



PURCHASING MANUAL

Revised 10/25/23

Table of Contents

<u>Section</u>	<u>Page</u>
Advanced Payments/Deposits.....	13
Cancellation of Orders.....	13
Change Orders.....	13
Claims for Damages or Shortages.....	12
Confidentiality of Prices	9
Conflict of Interest.....	13
Contract Management and Signature	16
Elon Owned Computers and Tablets.....	16
Elon University Statement on Ethical Procurement.....	5
Expediting and Tracing	14
Facility Modification	15
Fund Source.....	14
Furniture, Fixtures and Interior Design	14
Gifts and Gratuities.....	14
General Information.....	13
Introduction.....	4
Maintenance Contracts	14
Mission Statement.....	5
Multiple Receipts on a Single Order	12
Office Supplies.....	16
Organizational (Signature) Authority	6
Overnight Shipping.....	14
Payment of Invoices	12
Personal Purchases.....	13
Pre-Planning Material Requirements.....	7
Printing	15
Procurement Card (P-Card)	11
Purchase Order.....	10
Purchase Request	9
Purchasing Department.....	6
Purchasing Process	11
Quality of Materials.....	8
Receiving – General.....	11
Receiving and Invoice Payment.....	11
Receiving Procedures	11
Records.....	9
Request for Proposal Process.....	8
Return of Merchandise.....	12
Selection of Suppliers	7
Summary of Responsibilities	5
Surplus Property.....	16
Supplier Quotes.....	8
Transactions Not Requiring a Purchase Order	11
Technology Equipment, Services and Software	14
Unauthorized Purchases.....	14
University Stationery.....	16
Appendix A – Ethical Procurement Guidelines.....	18
Appendix B – Vendor Registration Form	22

<u>Section</u>	<u>Page</u>
Appendix C – Purchase Request Form.....	28
Appendix D – Competitive Bid/Sole Source/Selected Source Justification Form	29
Appendix E – Purchase Order Form (Sample)	30
Appendix F – Purchase Order Change Form.....	32
Appendix G – P-Card Policies & Procedures.....	33
Appendix H – P-Card Request Form	38
Appendix I – Missing Receipt Affidavit (P-Card).....	39
Appendix J – Expense Correction Form.....	40
Appendix K – Contract Review Cover Sheet.....	41
Appendix L – Check Request Form	43
Appendix M – Purchasing Manual Definitions	44
Appendix N - Uniform Guidance for Federal Awards.....	46

Introduction

The primary purpose of the University's [Purchasing Department](#) is to support faculty, staff and students in identifying, selecting, and acquiring needed materials and services. This is to be done as economically as possible and within accepted standards of quality and service using professional ethics ([NAEP Code of Ethics](#)) and best business practices, and while obtaining the best value for the total cost, while minimizing risk to the University.

Policies and procedures have been developed to allow for purchases to be made in a timely and organized manner which provides for essential accountability of institutional expenditures. The Purchasing Department is the department which is charged with the responsibility to obligate the University to financial commitments through purchase orders or other contractual obligations.

Please be sure to acquaint yourself with the policies and procedures outlined in this manual. It is our goal to provide assistance and service. When the requirement for goods and services arises, you are encouraged to contact the Purchasing Department. We are all stewards of the University's resources. These resources can be maximized through the application of sound purchasing practices.

Jeff Hendricks
Procure to Pay Director

Mission Statement

The Mission of the Purchasing Office is to provide quality customer support by providing efficient and effective purchasing services in support of the University's educational goals. We will guide our customers in obtaining products and services from appropriate sources at the lowest total cost while ensuring the best overall value. Through the development and administration of policies and procedures, we will serve as an exemplary steward of the University's resources by facilitating the acquisition process, while striving to minimize risk to the University. Purchasing will create and maintain cooperative relationships and apply sound business practices while working with our customers and suppliers.

Summary of Responsibilities

Purchasing and the requisitioning department are partners in the acquisition of goods and services.

Below is a summary of the responsibilities of both Purchasing and the Requisitioning Department to help facilitate a smooth flow of the process of acquisition of goods and services:

Purchasing

1. Provide cooperative interaction between the University and its vendors
2. Evaluate new and existing vendors
3. Ensure new vendors complete the vendor registration process
4. Assist departments in the quote/bid/review process
5. Execute purchase orders and contracts with vendors
6. Review contracts for necessary terms and conditions to protect the University against legal liability
7. Assist departments with contract negotiation as needed
8. Review group purchasing contracts for favorable university pricing
9. Provide assistance with product sourcing and pricing
10. Develop and maintain adequate procedures, controls, and records
11. Provide an outlet for the disposition of surplus University owned equipment

Requisitioning

1. Follow university policies for purchase of goods and services
2. Initiate purchase requisitions for purchases over \$2,500
3. Ensure department budget has adequate funds to cover the purchase
4. Provide supporting documentation for competitive bidding
5. Provide Purchasing with all necessary information to accomplish its responsibilities for bids/quotes, purchase order generation, contract signature process
6. Review purchase orders and receiving documents for accuracy. Inform Purchasing of any discrepancies
7. Notify Accounting of receipt of goods to ensure prompt payment
8. Attempt to resolve expediting and delivery issues with the vendor directly
9. Ensure all technology related requests are reviewed and approved by Instructional & Campus Technology
10. Follow university procedures for contract review and signature
11. Be overall good stewards of University resources and contact Purchasing to assist with acquisitions as needed

The paragraphs that follow explain these responsibilities in greater detail. Any questions about these responsibilities and procedures should be directed to the Purchasing Department at ext. 5580.

Elon University Statement on Ethical Procurement

In keeping with the values expressed in its mission statement, Elon University recognizes the importance of ethical practices and social responsibility in procuring goods and services. Elon is an affiliate of the Fair Labor Association, promoting fair and decent conditions in the production of goods. Elon also strongly encourages all

suppliers and licensees to comply with international, federal, state and local laws, as well as generally recognized ethical and industry standards related to environmental sustainability, fair labor practices and human rights.

The university seeks to provide an educational community and workplace free of prohibited discrimination and harassment. To that end, it has adopted the following **nondiscrimination statement**: “Elon University does not discriminate on the basis of age, race, color, creed, sex, national or ethnic origin, disability, sexual orientation, gender identity, or veteran’s status (collectively, “Protected Categories”) in the recruitment and admission of students, the recruitment and employment of faculty and staff, or the operation of any of its programs.” Consistent with our nondiscrimination statement, the university does not tolerate discrimination or harassment of employees, students or other individuals associated with the University including, but not limited to, vendors, contractors, and guests on the basis of any of these Protected Categories.

The **nondiscrimination statement** is considered part of the terms and conditions for vendor registration with the university. Elon University seeks to do business with organizations that manage their operations consistent with the university’s values and mission.

National Association of Educational Procurement (NAEP) and Code of Ethics

Elon University is a member of the National Association of Educational Procurement and follows [NAEP’s Code of Ethics](#).

Elon University complies with the [Fair Labor Standards Act](#).

Organizational (Signature) Authority

Responsibility for the organization of this area is assigned to the [Associate Vice President for Finance and Administration](#). To ensure that University objectives are met and that specific needs of end users are recognized and served, responsibility and authority for purchases of various commodities are delegated to the Director of Purchasing and buyers. Various individuals in the Purchasing Department may often have communication with suppliers and be actively involved in contract negotiations.

Requests to commit University funds for materials or services which are not included in the approved operating budget should be directed to the [Vice President for Finance and Administration](#) along with supporting documentation.

No individual, except the President, Vice President for Finance and Administration, Procure to Pay Director or persons specifically authorized by these individuals has the authority to enter into purchase contracts, or in any way obligate Elon University for procurement indebtedness in excess of \$2,500 or in any way commit the University to a liability or action. Any other commitments are considered unauthorized purchases and the individual may encounter a personal obligation to the Supplier.

Purchasing Department

Main Office: 314 est aggard Avenue, Campus Box 2950, Elon, NC 27244

Main Phone: 336-278-5580

Email: purchasing@elon.edu

Hours of Service: 8:00 a.m. to 5:00 p.m., Monday through Friday

Staff:	<u>Name</u>	<u>Email</u>	<u>Phone</u>
	Jeff Hendricks – Procure to Pay Director	jhendricks4@elon.edu	x-5587
	Patrick Schwartz – Assistant Director of Procure to Pay	pschwartz4@elon.edu	x-5583
	Chris Bradsher – Purchasing Agent	cbradsher4@elon.edu	x-5585
	Edith Smith - Purchasing Agent	esmith105@elon.edu	x-5589

Purchasing Homepage – www.elon.edu/purchasing

Purchasing Department Forms

Samples of the forms listed below are included in the appendices of this manual. Electronic versions are available at: <https://www.elon.edu/u/fa/purchasing/forms/>

<u>Appendix</u>	<u>Form</u>
A	Ethical Procurement Guidelines
B	Vendor Information Form (Substitute W-9)
C	Purchase Request
D	Competitive Bid/Sole Source/Selected Source Justification Form
E	Purchase Order Form (Sample)
F	Purchase Order Change Form
H	P-Card Request Form
I	Missing Receipt Affidavit (P-Cards)
K	Contract Approval Cover Sheet
M	Purchasing Manual Definitions

Pre-Planning Material Requirements

It is very important for departments to evaluate well in advance their supply and equipment needs. The time required for Purchasing to issue an order and secure delivery after receiving a properly prepared requisition can vary greatly. Delivery always depends upon the Suppliers' stock and/or availability in securing delivery from their suppliers.

Departments are encouraged you to submit furniture requisitions well in advance of the required delivery date as these items can take eight (8) to ten (10) weeks from the time the order is placed until delivery. When requisitioning items that are used repetitively, specify the largest possible quantity and as many items as possible from common sources of supply. There should be no need to designate repetitively used items as "emergencies" if departmental requirements are properly planned. All furniture needs should be coordinated through the office of [Planning, Design & Construction Management](#).

