



## GOODS

**Policy Title:** Goods

**Policy Type:** Administrative

**Policy Number:** #43-31 (2014)

**Approved:** 07/01/1995

**Responsible Office:** Procurement Services

**Responsible Executive:** Vice President for Financial and Administration

**Applies to:** University Employees

### POLICY STATEMENT

The University has established policy governing the procurement of goods.

### TABLE OF CONTENTS

### PAGE NUMBER

Definitions.....	1
Contacts.....	1
Stakeholder(s).....	1
Goods Policy Contents.....	2
Publication.....	2
Review Schedule.....	2
Related Documents.....	2
Forms.....	3

### DEFINITIONS

**Goods** – all material, equipment, rental of equipment, supplies, printing, and automated processing hardware and software.

### 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/policy/bov-01.aspx> through the appropriate governance structures. Questions regarding this policy should be directed to Procurement Services.

### STAKEHOLDER(S)

University Community



## GOODS

### GOODS POLICY CONTENTS

The purchase of nontechnology goods shall be made in accordance with the Agency Procurement and Surplus Property Manual (APSPM). The purchase of technology goods shall be made in accordance with the BUY IT Procurement Manual: Individuals with delegated procurement autonomy are authorized to make purchases up to their expressed delegated authority. To promote the standardization of goods, purchases shall be made from mandatory sources, including any University term contracts unless exempted by Procurement Services. An annual report of all institutional purchases that are approved as exceptions to this policy will be provided by Procurement Services.

### PUBLICATION

This policy shall be widely published or distributed to the University Community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:

- Communicate the policy in writing, electronic 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 publication requirements does not invalidate this policy.

### REVIEW SCHEDULE

- Next Scheduled Review: 04/03/2021
- Approval by, date: President, 09/02/2014
- Revision History: 07/01/1995; 09/02/2014; 09/11/2015; 08/31/2016; 08/21/2017; 04/03/2018
- Supersedes: Procurement Services Policy and Procedures No. 18

### RELATED DOCUMENTS

1. APSPM  
[www.eva.virginia.gov/pages/eva-aspm-manual.htm](http://www.eva.virginia.gov/pages/eva-aspm-manual.htm)
2. IT Procurement Manual: *Buy IT*  
<https://www.vita.virginia.gov/media/vitavirginiagov/supply-chain/it-procurement-manual/ITPM-BUY-IT-2018-03-16.pdf>



## **GOODS**

3. Delegation of Procurement Autonomy to User Departments Policy, 43-36  
<https://www.nsu.edu/policy/admin-43-36.aspx>

## **FORMS**

There are no forms associated with this policy.