SPLITTING ORDERS

Policy Title: Splitting of Orders
Policy Type: Administrative
Policy Number: #43-22 (2014)
Approved: 07/01/2015
Responsible Office: Procurement Services
Responsible Executive: Vice President for Finance and Administration
Applies to: University Employees

POLICY STATEMENT
The University has established policy prohibiting the intentional splitting of orders to circumvent competition.

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DEFINITIONS
None

CONTACT(S)
Procurement Services officially interprets this policy. The Vice President for Finance and Administration 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 through the appropriate governance structures. Questions regarding this policy should be directed to Procurement Services.

STAKEHOLDER(S)
University Community
SPLITTING OF ORDERS POLICY CONTENTS
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 shall be widely published or 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 approval;
- Submit the policy for inclusion in the online Policy Library within 14 days of approval;
- Post the policy on the appropriate SharePoint Site and/or Website; 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: 10/23/2018
- Approval by, date: President, 07/01/2015
- Revision History: 07/01/2014, 07/01/2015, 10/06/2016; 10/23/2017
- Supersedes: Procurement Services Policy and Procedures No. 9

RELATED DOCUMENTS
There are no related documents associated with this policy.

FORMS
There are no forms associated with this policy.