Selection of Suppliers

The Purchasing Department is available to assist the requisitioning department to select sources of supply of goods and services. Potential suppliers are selected for their ability to serve the needs of the University in an economical and efficient manner on a continuing basis. Past performance of suppliers and cooperation with the University are important factors in Supplier selection.

The Purchasing Department is committed to evaluate new suppliers, including small businesses, women-owned, disadvantaged and minority suppliers. All suppliers to Elon University are required to have a current [Vendor Information Form \(Substitute W9\)](#) (Appendix B) and [IRS Form W-9](#) on file with the Purchasing Department. The Vendor Registration Form includes the supplier's commitment to honor our Nondiscrimination policy and Ethical Procurement Guidelines. Whenever possible more than one source will be sought and considered. Alternate or multiple sources of supply are maintained as a means of insuring good value, performance, and service, and minimizing costs.

The requisitioning department is encouraged to suggest sources of supply, particularly for unusual or non-standard items. The Purchasing Department will follow a department's recommendation where possible.

The University will attempt, when possible, to purchase goods and services from small business concerns, especially those owned and controlled by socially and economically disadvantaged individuals. The University is committed to use, when possible, available local resources.

The Purchasing Department may, at its discretion, make suggestions or request justification regarding supplier selection.

Quality of Materials

Quality is determined by balancing two important factors: (1) the technical consideration of suitability and (2) the overall economic value, which includes price, warranties, performance, terms and conditions, and availability. The right to determine specifications including the right to change the specifications rests with the department responsible for the performance or use of the materials. The Purchasing Department is available to assist the requisitioning department in reviewing the proposed purchase and potential suppliers regarding the criteria stated above to arrive at the best overall value for the University.

Supplier Quotes

If you are purchasing goods and/or services with federally awarded grant funds, The Federal Office of Management and Budgets (OMB) requires that you follow the guidelines as outlined in Appendix N.

It is in the best interest of the University to secure supplier quotes on goods and services whenever possible. The University will generally receive greater discounts, service, and overall value when quotes are obtained from more than one supplier. Quotes are encouraged for purchases greater than \$25,000. The requisitioner is responsible for contacting suppliers to obtain quotes for the materials or services needed based on the Competitive Bidding Guidelines & Requirements. Copies of all supplier quotes should be submitted with the purchase requisition. The requisitioning department should contact Purchasing for assistance if unsure about the procedure.

Supplier quotes are not required for requests less than \$1,000,000 when one or more of the following circumstances exists:

- a. Quotes have recently (within the previous 12 months) been received for the exact same item or service and the quotes remain valid
- b. The item must be purchased from a sole source distributor or manufacturer. Sole source justification is required. Sole source means the good or service cannot be purchased through any other supplier
- c. There is other justification for not acquiring supplier quotes (detailed memo of explanation must be provided).
- d. Item or service is purchased at University auxiliary business operation (Aramark, University book store)
- e. One of the following is used: existing University preferred supplier agreement, NC State Contract, Group Purchasing Organization contract, etc.).
- f. HR employment listings, services administered through HR, utilities, etc.

Request For Proposal (RFP) Process for Purchases greater than \$1,000,000.00

The RFP process is a formal process and a best practice used by purchasing professionals to conduct competitive bidding, generally for services (consulting, website development, design, construction projects, engineering services, IT services/projects, etc.). The RFP process ensures that information is conveyed to suppliers in an equitable manner. All suppliers receive the same documentation with the same information during an established time period. The RFP provides information about the University's expectations regarding how to

respond to the RFP, the specifications of the project, and general conditions with which suppliers are expected to comply. These conditions will become part of the contractual document with the selected supplier to provide the services.

Purchasing utilizes a standard RFP template. This template contains information and requirements that will serve the best interest of the University in terms of risk management, safety, quality of information received on which to base the selection decision, and ultimately allow the University to select a supplier who provides the best value to Elon at the lowest total cost and at minimized risk.

Early engagement with Purchasing is critical to a successful RFP process. Purchasing should be contacted as soon as a need is identified and Purchasing will work with the initiating department to explain the process, develop the RFP document, and administer the process, from initial contact with suppliers through evaluation of supplier proposals, selection of the supplier, negotiation of a final contract and correspondence with the bidders who are not selected. Depending on the complexity of the RFP, departments should allow two to six weeks to complete the RFP.

The inclusion of certified Small Business, Women and/or Minority Owned vendors, who are capable of fulfilling the requirements, in the solicitation of quotes is strongly encouraged.

Confidentiality of Prices

It is the policy of the University to safeguard the confidentiality of Supplier Information. **Pricing and product/service information solicited from suppliers is considered to be confidential and shall not be revealed to any other Supplier or person outside the University. It is the responsibility of all University employees to conduct themselves to the highest ethical standards regarding pricing and supplier product/service information.**

No responsibility exists on the part of the University for the security of unsolicited information given to the Purchasing Department by suppliers. Normal diligence shall be exercised in order that such information is not willfully used in a manner harmful to the supplier.

Records

The Purchasing Department shall retain all original Purchase Orders and supporting documentation according to the University's record retention policy.

Purchasing Process

Purchase Request

A [purchase request](#) is used to initiate the procurement of all goods and services greater than \$2,500 not available from within the University community. The request is prepared by the Requisitioner and is forwarded to the Purchasing Department. The approval of the appropriate level manager on a purchase request authorizes the Purchasing Department to contract for the materials or services specified.

The Primary Purchasing Method

The purpose of this section of the manual is to explain the major steps in the procurement process. It is suggested this section be reviewed before completing a purchase requisition. If any step in the process is not clear, or if circumstances are unusual, please contact the Purchasing Department (ext. 5580) for assistance. The following represent the basic steps in the general procurement process:

Budget Managers/Department Chairs have the responsibility to follow University Purchasing policies and procedures to assure the University consistently follows appropriate financial practices. **Before University funds can be committed, it is important that proper and complete authorization be obtained.** Failure to do so may

result in higher prices paid, inferior quality, unfavorable terms, etc. To achieve this goal, and to assure successful internal and external audits, the procedures outlined below should be followed:

- (A) Purchases greater than \$2,500 require a Purchase Order (PO) (Appendix E) number be assigned to the purchase **prior** to placing the order with the supplier. In an effort to maintain current quality and standards, the purchase of all furniture and technology items must be purchased using a purchase order number regardless of the dollar amount of the purchase.
- (B) Please complete the electronic Purchase Request Form and route for all necessary approvals. The form can be found at (<https://www.elon.edu/u/fa/purchasing/purchase-requests/>).
- (C) Purchasing will create a purchase order (PO) in the Colleague system. Encumbrance takes place immediately upon entry of the order into Colleague. You will be sent a Receiving Report copy of the PO. The Receiving Report should be signed in the top right hand portion and sent to the Accounting office (2900 Campus Box) **immediately upon** receipt of the item(s) ordered. This is your acknowledgement to Accounting that the item(s) have been received and the invoice can be paid. If you need a copy of the PO for your records, please make a copy of the Receiving Report before sending it to Accounting.
- (D) If you receive a partial shipment, sign the Receiving Report and indicate which items were received and which were not. Send the Receiving Report to the Accounting Office. Accounting will in turn send you a green “backorder” slip. Once you receive the backordered items, sign the “backorder” slip and return it to Accounting.
- (E) Students are not permitted to initiate Purchase Requisitions. If the purchase is for a student organization, the organization’s faculty/staff advisor must initiate the Purchase Requisition. The advisor must also sign the Receiving Report copy of the PO upon receipt if the item(s) ordered.
- () If procedures are not followed, it could result in; (1) delays for the ordering department, or (2) paying too high a price for products and services. Further, Elon’s external auditors may issue findings that hold the non-compliant department and budget manager responsible.

Purchasing Web Site: <https://www.elon.edu/u/fa/purchasing/>

Purchase Order

The purchase order is the usual instrument by which goods and services greater than \$2,500 are procured to fulfill a requirement. It is the seller’s authority to ship and invoice for the goods or services specified on the order. It is a legal instrument which expresses the buyer’s part of a contract of sale. Once accepted, it has the legal force of a binding contract.

Purchase orders are issued by the Purchasing Department within two (2) business days after receipt of properly completed requisitions.

The requisitioner should check his/her copy of the purchase order for accuracy as soon as it is received. If there are any errors, please contact the Purchasing Department immediately so the appropriate corrective action(s) can be taken. Purchasing will NOT be responsible for any incorrect information on the purchase order.

Transactions Not Requiring a Purchase Order

There are several types of expenditures that do not require purchase order authorization; however, it is usually in the best interest of the department and offers greater protection for Elon if a purchase order is utilized, even if not required by policy. Payment for these items and services should be authorized by submitting a [Check Request Form](#) to the [Accounts Payable Department](#) or by use of the [Procurement Card \(P-Card\)](#).

- \$2,500 or less (inclusive of taxes and shipping)
- Conference/Seminar registration fees
- Food/Refreshments (for meetings, events, etc.)
- Freight charges not covered on purchase order
- Honorariums (check request only – **do not** pay by P-Card)
- Guest Lecture Fees (check request only – **do not** pay by P-Card)
- Insurance policies (Finance Office)
- Memberships and dues (professional)
- Miscellaneous payment (Independent Contractor payments, payments obligated by contract)
- Postage (stamps)
- Relocation Reimbursement/expenses (handled on case-by-case basis)
- Subscriptions (magazines, journals, etc.)
- Travel, entertainment and related expenses (use P-Card or [Travel Reimbursement Form](#))

Procurement Card (P-Card)

The [Procurement Card \(P-Card\)](#) program provides an alternate, cost-effective and efficient method of purchasing and paying for small dollar goods and services transactions up to \$2,500. Travel related expenses (airfare, hotel, transportation, conference registration, and meals) are **excluded** from this small dollar threshold.

