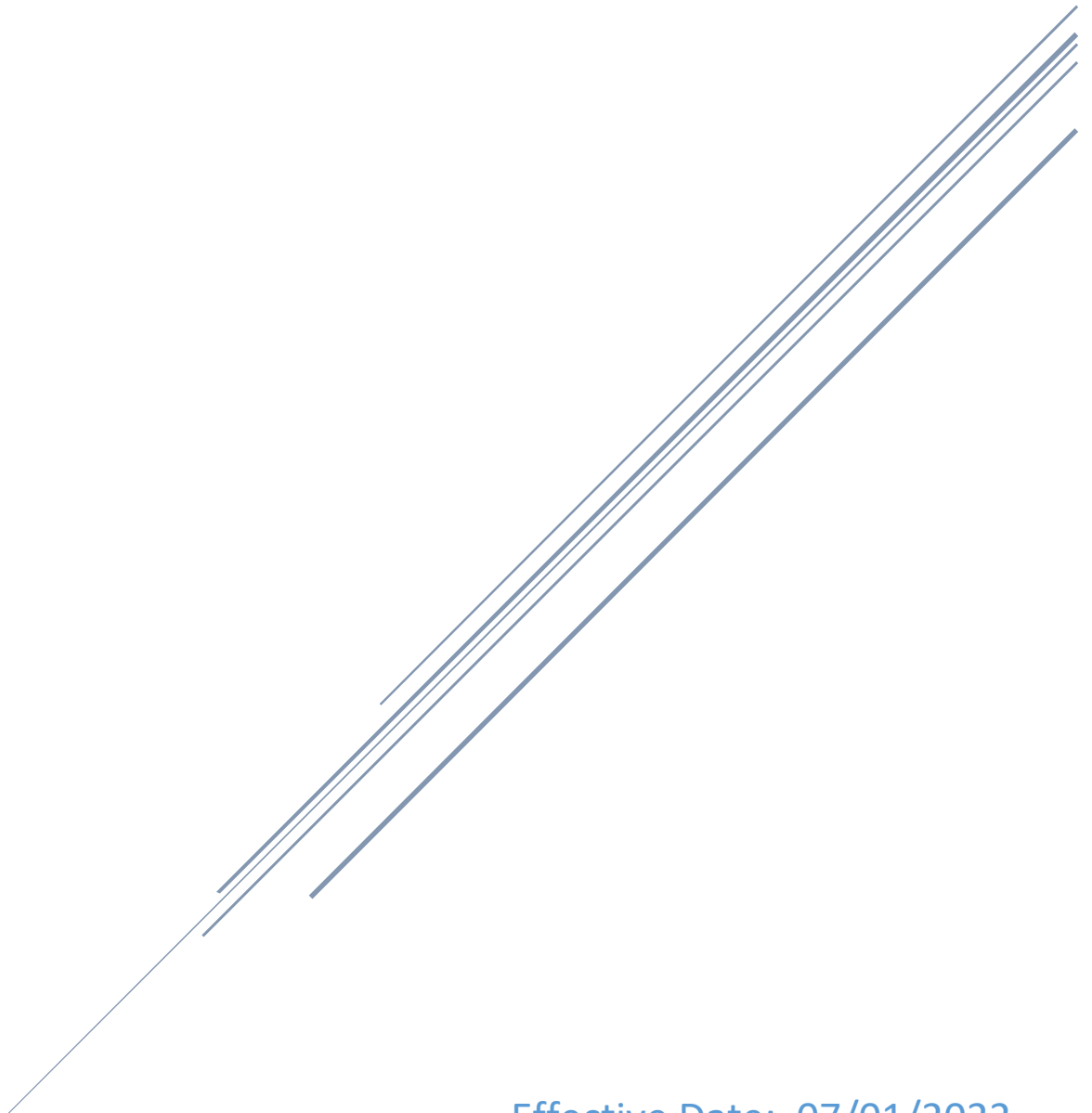


GLENVILLE STATE UNIVERSITY PURCHASING MANUAL



Effective Date: 07/01/2022

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Section 1 – Introduction

1.1. Scope

This manual has been prepared as a guide to assist the personnel of Glenville State University (University) with the purchase of goods or services that cost \$50,000.00 or less.

