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Introduction

The purpose of this manual is to provide guidance on the purchase of goods and services at Claflin University. The University has adopted a centralized purchasing system, which requires that the acquisition of all goods and services be channeled through the Purchasing Department.

All persons who have been delegated the authority to commit University funds through the purchasing function must adhere to the processes contained in this manual. In addition, the University expects that any individual making purchases on behalf of the University will follow the principles referenced in this manual.

responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement.

The policies and procedures outlined in this manual are applicable to all

Payment Methods	Unless permission is given otherwise from the President (the Provost, in the absence of the President) or the Vice President of Fiscal Affairs, all requests for goods and/or services must have an approved Purchase Order from the Purchasing Office before an order is placed.
Reimbursement	Out-of-pocket reimbursement is designed for meals, travel, entertainment (generally hosted meals) and occasional, incidental expenses. All requests for reimbursements must be submitted to the Purchasing Office via the e-requisition system. Supporting documentation, such as receipts, may be attached to the e- at the end of this manual. <i>(Please note that except for student travel, request for travel reimbursements are submitted to the Accounts Payable office via the online travel system. Request for student travel and other requests such as those for out-of-pocket expenses are submitted via e-requisition.)</i>
Contracts	The only individuals who are authorized to legally bind the University to a contract are the President (the Provost, in the absence of the President) or the Vice President of Fiscal Affairs.
Small Purchase Contracts	Contracts in excess of \$10,000 made using Federal funds, must address termination for cause and convenience, including the manner by which it will be effected and the basis for settlement.
Emergency Purchases	When an emergency situation occurs, an authorized procurement agent may make a commitment to a vendor without a formal Purchase Order. Emergency Procurements may be performed when a situation or condition occurs which creates a threat to public health, welfare, or safety such as may arise by reasons of floods, epidemics, riots, storms, equipment failures or fire loss. The existence of such conditions must create an immediate and serious need for supplies, services or construction that cannot be met through the normal procurement methods and would seriously threaten: 1. The function of the University; 2. The preservation or protection of property; or 3. The health or safety of any person.

are required.

Requisitions

Any request(s) for goods and/or services must be made via requisition to the Purchasing Office. Vendors must be checked for suspension and debarment through Sam.gov. It is the practice of Claflin University to not contract vendors who have a history of poor performance or who have been identified as suspended or debarred by the Federal Government. The requisition must include the following:

- x
- x
- x The account number from which funds should be taken (The account used must be applicable for the items being requested. For example, a travel account code should not be used to purchase office supplies);
- x The approval track ID;
- x The date the order is needed, if applicable;
- x The quantity of items and /or services being requested;
- x The cost of items and/or services; and
- x A list of the items you wish to purchase providing sufficient information
model or catalog number, size, color, etc.).

Requisition for Printing Services

Print Shop 10 days before the job is required. If the materials cannot be produced in the Print Shop, the Print Shop manager will provide documentation for outsourcing the job. When a galley is required, it is the responsibility of the using department to correct and approve the proof. Excessive delay in approving the proof will delay the delivery schedule of the finished product:

- x Prepare the copy and arrange it as near as possible to what is wanted in the finished project.
- x It is the responsibility of the using department to select paper stock, ink color, type style, format and other requirements to produce a finished product.

Sole Source

For Sole Source purchases, a sole source justification form, must be completed

requesting these services. Before services begin, the form must be signed by the appropriate Vice President, the Vice President of Fiscal Affairs and the President. *(Additional signatures may be required when spending federal funds.)* In addition, if applicable, a contract must be signed by the individual(s) providing the service, and the University President (the Provost, in the absence of the President) or the Vice President of Fiscal Affairs. This must be accompanied by supporting documentation from the vendor, such as, a contract, quote, invoice or email from the vendor accepting the engagement and detailing the terms.

Stationery Printing

All stationery used in _____ by the Print Shop. Assuming that all supporting documentation has been received by the Purchasing Office, upon review of the e-requisition by the Purchasing Office, it is converted into a Purchase Order and sent to the vendor for procurement of goods and/or services. Upon approval of the requisition a Purchase Order is typically obtained in three to five days .

Open Purchase Order

An open purchase order is an agreement whose purpose is to make the acquisition of small-dollar-value products more convenient for users. It allows use of a single order number for an entire period (usually 6 - months or 12-months) and selected users to deal directly with a supplier. This type of agreement is usually made between the vendor and the authorized procurement agent to cover products whose needs are immediate and whose use is sporadic and unpredictable. The supplier will be instructed according to the following:

- x Only a limited number of employees are authorized to purchase under the open purchase order. The supplier is responsible for verifying the identities of those who can purchase under the open purchase order.
- x Under no circumstance is the value of the open purchase order to be spread over more than the given period of time
- x A pricing agreement must be negotiated with each supplier for whom an open purchase order is issued

The formal Purchase Order information: issued to the local supplier should contain the following:

1. The time period (beginning and ending date);
 2. Items or categories of items to be covered;
 3. Prices and/or pricing agreement(s);
 4. Terms of sale;
 5. Individuals who are authorized to place an order against the Purchase Order; and
-

6.