Features of the program include:

- Faster order placement
- Reduces the number of purchasing forms and processes
- Eliminates the use of personal funds for University business transactions
- Reduces the number of reimbursements

A [P-Card Request Form](#) (Appendix H) must be completed and submitted to Purchasing to obtain a card. Please see the [Purchasing website](#) and the [Procurement Card Policies and Procedures](#) (Appendix G) for more information or call the Purchasing office at ext. 5580.

Receiving and Invoice Payment

Receiving – General

The University has a responsibility to our suppliers to pay promptly for any goods or services received. Deliveries of items weighing less than 100 pounds are made directly to the requisitioning department. Deliveries of items weighing more than 100 pounds are made to the receiving department in the [Facilities Management](#) located at 803 W. Haggard Ave. **It is important that individuals accepting incoming shipments be certain that the materials have been ordered by their department and that items received are not damaged before signing the delivery slip.**

Receiving Procedures

It is recommended that the following procedures be followed when materials are delivered to your department.

- a. Properly identify the material and retrieve the departmental copy and receiving copy of the purchase order.
- b. Check whether the package delivered agrees with the delivery ticket and the bill of lading.

- c. Inspect the package and contents for any obvious damage. Note any damage on the delivery ticket and ask the driver to verify it with his signature prior to your signing for the delivery. Any carton damage should be noted. Make a copy of the document for your files.
- d. The department receiving the merchandise is responsible for promptly unpacking and carefully inspecting shipments. This should be done as soon as possible after delivery, but in no more than 10 days. Keep all containers, packing material, wrappers, etc. until the inspection is complete and you are satisfied the merchandise has been received as ordered.
- e. After goods have been received and inspected, the Receiving Report copy of the purchase order should be signed and forwarded to the Accounting Department. Any discrepancies, shortages, or damages should be noted on the Receiving Report. The receiving department should make the initial contact with the supplier to resolve any problems or discrepancies pertaining to the delivery. If the department cannot make a resolution with a supplier, the Purchasing Department will then attempt to resolve the situation in order to protect the University's interest and to complete the transaction.

Multiple Receipts on a Single Order

Periodically, more than one delivery is required to complete an order. If you receive a partial shipment, sign the Receiving Report copy of the purchase order and indicate which items were received and which were not. Send the Receiving Report to the Accounting Office. Accounting will in turn send you a green "backorder" slip. Once you receive the backordered items, sign the "backorder" slip and return it to Accounting.

Claims for Damages or Shortages

Deliveries of goods to the University should be inspected immediately upon receipt for damages or shortages. In cases of damage or shortage to a shipment, it is important that the receiving information be provided promptly to the Purchasing Department along with all shipping papers. The extent of damage or shortage should be described in detail.

If the damage or shortage is not immediately evident at the time of delivery, the carrier must be notified within 15 days of delivery. It is extremely important that all containers, packaging material, wrappers, etc. be retained for the carrier's inspection. Failure to keep this material may void the chance of obtaining a claim.

Once the claim inspection report has been received, the Purchasing Department is available to assist with processing the final claim report, depending upon the conditions of the contract or purchase order.

Return of Merchandise

Merchandise to be returned to suppliers or manufacturers for adjustment or credit should be coordinated with the Purchasing Department. When a Supplier has shipped items specified on the purchase order, he has legally complied with his part of the contract and is under no obligation to accept for credit any items delivered as specified.

Acceptance of a return by the Supplier is by no means automatic and a restocking charge may be incurred. This charge, along with any freight charges, will be the responsibility of the requisitioning department.

Payment of Invoices

All invoices are paid by the [Accounts Payable Department](#). Invoices received at other departments should be reviewed and forwarded to Accounts Payable (Campus Box 2900).

Invoices for equipment, supplies and most services will not be paid until the Receiving Report copy of the purchase order has been signed and sent to the [Accounts Payable Department](#) by the requisitioner.

Invoices received by Accounts Payable that are 10% (or \$500, whichever is greater) or more variance (plus or minus) from the total of the purchase order will be sent to Purchasing to investigate the discrepancy and approve for payment.

Freight costs may be charged in one of two methods by the supplier. These methods are:

1. Freight included - the charges are stated on the quote and therefore included in the total cost of the purchase order; or
2. Prepaid and add - freight charges are not included in the quote. The supplier will prepay the freight and then add to the invoice as an additional charge. This will create a discrepancy between the amount of the purchase order and the final invoice.

Departments should be aware of the two methods and request the freight included method whenever possible.

Personal Purchases

The University will not purchase any goods or services for the personal use of the University faculty/staff nor will arrangements be made by the Purchasing Department to create any personal buyer-seller arrangements between faculty/staff members and University suppliers. Suppliers, may however, at their own discretion, extend University discounts and/or contract rates to University faculty/staff on personal purchases.

General Information

Cancellation of Orders

A purchase order is a binding contract between the University and the Supplier. Therefore, it cannot be modified or canceled unilaterally. Separate contractual terms may also apply. Any request to modify or cancel an order or contract should be directed to the Purchasing Department in writing using the [Purchase Order Change Form](#) (Appendix F). The Purchasing Department will then act in cooperation with the department in the best interest of the University and advise all parties accordingly.

Generally, a Supplier will agree to a request for cancellation if the items have not been shipped. The department may be held responsible for any material shipped by a Supplier or costs of fabricated items incurred prior to cancellation.

Change Orders

If it becomes necessary to make any change to an existing open purchase order, a completed [Purchase Order Change Form](#) (Appendix F) should be sent to the Purchasing Department. The Purchasing Department will issue notification to the Supplier. To initiate a change order, the purchase request form is used and “change to existing purchase request” button should be selected at the top of the form.

Advanced Payments/Deposits

At times, it is necessary to make advance payments or deposits for goods or services. In such cases, the requisitioner must indicate on the purchase requisition that a deposit check should be sent at the time the purchase order is placed. An invoice from the supplier for the deposit or advanced payment is required.

Conflict of Interest

“The University expects its employees to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of the University and the conduct of its affairs.

Dealings that represent, or appear to represent, a conflict between the interests of the University and an employee are unacceptable. The University recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to their work for the University. However, a policy

of full disclosure must be followed to assess and prevent potential conflicts of interest from arising. Supervisors should be contacted by employees regarding a possible conflict of interest or outside work”.

The University’s Policy on Conflict of Interest can be viewed at:

<https://www.elon.edu/u/fa/purchasing/policies/>

Gifts and Gratuities

In accordance with the [Elon University Code of Ethics](#), all University personnel should refrain from accepting any gifts, gratuities, or entertainment of more than a nominal value from suppliers doing business or wishing to do business with the University.

Expediting and Tracing

The Requisitioner should attempt to obtain delivery information and resolve any dispute or discrepancy directly with the supplier. If a good faith effort to resolve issues with a supplier is not successful, the Purchasing Department is available to assist the department to expedite or trace orders.

Fund Source

It is the responsibility of the requisitioning department to ensure that there are sufficient funds in place prior to submitting a purchase request for order placement. Purchasing will verify funding prior to creating a purchase order. If there are not sufficient funds in the account to cover the cost of the order, the purchase requisition will be returned to the originator.

Maintenance Contracts

Contracts for maintenance service on University owned equipment should be covered by a purchase order. Contract documents should be submitted through the [Contract Management Signature Policy and Procedures](#) process prior to the purchase request being submitted. **The requisitioner should not sign the supplier’s contract documents.** The contract documents will be reviewed and signed by an authorized Elon representative. Purchasing Cards (P-Cards) are not to be used to initiate maintenance contracts.

Invoices for annual maintenance agreements to be paid in advance will be paid by the Accounts Payable Department when received, as long as the invoice terms agree with the purchase order. No receiving report or payment approval is required.

The Purchasing Department is available to assist in the negotiation of contracts for maintenance service on commonly used equipment.

Overnight Shipping

Contact [Mail Services](#) at ext. 5433 for additional information regarding overnight shipping.

Technology Equipment, Services and Software

All technology equipment (e.g. copiers, personal computers, printers, tablets, etc.), services and software purchases must be reviewed by [Information Technology](#) (IT) (ext. 5200) prior to being ordered so as to ensure compatibility with Elon’s current systems and data security as well as for the ability of IT to support the equipment or software. Please contact [Campus Technology Support](#) (ext. 5200) for assistance in reviewing your needs prior to submitting the purchase request to the Purchasing department.

Unauthorized Purchases

Any purchases not considered “small dollar” (\$2,500 or less) purchases made by departments without PRIOR approval and appropriate documentation supplied from the Purchasing Department are considered “unauthorized purchases”.

Furniture, Fixtures and Interior Design

Requests to add or replace single pieces of furniture to match existing styles should be directed to the [Office of Planning, Design and Construction Management](#). Larger projects requiring space re-arrangement or relocation should also be directed to the Office of Planning, Design and Construction Management at ext. 5497.

Interior design services are provided by the Office of Planning, Design and Construction Management to ensure that space is properly utilized, quality standards are maintained, and regulations concerning material flammability, accessibility for the handicapped and other codes are adhered to.

Facility Modification

This section summarizes the difference between a maintenance request and a project request as well as the procedure and responsible department for each type of request.

1. Maintenance Work Request

Existing building components (doors, wall, carpet, ceiling fixtures, etc.) or systems (plumbing, electrical and HVAC) that require routine maintenance or repair should be submitted as a Facilities Management [FIXit work request](#). Repairs include painting an existing wall, repair or replacing existing carpet/ceiling tiles, changing light bulbs, repairing roof leaks and the like.