This manual is not to be construed as a complete or final determination of any matter and may be amended or changed. Exceptions may be made by the Chief Financial Officer (CFO), the Chief Purchasing Officer (CPO), or designee. The CFO currently also serves in the capacity of the CPO. This manual is available on the University website.

1.2. Purpose

The purpose of this manual is to ensure that the business activities of the University are in accordance with applicable governing authorities, prevent any misuse, abuse, or fraudulent activity, and to increase public confidence in the University's business activities.

1.3. Authority

West Virginia Code §18B-5-1 through §18B-5-4.

West Virginia Legislature Series 43 Purchasing Efficiencies.

West Virginia Higher Education Commission Series 30 Purchasing.

1.4. Effective Date

The effective date of this manual is July 1, 2022.

1.5. Revisions or Replacements

This manual replaces all other policies and procedures as they pertain to Purchasing.

Section 2 – Planning

2.1. Planning Process

Planning the purchase of any goods or services is extremely important. Some purchases are quick, simple, or routine in nature and others are more unique and complex in nature and take more time. Regardless, careful consideration should be made to obtain the goods or services for the best price that best suits the needs of the University.

2.2. Financial Resources

The Area Vice President is responsible for ensuring that the purchase or payment of any or all goods or services does not exceed the funds allocated or the budget allotted for the Area for any Unit under the Area Vice President. You should contact the Chief Financial Officer (CFO) or the Controller if you have any financial resource questions.

2.3. Timing

First Step: Determine the date that the goods or services must be delivered by.

Second Step: Determine the date that the goods or service must be ordered by to ensure that the goods or services are received in a timely manner.

Third Step: For goods, if a Requisition is required, submit a Requisition to the Purchasing Office at least fifteen business days (15) prior to the order date. For services, if a Requisition is required, submit a Requisition to the Purchasing Office at least sixty (60) business days prior to the order date. In all cases, the Requisition, when required must be submitted before the purchase is committed or the service is begun.

2.4. Selecting a Good or Service

When selecting a good or service, think about Who, What, Why, Where, When, and How the purchase will be made and make sure that the documentation supports your choice. You should shop wisely and compare the various goods or services that Vendors may offer. Three Quotes are encouraged but not required. However, the CFO/CPO may require Quotes or seek alternatives on a case-by-case basis.

Question	Some Factors To Consider
Who do you want to purchase it from?	Eligibility, Qualifications, Ability, and Reliability.
What do you want to purchase?	Quality, Value, Quantity, Cost, Funding Source, Supporting Documentation, and Policies and Procedures.
Why do you want to purchase it?	Necessity, Functionality, Enhancement, or Improvement.
Where will it be delivered?	Mail or Truck to the Post Office, Dock, or Inside Delivery. Pick-Up at Store or In-Person.
When do you need it?	Process, Availability, Lead Time, and Delivery Method.
How will it be delivered?	Ground transportation, or Electronically.
How will you pay for it?	Budget, Funds, Funding Information, Payment Method.

2.5. Supporting Documentation for Goods

The most common types of supporting documentation for goods are a Cart Printout or a Quote (preferred). The signature and the date of the signature of the Vendor must be on the Quote. Other documentation that may be required if a Purchase Order is issued to the Vendor to place the order will be decided on a case-by-case basis.

2.6. Supporting Documentation for Services

There are many and sometimes unique types of language used to describe services or to disclose the cost of the service. Supporting documentation should be examined carefully to understand the services that are being offered, the actual cost of the services included in the price, and any peripheral services or costs that are excluded from the price. Some examples of the language for the cost of a service is fee, labor rate, hourly rate, lump sum amount, a scale, a tier, or number of users. The most common types of supporting documentation for services are a Quote, a WV 48 Agreement, or the Vendor's Agreement accompanied by a WV 96 Agreement Addendum. Other documentation that may be required are a Purchasing Affidavit, and a Certificate of Liability Insurance.

