVA Purchase Order</li> <li>• If user department desires to utilize a NSU Standard Speaker’s Engagement Agreement, attach to eVA requisition</li> <li>• Procurement Services signs Agreement, if utilized</li> </ul>
<ul style="list-style-type: none"> <li>• Government-to-Government MOU or MOA (if there is a payment by the University)</li> </ul>	<ul style="list-style-type: none"> <li>• Management approves Colleague and eVA requisition</li> <li>• Preferred contract document is an eVA Purchase Order</li> <li>• If user department desires to utilize a MOU or MOA, attach to eVA requisition</li> <li>• Procurement Services signs MOU or MOA, if utilized</li> </ul>
<ul style="list-style-type: none"> <li>• Sub-grant award passed through NSU</li> </ul>	<ul style="list-style-type: none"> <li>• If Grantor requires funds be passed from NSU to a sub-awardee</li> <li>• Management approves Colleague and eVA requisition</li> </ul>
<ul style="list-style-type: none"> <li>• Honorarium (one-time gift where no fee is contractually required)</li> </ul>	<ul style="list-style-type: none"> <li>• There is no contract to sign</li> <li>• Management approves Colleague and eVA requisition</li> <li>• Procurement Services creates a Colleague and eVA PO Number</li> </ul>
<ul style="list-style-type: none"> <li>• Grant award to NSU</li> </ul>	<ul style="list-style-type: none"> <li>• Handled by Sponsored Programs</li> </ul>
<ul style="list-style-type: none"> <li>• Government-to-Government MOU</li> <li>• or MOA (if there is no payment by the University)</li> <li>• Agreement for NSU to provide classes to another party</li> <li>• International Travel (considered a pass-through when students pay travel costs)</li> <li>• Internship</li> <li>• Student Liability Waiver</li> </ul>	<ul style="list-style-type: none"> <li>• Department completes Contract Approval Request</li> <li>• Dean or Director signs Contract Approval Request</li> <li>• Provost or appropriate Vice President signs Contract Approval Request</li> <li>• Provost or appropriate Vice President refers contract to University Counsel to review for legal sufficiency</li> <li>• Vice President for Finance &amp; Administration advises President (if needed)</li> <li>• Vice President for Finance &amp; Administration signs contract</li> </ul>

**\*Note-All payees need to “self-register” in eVA**

### **Mandatory Sources**

Specific sources for certain materials, supplies, equipment, and services are mandated by state law and regulations. These sources are: the Virginia Correctional Enterprises, Virginia Industries for the Blind, the Virginia Distribution Center, the Office of Graphic Communications, and the numerous state contracts managed by the State Division of Purchases and Supply and the Virginia Information Technologies Agency. Questions regarding whether specific items are available from mandatory sources should be directed to Procurement Services. A listing of state contracts is shown at <https://eva.virginia.gov/> . Each state contract will indicate whether use of the contract is mandatory or optional.

### **Purchases for Personal Use of Employees**

State and University policy generally prohibit the University from entering into contracts established for the personal use of employees. Unless otherwise authorized by law or state regulations, all goods purchased by the University remain the property of the University, until consumed or disposed of through State mandated surplus property procedures. All purchase orders issued by the University must be for official use by the University.

### **Repeat Orders**

When preparing Purchase Requisitions for redundant type purchases, the requisitioning department/activity should use the specifications appearing on the previous purchase order or reference the previous purchase order number in the body of the requisition. Furnishing this information can expedite the processing of a request by several days.

### **Sales Representatives**

University personnel requiring assistance of sales representatives for particular goods and services should contact Procurement Services for assistance and guidance. It is recognized that there will be occasional contact between individual departments and sales representatives of vendors having business relations with the University. However, in cases where the department/activity is being contacted directly, sales representatives should be directed to contact Procurement Services for information regarding the University's purchasing policies and procedures. Unless otherwise specified by Procurement Services, sales representatives are not allowed to take orders directly from University departments and activities.

### **Splitting Orders**

The intentional splitting up of a known purchase requirement into smaller lots with the intention of spreading the purchases over a period of days, several weeks, or a couple of months in order to circumvent mandatory competitive requirements is prohibited and is easily detectable by state auditors. Procurement Services will combine and competitively procure purchase requirements which appear to have been split by University departments and activities.

### **PUBLICATION**

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, within 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 as necessary. Failure to meet the publication requirements does not invalidate this policy

## **REVIEW SCHEDULE**

- Next Scheduled Review: 05/09/2021
- Approval by, date: President, 09/22/2015
- Revision History: 07/01/2014, 09/22/2015; 06/01/2016; 04/26/2017; 05/09/2018
- Supersedes: Procurement Services Policy and Procedures No. 1

## **RELATED DOCUMENTS**

1. Agency Procurement and Surplus Property Manual  
[https://dgs.virginia.gov/globalassets/business-units/dps/documents/apspm/apspm\\_all\\_after\\_6-30-2017.pdf](https://dgs.virginia.gov/globalassets/business-units/dps/documents/apspm/apspm_all_after_6-30-2017.pdf)
2. Construction and Professional Services Manual  
<https://dgs.virginia.gov/globalassets/business-units/bcom/documents/cpsm/cpsm-2017-rev-0.pdf>
3. eVA Business Plan Policies and Procedures #43-34  
<https://www.nsu.edu/policy/admin-43-34.aspx>
4. eVA State Contracts  
<https://logi.epro.cgipdc.com/External/rdPage.aspx?rdReport=Public.Reports.Report9008Data>
5. Fixed Assets Policy #41-06  
<https://www.nsu.edu/policy/admin-41-06.aspx>
6. Individual Services/Consultants Policy #43-37  
<https://www.nsu.edu/policy/admin-43-37.aspx>
7. IT Procurement Manual: Buy IT  
[www.vita.virginia.gov/scm/default.aspx?id=5522](http://www.vita.virginia.gov/scm/default.aspx?id=5522)
8. Unauthorized Purchases Policies and Procedures #43-15  
<https://www.nsu.edu/policy/admin-43-15.aspx>
9. Virginia Public Procurement Act  
<https://dgs.virginia.gov/procurement/policy-consulting--review/policy/>

## **FORMS**

Contract Approval Request

<https://www.nsu.edu/getattachment/About/Administrative-Offices-Services/Procurement-Services/Forms/Contract-Approval-Request-4-04-17.docx.aspx>