2. Project Request Process

Projects that include modifications or additions to existing campus buildings or leased buildings that the university occupies (adding, relocating, or removing walls, doors and windows; changes in use of space, changes to the style or type of furniture or fixed equipment, changing a classroom to a computer lab, converting a large room into smaller rooms, removing walls to make multiple areas into a larger area, etc.) should be submitted by a [Facility Modification Request Form](#) to the Dean or Vice President administering that area for endorsement.

Once the Dean or Vice President has endorsed the project, they will submit the Facility Modification Request Form to [Planning, Design & Construction Management](#) for review. A project manager will review the request to ensure that it conforms to the building code and adheres to the design principles of the university. The project manager will contact the initiator to schedule a meeting to discuss the project if a meeting is required.

If the project is approved, Planning Design & Construction Management will provide a cost estimate for the work and request funding from the initiator to complete the work. PDCM will determine whether this work can be completed in house by Facilities Management/Purchasing or if the project is to be completed by an outside contractor. If an outside contractor is required, the PDCM project manager will hire the contractor and manage the construction until the project is complete.

Printing

The University's [Print Services](#) (ext. 5582) department produces high quality products for the entire Elon community. Elon's Print Services and [Mail Services](#) (ext. 5433) provides copying and mailing services to the university community and accepts work from all university departments, groups and organizations, and students. The goal as Elon's on-campus preferred supplier is to produce the highest quality products in a timely fashion and at a competitive price, while making the process as easy and streamlined as possible.

Requests for printed materials that will have an external audience (e.g. parents, donors, student recruitment and large university events or academic publications) should be directed to the [Office of University Communications](#) (ext. 7415) for review and consultation regarding approved logos, fonts and colors prior to the order being placed.

For all externally printed items, including promotional items, that will use the Elon name and/or logo, please make sure to adhere to the University identity standards with regard to fonts and colors. That information can be found at <https://www.elon.edu/u/university-communications/identity/>. This website gives access to all approved logos and word marks as well as the rules regarding font and color treatments. Any questions or referral requests can be directed to the [Office of University Communications](#).

University Stationery

University letterhead, envelopes and business cards are standardized. Requirements for these items should be directed to [Print Services](#), at ext. 5582.

Office Supplies

Office supplies are available through the University's contract supplier, Forms & Supply, Inc., (FSI) by ordering online at the supplier's website <https://shop.fsioffice.com/Authentication/Login>. An individual account must be created through the Purchasing Department. Please contact the Purchasing Department to set up a new account. Purchasing will work with FSI to get your account set up. You will be contacted with a username and password. Desktop delivery is provided Tuesday through Friday at no additional charge. In most cases, in-stock items are delivered next day. All orders require an Elon University P-Card for payment. As a secondary source, office supplies can also be ordered through the University's Amazon Business Prime account.

Elon Owned Computers and Tablets

The University currently has contractual arrangements for Elon owned tablets and computers with certain industry standard manufacturers. Inquiries regarding the ordering of desktop, laptop or tablet computers should be directed to [Campus Technology Support](#) at ext. 5200. Requisitioners should have their requests for purchase of all technology items (computers, tablets, printers, software, etc.) from external suppliers reviewed and pre-approved by the Director of Campus Technology Support (ext. 5200) prior to initiation of a purchase order by the Purchasing Department. Quotations can be obtained from the Campus Technology Support office.

Surplus Property

Items which are no longer needed by a department are considered "surplus" materials. These items may, however, be useful to other members of the Elon campus.

Contact the Purchasing Department at ext. 5580 to arrange for the disposal of surplus property. The home department may not dispose of surplus property.

Contract Management and Signature

As a result of the continued growth of the University, and in an effort to comply with current audit recommendations, the following policy regarding the signature and management of University contracts has been established.

1. No individual, except the President; Vice President for Finance and Administration; Procure to Pay Director or persons specifically authorized by these individuals has the authority to enter into purchase contracts, lease agreements or in any way obligate the Elon University for procurement indebtedness or any other contractual obligations. Any other commitments are considered unauthorized and the purchases or actions and the responsible individual may encounter a personal obligation to the supplier or other party.

2. It is the responsibility of the initiating department to review the contract, agreement, lease, etc. (collectively "Agreement") to ensure that the scope of work, milestones, university and other party obligations are accurate and acceptable.
3. Once the above review has taken place, the unsigned Agreement should be submitted to the Purchasing Office at 2950 Campus Box along with the completed Contract Approval Cover Sheet (Appendix K). The Contract Approval Cover Sheet ensures that the Agreement has received proper departmental approval, including the appropriate account number. If the completed Contract Approval Cover Sheet is not attached, the Agreement will be returned to the initiator. Approval levels on the Contract Approval Cover Sheet follow the same protocol as purchase requests based on dollar amount of the Agreement.
4. The Procure to Pay Director will determine the appropriate signature requirement based on the type of Agreement and established signature criteria.
5. The Procure to Pay Director will review the Agreement terms and conditions and consult with any other department(s) that may be directly affected by the Agreement to ensure acceptability by the University; reviewing for:
 - a. Appropriate insurance coverages
 - b. Acceptable handling of personally identifiable information/data
 - c. Undo onus on the University
 - d. Acceptable contract termination/renewal terms
 - e. Acceptable warranties, disclaimers and indemnifications
6. After the Agreement has been signed by the appropriate Elon University representative, Purchasing will send the Agreement to the other party for execution, if the Agreement has not already been signed by the other party.
7. Purchasing will maintain an electronic copy of the Agreement in the contracts database.
8. Purchasing will send a copy of the fully executed Agreement to the initiating department.
9. The initiating department is responsible for executing all obligations of the Agreement and for monitoring expiration date(s) and initiating renewal or cancellation as applicable.
10. In the event the other party breaches any of its obligations or requirements, the initiating department should notify Purchasing to determine the appropriate action to be taken to cure such breach.

Appendix A

Elon University

Ethical Procurement Guidelines

These guidelines apply to any contractor, business, firm, company, or individual (hereinafter "contractor") doing work on Elon University property, as well as to the contractor's employees, agents, consultants, and others on campus in connection with the contractor's work or at the contractor's express or implied invitation.

1. Conduct

Courtesy and Respect: Elon University is a diverse academic institution and it is critical that all contractors and their employees conduct themselves in a manner that is lawful, courteous, businesslike, and respectful of all students, staff, faculty, guests, and visitors.

The university seeks to provide an educational community and workplace free harassment and prohibited discrimination and harassment. To that end, it has adopted the following nondiscrimination statement: "Elon University does not discriminate on the basis of age, race, color, creed, sex, national or ethnic origin, disability, sexual orientation, gender identity, or veteran's status (collectively, "Protected Categories") in the recruitment and admission of students, the recruitment and employment of faculty and staff, or the operation of any of its programs." Consistent with our nondiscrimination statement, the university does not tolerate discrimination or harassment of employees, students or other individuals associated with the University including, but not limited to, vendors, contractors, and guests on the basis of any of these Protected Categories.

Language and Behavior: Contractors and their employees cannot engage in behavior that is rude, threatening, or offensive. Use of profane or insulting language is prohibited. Harassment of any kind, including sexual harassment is prohibited. Abusive, derogatory, obscene or improper language, gestures, remarks, whistling, cat calls or other disrespectful behavior are also prohibited. Roughhousing, fighting, fisticuffs, physical threats, destruction of property, vandalism, littering, or physical abuse of anyone on campus are not permitted under any circumstance.

No Weapons, Alcohol, or Drugs: The use, possession, distribution, or sale of any weapon, alcohol, illegal drug, or controlled substance by any contractor or contractor's employee is prohibited. Offenders will be removed from campus and/or reported to Campus Safety and Police.

Smoking: Elon University is a smoke-free campus with respect to all of its facilities with the exception of outdoor facilities of the university. Smoking is not permitted within 30 feet of campus buildings or in Rhodes Stadium.

Fraternization: Contractors and their employees may not fraternize or socialize with University students. Contractors and their employees may not socialize with employees during University working hours.

Appearance: Contractors and their employees are required to wear appropriate work wear, hard hats and safety footwear while on campus. Articles of clothing must be neat and tidy in appearance, and cannot display offensive or inappropriate language, symbols or graphics. The University reserves the right to decide if such clothing is inappropriate. This policy also applies to vehicles and equipment which a contractor brings to campus.

Reporting: The contractor is required to report any matter involving a violation of these rules of conduct to Purchasing, the Facilities Management or Planning, Design and Construction Management. Any matter involving health or safety, including any altercations, should be reported to the Elon University Campus Safety & Police. Contractors are responsible for their employees, agents, consultants and guests. If prohibited conduct does occur, the contractor will take all necessary steps to stop and prevent future occurrences. Any breach of these conditions may result in the removal of the person responsible from the University's premises and prohibited actions may result in the termination of any contract or agreement with Elon University.

2. Point of Contact

The contractor is responsible for designating an employee of the company as a point of contact to be on call and available by phone and/or in-person to respond on behalf of the contractor in the event of an emergency or, as necessary, in the normal course of business.

3. Safety

Accidents—Personal/Property Damage: The safety of any employee, agent, consultant, student, faculty, staff or guest of the University or the contractor is the primary obligation of the contractor. The contractor is responsible for ensuring that any construction, renovation, maintenance or other work is managed in a safe and effective manner.

If an accident occurs that results in personal injury or property damage, the contractor shall immediately contact:

- Elon University Campus Safety and Police at (336-278-5555), which will determine if 911 should be called; and then
- The appropriate contact office – Facilities Management (336-278-5500) or Planning, Design and Construction Management (336-278-5492).

