DELEGATION OF PROCUREMENT AUTONOMY TO USER DEPARTMENTS

Policy Title: Delegation of Procurement Autonomy to User Departments
Policy Type: Administrative
Policy Number: #43-36 (2014)
Approved: 04/03/2015
Responsible Office: Procurement Services
Responsible Executive: Vice President for Finance and Administration
Applies to: University Employees

POLICY STATEMENT

University has established a policy summarizing expressed procurement authority delegated by the President.

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

STAKEHOLDER(S)

University Community
DELEGATION OF PROCUREMENT AUTONOMY TO USER DEPARTMENT POLICY CONTENTS

Delegation of procurement autonomy for select user departments is authorized up to specified dollar thresholds. All individuals with contractual 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. Procurement Services will spot check Small Purchase Charge Card transactions delegated to user departments for fairness and reasonableness.

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

<table>
<thead>
<tr>
<th>POSITION</th>
<th>LIMITATIONS</th>
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<tbody>
<tr>
<td>Vice President for Finance and Administration</td>
<td>• Services unlimited</td>
</tr>
<tr>
<td></td>
<td>• Goods up to the University’s delegated authority</td>
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<td>• Sole Source</td>
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<td></td>
<td>• Emergency</td>
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<tr>
<td></td>
<td>• All other procurement transactions not itemized herein</td>
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<tr>
<td>Director or Associate Director, Procurement Services</td>
<td>• Services unlimited</td>
</tr>
<tr>
<td></td>
<td>• Goods up to the University’s delegated authority</td>
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<tr>
<td></td>
<td>• Sole Source up to $50,000</td>
</tr>
<tr>
<td></td>
<td>• All other procurement transactions not itemized herein</td>
</tr>
<tr>
<td>Procurement and Contracts Manager, Facilities</td>
<td>• $500,000 Non-capital construction</td>
</tr>
<tr>
<td></td>
<td>• $200,000 Professional services</td>
</tr>
<tr>
<td></td>
<td>• $100,000 Goods and non-professional services</td>
</tr>
<tr>
<td></td>
<td>• Capital construction unlimited for eVA Purchase Orders after Capital Outlay contract is signed by Vice President for Finance and Administration or designee</td>
</tr>
<tr>
<td>Procurement Officer II, Procurement Services</td>
<td>• $100,000 or up to the University’s delegated authority, whichever is lower</td>
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<tr>
<td>Procurement Officer I, Procurement Services</td>
<td>• $30,000</td>
</tr>
<tr>
<td>Administrative and Office Specialist III, Procurement Services</td>
<td>• $5,000</td>
</tr>
<tr>
<td>Small Purchase Charge Card (SPCC) Holders when utilizing the charge card</td>
<td>• $5,000 or dollar threshold established by SPCC Administrator, whichever is lower</td>
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</table>
Unless otherwise authorized by Procurement Services, all desired purchases of goods and services must be initiated by completing a Purchase Requisition through eVA and Colleague to Procurement Services for final approval and further processing unless otherwise authorized herein.

Deliberate splitting of orders to make purchases in excess of the delegated limit or single orders placed in excess of the delegated limit is prohibited and may result in withdrawal of the department’s delegated procurement autonomy.

Delegated procurement autonomy to SPCC holders is not authorized for the following:

- Alcoholic beverage
- Audiovisual equipment
- Capital Outlay or construction (except Facilities Management)
- Computer software or hardware (except Office of Information Technology)
- Firearms or ammunition (except Police Department)
- Fixed assets (see Fixed Assets…Policy #41-06)
- Food Services or Catering
- Gift Cards
- Lease purchases
- Narcotics or dangerous drugs
- Printing (except Printing Services Department)
- Temporary personnel services
- Travel
- Writing instruments (except when purchased directly or indirectly from a mandatory source)
- Furniture (except from mandatory source)

Unless excluded above, delegated procurement autonomy is not authorized for other goods and services available from state contracts and mandatory sources. Delegated procurement autonomy is not authorized for the purchase of similar items from non-contract or non-mandatory sources.

Delegated procurement autonomy is authorized for miscellaneous repairs including parts and labor. Repair charges must be agreed upon between user department and contractor before contractor is given authorization to proceed with the work.

Any exceptions must be approved in advance by the Director or Associate Director, Procurement Services.

**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, including current and prospective students within 14 days of approval;
- Submit this 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, 04/03/2015
• Revision History: 07/01/2014, 04/03/2015, 07/12/2016, 04/27/17; 04/03/2018
• Supersedes: Procurement Services Policy and Procedures No. 24

RELATED DOCUMENTS

1. Fixed Assets Policy #41-06
   https://www.nsu.edu/policy/admin-41-06.aspx

FORMS

There are no forms associated with this policy.