4. Reporting to Purchasing, Facilities Management or Planning, Design and Construction Management prior to work

- The Contractor must provide advance notice of work in order to allow time to schedule the work with the affected area of the campus.
- The Contractor must report to the Facilities Management or Planning, Design, and Construction Management to obtain permission to schedule work, begin work, and obtain access to the building.

5. Working Hours

- Elon University reserves the right to determine actual work schedules to accommodate residential and academic schedules.
- University working hours are between 8:00 am and 5:00 pm, Monday through Friday, unless otherwise specified. Construction work is allowed by the Town of Elon from 7:00 am to 7:00 pm.
- Special arrangements must be made for any work occurring outside of normal working hours. When student residences/dormitories are occupied, contractors must be accompanied by Elon staff, and cannot enter until after 10:00 am.

6. Building Access

- Access to buildings and rooms is an important security matter. Improper use of keys, access cards or other means of access to both common and private areas on campus can result in a risk of harm to the safety and security of students and staff. As a result, contractors and their employees must strictly safeguard keys and access cards and adhere to any requirements related to building access.
- For buildings with card access, temporary cards will be issued by the Campus Safety and Police office Monday through Friday from 7:30 am to 5:00 pm. Identification will be required. An advance written request via email is required from Purchasing; Facilities Management; Planning and Construction; or Technology. The contractor must provide necessary information in the Access Log Book located at the Campus Safety and Police office.
- Vending and Laundry contractors must report to Campus Safety and Police to obtain access cards. Access is allowed from 8:00 a.m. to 5:00 p.m. and the cards must be returned to Campus Safety and Police prior to leaving campus.
- For buildings with key access, temporary keys will be issued by the Facilities Management office Monday through Friday from 8:00 a.m. to 4:00 p.m. Identification will be required. An advance written request via email is required from Purchasing; Facilities Management; Planning, Design and Construction; or Technology so that the key may be cut and available at the service desk. The contractor must provide necessary information in the Access Log Book located within the Facilities Management office.
- Keys must be returned to Campus Safety and Police office at the end of each workday and picked up each morning; unless long-term check out is approved by a Facilities Management or Planning, Design and Construction Manager. If work is starting earlier, or ending later, or on weekends or holidays, this transaction may be completed at the Campus Safety and Police Office, located in the Oaks Commons, which is staffed 24 hours per day. This must be arranged ahead of time with the project manager.
- Keys issued to the contractor are the responsibility of the contractor. A minimum fee of \$500 for the cost of replacing locking hardware due to key loss will be charged to the contractor. Contractors are advised that the cost of changing multiple locks accessible from a single lost key can be significant.
- Keys or access cards should never be loaned to another individual as they are the responsibility of the person who has signed for them. A record of the chain of custody for each key or access card provided to the contractor must be maintained.
- Exterior doors should not be propped open in work areas.
- Student room doors in all residence halls should remain locked at all times when the university is not in session or students are in residence. Workers who need access will be issued a key to access the

room. Each contractor who accesses a room to do work should ensure that the door is locked each time he/she leaves the room.

- No existing building security or fire detection system shall be disturbed, altered, disarmed, rendered inoperable, or relocated without the express written consent of the University.

7. Site Security

- Areas, materials, and tools should always be secured when leaving the area at any time during the day or at the end of the day. The contractor is responsible for loss of tools or materials.

8. Before Starting Work

- Work should never commence without an Elon University purchase order or executed contract. Current certificates of insurance must meet University requirements and be on file in the Purchasing Office.
- Contractors planning to dig on campus are responsible for coordinating with Facilities Management, Campus Technologies and the Town of Elon for utility location.
- Before beginning work in a campus area, contractors should determine which services may be affected in that area. Advance notification to customers is imperative, as the University must be aware of any service disruptions and the lengths of these disruptions. Contact the Facilities Management or Planning, Design and Construction Management (336-278-5500 or 336-278-5492) for notification and coordination of service disruptions. Disruptions include, but are not limited to, noise, vibrations, dust, and interruptions of electric, water, sewer, data or gas services. Contractors should not make any decisions regarding service disruptions without first discussing them with the assigned Project Manager. Decisions must be made with sufficient time to notify Departments and allow adequate time to receive replies, questions, or concerns.
- Contractors should never enter an area to work without notifying Facilities Management or Planning, Design and Construction Management that contractor staff will be working in the area.

9. Travel on Campus

- Driving of contractor vehicles (cars and trucks) on pathways and sidewalks is prohibited. Exceptions must be approved by Purchasing, Facilities Management or Planning, Design and Construction Management. If pathways or sidewalks must be used, speed cannot exceed 5 mph and pedestrians always have the right-of-way.
- The Contractor must comply with Elon University's No Idling Policy, which states that vehicles will be shut off whenever parked idling time is expected to exceed 20 seconds; diesel engines shall not park and idle longer than 3 minutes.
- The standing exceptions to this policy include University owned Cushman or golf carts used by Facilities Management, Printing, Mail Services and Catering

10. Staging, Dumpsters, and On-site Storage

- Arrangements must be made with the Facilities Management or Planning, Design and Construction Management to secure a proper area in which to stage equipment and materials for construction.
- The assigned Project Manager must be consulted in regard to arrangements for locating roll-off dumpsters needed for construction. It is requested that the roll-off dumpsters be emptied before the amount of trash exceeds the top of the roll-off. Dumpsters should be removed immediately upon completion of the project.

- The contractor will recycle and/or salvage at least 50% of non-hazardous construction and demolition waste (by weight). The Contractor shall develop and implement a construction waste plan that, at a minimum, identifies the materials to be diverted from disposal and whether the materials will be sorted on-site or co-mingled.

11. Care of University Property:

- It is expected that contractors will take every necessary precaution to protect the property of the University. (e.g., cover carpeting, floors, workstations, computers, personal belongings, etc.). In situations where valuables or personal belongings (e.g., wallets, keys, electronic devices) have been left by building occupants within or adjacent to the work area, Facilities Management or Planning, Design and Construction Management should be contacted to have items removed and secured before work is initiated or resumed.
- Any temporary construction fencing shall be in accordance with state and local law and approved by the University prior to installation.
- The contractor shall not use any University waste and recycling containers when disposing of unwanted materials. The contractor is responsible for securing and locking the work area at the end of each day and shall ensure that the work area is not left unattended unless it is secured.
- The contractor is responsible for cleaning up the work area after completion of the work to the satisfaction of the University. Contractors will be held financially responsible for any damages to University furnishings, equipment, building or other property.

12. Protection of Trees

- Fencing will be used to protect trees in construction areas. No activity, traffic, or storage of materials under the "drip line" of trees will be allowed without approval of Facilities Management Landscaping. Specific tree protection guidelines are available for those projects which may encroach on trees.

13. Cleanup

- The contractor shall keep the premises and surrounding area free from accumulation of waste materials or rubbish. All Elon University and local, state and federal recycling guidelines must be followed.

14. Safety and Hazardous Materials

- Elon University requires that all work be conducted in compliance with applicable Elon University, municipal, county, state, and federal safety regulations and code requirements. Contractors who have questions or concerns regarding these regulations or codes, may contact the Facilities Management or Planning, Design and Construction Management (336-278-5500) or (336-278-5492). Any hazardous or regulated materials must be maintained or disposed of properly. Proper disposal of hazardous or toxic materials is a matter of critical concern to the University and will be strictly enforced. Paint cans, paint related materials and other containers of chemicals, solvents or other regulated or hazardous materials are the responsibility of the contractor and must be maintained or disposed of properly.
- Contractors must maintain and make all Material Safety Data Sheets (MSDS) available and accessible at all times for any products/chemicals used on the Elon University campus.
- Failure to comply will result in suspension or cancellation of the contractor's permit and result in withdrawal of permission to enter or work in the facilities.

- Any fines, costs or administrative charges imposed on the University as a result of any action by the contractor or contractor's employees that violate state, federal or local law are the responsibility of the contractor.

15. Sustainable Purchasing Guidelines

- Elon University is committed to [sustainability](#) and to serving as a positive example through sustainable operations and education. Contractors should be familiar with Elon's [Sustainable Purchasing Guidelines](#) and make every effort to provide information on the environmental attributes of their products.

Any breach of these conditions may result in the removal of the person responsible from the University's premises and prohibited actions may result in the termination of any contract or agreement with Elon University.

Substitute Form W-9	Request for Taxpayer Identification Number and Certification	Give form to the requester. Do NOT send to the IRS.
Part I Taxpayer Information		
IRS Reporting Name (must match IRS records – this name must match the Taxpayer Identification Number below)		Exemptions:
Business Name, if different from above. (Doing Business As)		Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
Check one: <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Resident Alien or Permanent Resident <input type="checkbox"/> Non-Resident Alien/Foreign Entity If Resident Alien/Permanent Resident or Non-Resident Alien/Foreign Entity: Country of citizenship _____ Country of Origin _____		
Check appropriate box(es): <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Trust/Estate <input type="checkbox"/> Not for Profit <input type="checkbox"/> Partnership <input type="checkbox"/> Government <input type="checkbox"/> Individual/Sole Proprietor or Single Member LLC		
<input type="checkbox"/> LLC If LLC, choose tax classification (required): <input type="checkbox"/> C Corp <input type="checkbox"/> S Corp <input type="checkbox"/> Partnership <input type="checkbox"/> Individual/Sole Proprietor		
Type of Business: <input type="checkbox"/> Small Business <input type="checkbox"/> Nonprofit Organization <input type="checkbox"/> Minority Owned <input type="checkbox"/> Women Owned Choose as many as apply: <input type="checkbox"/> Government Entity <input type="checkbox"/> Educational Institution <input type="checkbox"/> LGBT Owned <input type="checkbox"/> Professional Organization <input type="checkbox"/> Veteran Owned <input type="checkbox"/> Other – please explain _____		
Address (Number, street, and apt or suite number)		Area code and phone number
City, State, and Zip Code		Fax number
Email address		Web address
Part II Taxpayer Identification Number (TIN)		
Enter your TIN in the box provided. For individuals, this is your Social Security number (SSN). However, for a resident alien see page 2 of the IRS form W-9. For other entities, it is your employer identification number (EIN). If you do not have a number, see “How to get a TIN” on page 2 of the IRS form W-9. IRS form W-9: http://www.irs.gov/pub/irs-pdf/fw9.pdf		Taxpayer Identification Number
Part III Taxpayer Information		
Is your company listed as debarred, or on the Government Excluded Parties List System? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Indicate if an Elon University employee is any of the following in your company: <input type="checkbox"/> Stockholder <input type="checkbox"/> Director <input type="checkbox"/> LLC Member <input type="checkbox"/> Partner <input type="checkbox"/> Employee <input type="checkbox"/> Joint Venture <input type="checkbox"/> Alumnus/Alumna or Friend _____		
Delivery of Purchase order will be emailed unless otherwise noted: <input type="checkbox"/> Email Address: <input type="checkbox"/> Other:		
Does your company have documented Diversity, Equity & Inclusion (DEI) policies? <input type="checkbox"/> Yes <input type="checkbox"/> No		Dun & Bradstreet No:
Order Address that appears on your Purchase Order:	Remit to Address that appears on your invoice:	Requester's name and address: Elon University Accounting Department P.O. Box 398 Elon, NC 27244
Part IV Certification		
Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me). 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends or (c) the IRS has notified me that I am no longer subject to backup withholding. Certification Instructions. – You must cross out item 2 if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest of dividends on your tax return. For real estate transaction, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest or dividends, you are not required to sign the Certification but you must provide the correct TIN.		
Sign Here	Signature _____ Print Name _____	Date _____
Any questions regarding this form, please email: purchasing@elon.edu		REVISED 01/09/2024

Appendix C

Purchase Request Form

Please use the electronic purchase request form. This form can be found here:

<https://www.elon.edu/u/fa/purchasing/purchase-requests/>

Appendix D

Competitive Bid/Sole Source/Selected Source Justification Form

Complete either section A or B of this form and submit to Purchasing along with the Purchase Requisition when the total amount of the purchase exceeds \$5,000.

Recommended Vendor/Supplier Name:		
Vendor/Supplier Address:		
City:	State:	Zip:
Contact Name:		Email:
Phone:	Fax:	
Estimated Purchase Amount: \$		

Description and purpose of requested item or service:	
--	--

A. Competitive Quotes/Price Justification:

I have obtained 2 – 3 competitive quotes and have chosen the supplier based on cost/price, reliability, service or other factors (**attach all quotes**). If the vendor chosen is not the lowest cost bidder, please **detail** the reason(s) why this vendor was chosen:

B. Selected/Sole Source Justification (*select one*)

- Selected Source** – Alternative vendors exist, but selection was based on specific requirements

- Sole Source** – No other known vendor or one or more of the following conditions apply:
 - Good/service obtainable only through exclusive supplier; no comparable items
 - Good/service must match or be compatible with current good/service
 - Emergency requirement
 - Contract for professional, technical or artistic services
 - Technology item approved by Instructional & Campus Technologies
 - Other: Explain **in detail** below:

Explain in detail your selected/sole source justification. Attach additional pages if necessary.

I certify that this purchase is in compliance with Elon University Purchasing Policy and Procedures and that there is no real or potential conflict of interest in recommending this good/service from this vendor/supplier.

Signature: _____ Date: _____

Print Name: _____ Title: _____

Department: _____

Appendix E

ELON UNIVERSITY ELON, N.C. 27244

SHIP TO

VENDOR

P.O. NO.

SHIPPING INSTRUCTIONS
 If shipping via Common Carrier, (over 150 lbs) ship to:
 803 W. HAGGARD AVENUE
 ELON, NC 27244

BILLING INSTRUCTIONS
 Mail invoice in duplicate the day shipment or delivery is made. Show above P.O. Number on Invoices, Bills of Lading, Delivery Slips and Packages. The University will not be responsible for goods, wares or merchandise supplied without a written order.

BILLING ADDRESS P.O. BOX 398
 ELON, N.C. 27244

PLEASE PREPAY TRANSPORTATION

DATE OF ORDER	DATE REQUIRED	F.O.B.	INITIATOR	TERMS	
QUANTITY	UNIT OF ISSUE	VENDOR PART NO.	DESCRIPTION	UNIT PRICE	TOTAL ACTUAL PRICE
				TOTAL CHARGES	

ALL PURCHASES MUST BE ACCOMPANIED BY A PURCHASE ORDER

ORIGINAL 1

 DIRECTOR OF PURCHASING

Elon University Purchase Order Terms & Conditions

NONDISCRIMINATION POLICY

The university seeks to provide an educational community and workplace free of prohibited discrimination and harassment. To that end, it has adopted the following nondiscrimination statement: "Elon University does not discriminate on the basis of age, race, color, creed, sex, national or ethnic origin, disability, sexual orientation, gender identity, or veteran's status (collectively, "Protected Categories") in the recruitment and admission of students, the recruitment and employment of faculty and staff, or the operation of any of its programs." Consistent with our nondiscrimination statement, the university does not tolerate discrimination or harassment of employees, students or other individuals associated with the University including, but not limited to, vendors, contractors, and guests on the basis of any of these Protected Categories.

TERMS AND CONDITIONS

All invoices shall be delivered to Accounts Payable at the address referenced on the Purchase Order.

A separate invoice shall be provided for each purchase order number.

No charges for boxing, packing cartage or shipping and handling shall be permitted unless expressly authorized on the face of the Purchase Order.

The payment and/or cash discount period will date from the receipt of the invoice or the merchandise, whichever is later, and not from the date of the invoice.

If this Purchase Order is not accepted exactly as written, return it at once with an explanation.

If no price is on the Purchase Order, the goods or services shall be charged at rates not exceeding those previously quoted or charged to the University. Vendor warrants that prices charged will be as low as any net prices now given by Vendor to any other customer for like goods or services, and Vendor agrees that, where goods or services are sold to the University on a cost basis, the cost shall be in accordance with sound accounting methods, which methods shall be subject to examination by representatives of the University.

Subject to conditions beyond the reasonable control of the Vendor, delivery must actually be effected within the time stated on the Purchase Order, failing which the University reserves the right to purchase elsewhere and charge Vendor with any loss incurred as a result thereof, or at the option of the University, to cancel the order.

The Vendor warrants that the goods or services are in accordance with any specifications, drawings or samples, if any were submitted, and agrees that this warranty shall survive acceptance. If the goods are defective, either patently or latently, or are not in accordance with the specifications, drawings or samples provided, the University reserves the right to cancel the Purchase Order and return the goods at Vendor's expense.

All goods shipped in excess of the quantity specified in the Purchase Order will, at the option of the University, be returned at the Vendor's expense.

The Vendor expressly warrants all goods furnished on this Purchase Order against defects in materials and workmanship for one (1) year from receipt by the University.

The University is exempt from the payment of Federal Excise Tax. Do not charge for this tax, and if done in error and the tax is paid, it will be subject to refund by the Vendor.

The Vendor must maintain, during the term of any agreement with the University, the insurance coverage listed below:

- a) Worker's Compensation Insurance with Employer's Liability Insurance of not less than \$500,000 per employee.
- b) Comprehensive General Liability Insurance (including Contractual Liability, Independent Contractor's Liability, Products and/or Completed Operations Liability and Personal Injury/Property Damage Coverage) with a per occurrence limit of not less than \$1,000,000 and an aggregate of not less than \$2,000,000.
- c) Business auto insurance with a combined single limit of not less than \$1,000,000.
- d) Umbrella Liability Insurance with an occurrence and an aggregate limit of not less than \$1,000,000.

Appendix F



Purchase Order Change Form

For change to existing Purchase Orders, use the purchase request form and choose “Change to an existing purchase request” at the top of the form:

Elon Purchase Requisition

Request Type

Choose the type of request being submitted:

- New purchase request
- Change to an existing purchase request

Appendix G



Procurement Card Policy

Revised January 3, 2022

PROCUREMENT CARD – GENERAL INFORMATION

This policy applies to all university employees that have been issued a procurement card.

A procurement card (P-Card, Pro-Card) is a credit card issued by Bank of America to Elon University for use in making direct purchases from vendors. The procurement card provides a cost effective, convenient, and decentralized method of purchasing for individuals whose jobs require them to make frequent business-related purchases. The individual named on the card is authorized to make certain business purchases on behalf of the university. Procurement card transactions do not require a purchase order or check request.

Use of the procurement card is a privilege extended to university employees. As with all university privileges, use of the procurement card may be revoked for inappropriate or unauthorized use.

The university is liable to Bank of America for the charges and remits payment directly to them. **Therefore, personal purchases are not permitted.**

A procurement card purchase must be used for business purposes only and in full compliance with other university policies. The cardholder is responsible for ensuring that any expense paid by procurement card is not otherwise submitted for reimbursement or used for any inappropriate purpose.

Failure to use the card in compliance with this policy may result in the suspension or revocation of the procurement card and, but not limited to, garnishment of wages, employee termination, as well as the filing of criminal charges.

1. Purchase Thresholds

A purchase limit applies to each transaction and a monthly limit applies to total purchases.

The maximum approved amount is:

- \$2,500.00 per transaction for all purchases excluding travel related charges
- Monthly limit is at the discretion of the cardholder's supervisor

An increase to a cardholder's monthly limit requires an email request from the cardholder's supervisor to the procurement card program administrator (Director of Purchasing) with the amount of increase and time period.

2. Card Usage

Transactions made with the procurement card must be in accordance with all of the university's policies, procedures and regulations. The card is not intended to be a tool to circumvent existing policy or regulations.

3. Personal Purchases

The cardholder may not make personal purchases on the card. Cardholder understands that her/she shall be personally liable for any improper use of the university procurement card and agrees to obtain a direct credit from the vendor for the improper charge to the procurement card and make payment via another source. The cardholder understands that his/her personal use of the university procurement card may be cause for disciplinary action by the university, including termination and that improper use of the university procurement card may subject the cardholder to criminal prosecution. The cardholder understands that the university may withhold amounts attributable to personal use by the cardholder from any paycheck or other university check which may be payable to the cardholder.

4. Allocation and Signoff of Procurement Card Charges

It is the cardholder's responsibility (or their designate) to allocate and signoff the charges on the procurement card account. The cardholder must know the Colleague (Datatel) account number to be charged and provide an expense description. Charges must be reconciled by the end of the month in which the charge posted.

Failure to allocate and signoff on the procurement card charges by the last of each month may result in the following:

- Temporary suspension of procurement card privileges
- Charges being allocated to incorrect Colleague account number
- Depletion of credit limit

5. Billing Address

The vendor will require the cardholder's billing address. The address **must** be as follows:

**Elon University
2950 Campus Box
Elon, NC 27244
Phone: 336-278-5587**

Failure to use this billing address may result in the purchase being declined.

6. Shipping Address

Smaller items can be shipped directly to the cardholder's campus box. Larger items should be shipped to the Facilities Management receiving dock making sure that the vendor includes the cardholder's name and department on the shipping label. Facilities Management address is:

**Elon University
(Cardholder's Name)
803 W. Haggard Ave
Elon, NC 27244**

7. Small Dollar Purchases

A small dollar purchase is defined as a purchase whose total is \$2,500 or less. For purposes of administrative efficiency, university employees who have been issued a procurement card in their name may use it to purchase items from a vendor when the dollar value is \$2,500 or less. This small dollar limit does not apply to purchases associated with travel (airfare, car rental/local transportation, lodging, meals, conference registration).

8. Splitting Orders

Cardholders are expressly prohibited from splitting orders as a way to circumvent the \$999.99 limitation. Moreover, cardholders shall not encourage vendors to split orders. This is considered inappropriate use of the procurement card and can result in disciplinary action.

9. Cancelled Cards

A procurement card may be cancelled immediately for any of the following reasons:

- Unauthorized use, inappropriate use or misuse
- Cardholder employment termination
- Cardholder department transfer

The cardholder's supervisor is responsible for ensuring that employees terminating employment with the university or transferring to another university department return the procurement card and supporting documents to the Purchasing Department prior to their departure or transfer. Procurement cards shall be surrendered upon notification of resignation of the cardholder from the university.

10. Card Security

It is the cardholder's responsibility to safeguard the procurement card and the account number with the same degree that the cardholder safeguards his/her personal credit card. **Sharing, loaning or otherwise providing the procurement card number to any other individual may result in the cardholder having his/her procurement card revoked.**

If a procurement card is lost, stolen or if the cardholder discovers fraudulent charges, the cardholder is responsible for notifying Bank of America as soon as possible. Representatives are available 24 hours a day, 7 days a week at 888-449-2273. Outside of the U.S. and Canada call collect at 509-353-6656. The cardholder is also responsible for contacting the program administrator (Director of Purchasing) regarding a lost or stolen card or the discovery of fraudulent charges.

11. Inappropriate Purchases

An inappropriate purchase is a purchase made using university funds that has no business purpose. Inappropriate purchases can be grounds for disciplinary action by the university against the cardholder.

12. Documentation of Charges

The university requires sufficient documentary evidence for all purchases made with the procurement card in order to comply with its policies, sound business practices, the requirements of external and internal auditors and the Internal Revenue Service. Sufficient documentary evidence includes an original receipt, e-mail confirmation, packing slip or commercial invoice.

It is the cardholder's responsibility to match a receipt to each of the transactions appearing on the monthly statement, sign the statement, obtain the supervisor's signature and send the documentation to the Accounting Department (2900 Campus Box) in a timely manner. Failure to do so may result in revocation of the procurement card and/or disciplinary action.

13. Missing Documentation

A cardholder who loses or misplaces an original receipt should make an attempt to secure a replacement receipt from the merchant/vendor. Should this fail, the cardholder must complete the Missing Receipt Affidavit Form in lieu of the original receipt.

14. Cardholder Absence

It is the cardholder's responsibility to allocate all transactions to the proper account number and sign off all procurement card charges in the Works system in a timely manner (no later than the 27th of each month). If the cardholder is out of the office, the cardholder must provide the transaction information to his/her delegate to perform the allocation and signoff activities.

15. Transaction Credits

Transaction credits must be allocated to the same Colleague account number that the original purchase was allocated. The cardholder must get a credit receipt from the vendor indicating the credit on the procurement card.

16. Erroneous Charges

It is the cardholder's responsibility to contact the vendor if there is an erroneous charge on his/her account. If this does not remedy the situation, the cardholder should immediately contact Bank of America Customer Service at 888-449-2273.

17. Fraudulent Charges

It is the cardholder's responsibility to contact Bank of America directly at 888-449-2273 if there are charges that are unauthorized or unrecognized on his/her account. The disputed charge should be communicated to Bank of America as soon as it is discovered.

18. Monthly Statement

The cardholder will receive a monthly statement when transactions have been made to his/her card. The cardholder is required to match a receipt to each transaction appearing on the statement. If a receipt is missing, follow the procedure in item 13 above. Attach all receipts to the statement. The cardholder and his/her supervisor must sign the statement on the space indicated. The cardholder must then send the original statement and receipt to the Accounting Department at Campus Box 2900. Failure to forward this documentation to Accounting may result in disciplinary action.

19. Outside Reviews and Audits

Cardholder transactions are subject to review and audit by the Program Administrator, Accounting Department, Internal Auditor, or other external auditing agencies. Based upon these audits, cards may be suspended or permanently revoked, or other disciplinary action may be taken.

20. Disciplinary Action

Serious violations of procurement card policies may result in disciplinary action. Disciplinary action may include, but is not limited to, oral reprimand, written reprimand, card deactivation or termination of employment.

21. Cash Advances

When taking a cash advance against your P-Card account, the following documentation is required by the Internal Revenue Service:

- a. Receipt for the actual cash advance itself
- b. Individual receipts for each purchase made with the cash from the advance.

Any unused cash from the advance must be taken to the Bursar's Office and deposited back into the account from which it was taken.

Failure to include this documentation with your monthly statement may result in the entire amount of the cash advance being added to your personal taxable income.

Appendix H

P-CARD REQUEST FORM

P-Card Request Form can now be completed and submitted electronically through Adobe Sign. The [P-Card Request Form](#) and can be accessed through the [Forms](#) tab on the Purchasing web site.



MISSING RECEIPT AFFIDAVIT

When a receipt is lost or otherwise unavailable and all measures to obtain a copy have been exhausted, the Missing Receipt Affidavit should be completed. It should be signed by the employee and the employee's supervisor and submitted in lieu of the receipt.

I am missing a receipt for: _____
Cardholder Name

I incurred this expense at: _____ **on:** _____ **for:** _____
Merchant Name *Date* *Expense Amount*

The receipt was (check applicable):

Never Received Lost Other _____

The form of payment I used (check applicable):

Procurement card (P-Card) Cash Other _____

Business Purpose of Transaction:

Person(s) involved (if expense is related to travel or entertainment):

I understand that a Missing Receipt Affidavit should be used on rare occasions and may not be used on a routine basis. I further understand that excessive use of a Missing Receipt Affidavit may revoke the privilege of providing a declaration in lieu of a receipt.

Missing Receipt Affidavits will **NOT** be accepted for the following purchases: Airlines, Hotels, Transportation Services, Subscriptions, or any transaction from an online account (the receipt/proof of purchase can be accessed through the account or by an email from the site/account),

I certify that the amount shown is the amount I actually paid; that I have not and will not submit a duplicate claim; and that I have not and will not seek a claim for these expenses from any other source.

Employee Signature

Supervisor Signature

Employee Name (Printed)

Supervisor Name (Printed)

Date

Date

Appendix J

**CORRECTION OF EXPENSES CHARGED
TO INCORRECT ACCOUNT**

Move Charge to (Debit):

Account # Amount

Move Charge From (Credit)

Account # Amount

Total \$ -

Total \$ -

Description:


Requested By: _____
Signature

Date: _____

Printed

SEND COMPLETED FORM TO ACCOUNTING OFFICE - CAMPUS BOX 2900

Appendix L

 UNIVERSITY OF KANSAS	Accounts Payable Check Request Accounting CB 2900	KASAT FORM
If personal receipts total \$150 or less, receipts should be taken to the Bursar's Office for reimbursement. If receipts total more than \$150, complete and print this form and mail to Accounting.		
Check Payable to: _____		Date: _____
Address: _____		Datatel ID #: _____
_____		or S.S #: _____
_____		or Federal ID #: _____
Check Distribution: <input type="checkbox"/> US Mail <input type="checkbox"/> Campus Mail: CB# _____ <input type="checkbox"/> Pickup: _____		
Charge To:		
Acct. Title: _____	Acct. Number: _____	Amount: _____
Acct. Title: _____	Acct. Number: _____	Amount: _____
Acct. Title: _____	Acct. Number: _____	Amount: _____
Acct. Title: _____	Acct. Number: _____	Amount: _____
		Tax: _____
		Total: _____
Explanation: _____		
Contact Person: _____	Campus Box: _____	Extension: _____
Department: _____		
Approved By: _____		_____
(Signature)		(Printed Name)
Add'l Signatures: _____		_____
(Signature)		(Printed Name)
_____		_____
(Signature)		(Printed Name)
Date Check Needed: _____		
(Request must be in Accounts Payable by 1 p.m. on Monday and Wednesday to be processed the next business day.)		
Name of Student Organization (if applicable): _____		

Contract Procedures

Contracts are carefully reviewed by Purchasing to minimize the risk to you, your department, and the University. Be sure to follow this process to ensure that your contract review goes smoothly. If your contract involves your vendor coming to campus, please request a Certificate of Insurance (COI) from them (this should be included with the routing of the contract).

- 1. Complete the [Contract Cover Sheet Process](#) (this will be a hyperlink to the Form in Edocs)**
[Here is a guide](#) to walk you through the entire digital process using Etrieve/ Edocs. This will walk you through creating a Contract Approval Cover Sheet, attaching the contract, and submitting the Cover Sheet. This new process will allow you to follow your contract throughout the Contract Approval Process so you will know who your contract is sitting with. This will also show you what the Workflow process looks like depending on if it is going through the Academic Approval or Institutional Workflow process.
- 2. Create a Purchase Request**
If the contract requires funding, complete a **Purchase Request** and attach the scanned copy of the final Contract Approval Cover Sheet and the signed contract. Because you already obtained the appropriate signatures in the Contract Approval Cover Sheet process, there is no need to obtain the signatures again for the purchase request.
- 3. Manage the contract**
The initiating department is responsible for executing contract requirements as well as monitoring expiration date(s) and initiating renewal. If the vendor breaches any contract requirements, the initiating department should notify Purchasing to determine the appropriate action to be taken. Purchasing maintains the central repository for all University contracts, and will maintain an electronic copy of the executed contract.

Appendix M

Purchasing Manual Definitions

Agreement	See "Contract" below.
Bid	A statement of price, terms of sale, and description of goods or services offered by a seller to a prospective buyer. Also referred to as quotation.
Competitive Bidding	A common method of source selection; the offer of prices and specific elements of performance by firms competing for a contract. Bids are solicited with the stated intention of selecting a qualified supplier with whom there may be subsequent negotiations to arrive at a final sourcing decision.
Contract	A written legally binding agreement between Elon and an external supplier.
Gifts and Gratuities	Gifts from an existing or potential supplier given to an Elon employee for personal use, possibly as a way to influence a buying decision.
Goods	Tangible property for sale, lease or rental.
Group Purchasing Organizations ("GPOs")	An entity that is created to leverage the purchasing power of a group of businesses to obtain discounts from vendors based on the collective buying power of the GPO members. Elon is currently a member of the following GPOs: E&I (Educational & Institutional Cooperative Services), Provista, US Communities, NCICU (North Carolina Independent Colleges & Universities), National IPA (National Intergovernmental Purchasing Alliance), and NJPA (National Joint Powers Alliance).
Invitation for Bid (IFB) Or Invitation to Bid (ITB)	An invitation to contractors or equipment suppliers, through a bidding process, to submit a proposal on a specific project to be realized or product or service to be furnished. IFB is generally the same thing as Request for Quotation (RFQ). The IFB or RFQ is focused on pricing, and not on ideas or concepts. If not stated otherwise, the contractor or supplier with the lowest bid is awarded the contract, provided that they meet the minimum criteria for the bid. This is in contrast to a request for proposal (RFP), in which case other reasons (technology used, quality) might cause or allow choice of the second best offer. An RFP is a request for a price from a buyer but the buyer would also expect suggestions and ideas on how the project work should be done. RFPs are thus focused on more than just pricing/cost, they entail a bit of consulting from the contractor or vendor.
Preferred Supplier	A supplier with which Purchasing has negotiated and/or implemented a University-wide agreement, and that Purchasing endorses as the "best overall value" in providing products, services, delivery and customer service.
Procurement Card (P-Card or Pro-Card)	A credit card issued by Bank of America to Elon University to make purchases directly from suppliers. The individual named on the card is authorized to make certain business purchases on behalf of Elon and the bill is paid directly by Elon.
Purchase Order	A legally binding contract for purchase between Elon University and the supplier (also known as "PO").
Purchase Requisition	A document generated by a user department to notify the Purchasing Department of goods/services that need to be ordered. Document must include all appropriate authorizations to proceed with the purchase.
Quotation or Quote	See "Bid" above.

Request for Information (RFI)	<p>A standard business process whose purpose is to collect written information about the capabilities of various suppliers. Normally it follows a format that can be used for comparative purposes.</p> <p>An RFI is primarily used to gather information to help make a decision on what steps to take next. RFIs are therefore seldom the final stage and are instead often used in combination with the following: request for proposal (RFP), request for quotation (RFQ), and invitation for bid (IFB). In addition to gathering basic information, an RFI is often used as a solicitation sent to a broad base of potential suppliers for the purpose of conditioning suppliers' minds, developing strategy, building a database, and preparing for an RFP, RFQ, or IFB.</p>
Request for Quotation (RFQ)	<p>A standard business process whose purpose is to invite suppliers into a bidding process to bid on specific products or services. RFQ generally means the same thing as IFB (Invitation For Bid).</p> <p>An RFQ typically involves more than the price per item. Information like payment terms, quality level per item or contract length are possible to be requested during the bidding process.</p> <p>To receive correct quotes, RFQs often include the specifications of the items/services to make sure all the suppliers are bidding on the same item/service. Logically, the more detailed the specifications, the more accurate the quote will be and comparable to the other suppliers. Another reason for being detailed in sending out an RFQ is that the specifications could be used as legal binding documentation for the suppliers.</p> <p>The suppliers have to return the bidding by a set date and time to be considered for an award. Discussions may be held on the bids (often to clarify technical capabilities or to note errors in a proposal). The bid does not have to mean the end of the bidding. Multiple rounds can follow or even a reverse auction can follow to generate the best market price.</p> <p>RFQs are best suited to products and services that are as standardized and as commoditized as possible, as this makes each supplier's quotes comparable. An RFQ allows different contractors to provide a quotation, among which the best will be selected. It also makes the potential for competitive bidding a lot higher, since the suppliers could be quite certain that they are not the only ones bidding for the products.</p>
Service	An activity in which labor is the major factor and not merely incidental to the production, acquisition and/or delivery of a good.
Sole Source	Only one source available for the acquisition of a specific good or service. This may be due to patents, copyright, tooling/machine configuration or adaptability.
Supplier	An individual or organization that provides specified and agreed upon goods and/or services to Elon. Also referred to as vendor.
Vendor	See "Supplier" above.

Appendix N

The Federal Office of Management and Budget (OMB) has issued new Uniform Guidance for Federal Awards requiring that the following guidelines be followed when purchasing goods and/or services with federally awarded grant funds.

Methods of procurement to be followed

There are five (5) types of purchase methods that can be used. They are:

- 1. Procurement by micro-purchase** – the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$10,000. This type of purchase may be awarded without soliciting competitive quotations if the price is considered to be reasonable.

Equitable spend distribution among qualified vendors is required. This requirement may be waived if there is evidence of an already existing, competitively bid contract with a particular vendor.
- 2. Procurement by small purchase procedures** – the acquisition of supplies, services or other property that cost between \$10,001 and \$250,000 (Simplified Acquisition Threshold). Under this method, price or rate quotations must be obtained from an adequate number of qualified sources (minimum of 2).
- 3. Procurement by sealed bids (formal advertising)** – the acquisition of supplies or services that are greater than \$250,000. Bids are publicly solicited and a firm fixed price contract is awarded to the bidder whose bid, conforming with all the material terms and conditions of the invitation for bid, is the lowest in price. The following requirements will also apply;
 - a. Bids must be solicited from an adequate number of known suppliers (minimum of two); they must be provided with sufficient response time prior to date set for opening the bids; and the invitation for bids must be publicly advertised;
 - b. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
 - c. All bids will be opened at the time and place prescribed in the invitation for bids
 - d. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest;
 - e. Any and all bids may be rejected if there is a sound documented reason.
- 4. Procurement by competitive proposals** – competitive proposals are normally conducted with more than one source submitting an offer, and either a fixed price or cost reimbursement type contract is awarded. This method is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:
 - a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
 - b. Proposals must be solicited from an adequate number of qualified sources (minimum of two);
 - c. Must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
 - d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

- 5. Procurement by noncompetitive proposals** – this method is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply;
- The item is available only from a single source;
 - The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
 - After solicitation of a number of sources, competition is determined inadequate.

Purchase Value	Specifications
Micro-Purchase Up to \$10,000	<ul style="list-style-type: none"> No competitive quotes/bids required Price must be considered reasonable
Small Purchase (Simplified Acquisition Threshold) \$10,001 to \$250,000	<ul style="list-style-type: none"> Minimum of two (2) quotes/bids required Informal quotes/bids via email are acceptable
Sealed Bids Greater than \$250,000	<ul style="list-style-type: none"> Complete, adequate and realistic specifications required (statement of work) Two (2) or more responsible bidders willing and able to compete effectively for the business Firm fixed price contract results Selection of successful bidder made principally on the basis of price
Competitive Proposals Greater than \$250,000	<ul style="list-style-type: none"> Used when sealed bid proposals are not appropriate Absence of a complete, adequate and realistic specification (statement of work) Two (2) or more qualified sources Written method for conducting evaluations required Contract awarded to firm whose proposal is most advantageous to the program with all factors considered
Noncompetitive Proposal (Sole Source)	<ul style="list-style-type: none"> Item is available only from a single source Public emergency for the requirement will not permit a delay resulting from competitive bidding Noncompetitive authorization received from Federal awarding agency After solicitation of multiple sources, competition is determined inadequate