2.7. Supporting Documentation Requirements

The supporting documentation should contain the following information at a minimum:

- ✚ The Company or Vendor name.
- ✚ The Company or Vendor order and payment address.
- ✚ Contact Information (name of representative, phone number, and email address).
- ✚ A detailed description of the goods or services.
- ✚ For goods, the unit of measure, quantity, price, extended price, shipping, handling, or processing fees.
- ✚ For services, the cost of the service, processing fees, the nature of the service, the time-frame for delivery of the service, and the term or duration of the agreement or contract for the service.
- ✚ The Signature and the Date of the Signature of both parties on the contract documents.

Section 3 - Processes & Limits

3.1. Stringing

Stringing is strictly prohibited. Stringing is defined as the act of separating Requisitions, Purchase Orders, Orders, Invoices, or Payments to circumvent policies and procedures or credit card spending limits.

3.2. Requisitions

A Requisition is an internal document that is utilized to request approval to purchase a good or a service. The Unit is responsible for obtaining the supporting documentation, preparing the Requisition, obtaining the required Unit signatures, and submitting the Requisition to the Purchasing Office. The Purchasing Office is responsible for obtaining the required Executive signatures, emailing a copy of the approved Requisition to the Unit, or notifying the Unit that the Requisition is not approved. If a Requisition is not approved, the Business & Finance Office will work with the Unit until the issues are resolved or the Requisition is canceled. The Business & Finance Office may request that a Requisition be revised if the details or dollar amounts on the Requisition are not clear or accurate enough to place an Order or reconcile the related transaction.

3.3 Purchase Orders & Change Orders

Purchase Orders and Change Orders are external documents that are prepared and issued by the Purchasing Office. A Purchase Order is utilized to place an order. A Change Order is utilized to make a change to an existing Purchase Order.

3.4. Order & Payment Summary

The route that an order or a payment takes depends upon various factors. As with any policy, procedure, or rule, there are exceptions that must be routed differently or certain actions must be taken to facilitate the order or payment. There are times when the method of order and payment must be made on a case-by-case basis by the CFO/CPO. You should contact the Purchasing Office if you cannot readily determine the order or payment Method. See the exhibits for more information.

See Exhibits in Section 8 for Order & Payment Information

Section 4 - Internal Resources

4.1. Food Service

The University food service contractor has exclusive rights to provide all food services and first right of refusal. An estimate or quote should accompany the Requisition. Other food service may be acquired if the University food service contractor does not want to provide the services.

4.2. Bookstore

The University bookstore service contractor has exclusive rights to bookstore services and first right of refusal. The University Bookstore also sells a variety of apparel, office supplies, educational supplies, and many other types of goods.

4.3. Print Shop

The University Print Shop provides a variety of services. The University greatly encourages the use of the various Print Shop services. However, other vendors may be used for printing services or to purchase paper, envelopes, and other supplies that are also offered by the University Print Shop. A Requisition or a Purchase Order is not required for University Print Shop services.

4.4. Post Office

The University Post Office offers a wide range of mail services for the students, the faculty, and the staff. The mailing services include standard mail, ground delivery, bulk mailings and many other mailing services.

Section 5 - Special Procedures & Miscellaneous Items

- 5.1. **Alcoholic Beverages:** A completed, signed “Request to Serve Alcoholic Beverages” form must be submitted to the CFO prior to the purchase, payment, or serving of any alcoholic beverages on the University campus for any reason.
- 5.2. **Association & Membership Dues:** All association & membership dues must be pre-approved by the CFO prior to the purchase, payment, or joining as a member. A copy of the list of approved association & membership dues must be attached to each transaction.
- 5.3. **Contractor vs Employee:** The CFO will determine if a Vendor is a contractor or an employee in accordance with the United States Internal Revenue Service. The payment for persons considered an Employee of the University must be processed through Payroll.
- 5.4. **Electronic Signature:** Electronic signatures are acceptable on Purchasing documents.
- 5.5. **Emergency Purchases:** Emergency situations are serious, unexpected or dangerous situations requiring immediate action. Lack of planning does not constitute as an emergency situation. The College’s standard policies and procedures must be followed whenever possible. If it is not possible to follow these policies and procedures, detailed documentation must be submitted to the College’s CFO within five (5) business days after the emergency event.
- 5.6. **Employee Reimbursements:** Reimbursement is not guaranteed. A Requisition, an itemized Invoice & proof of payment is required. The decision to reimburse an employee will be determined on a case-by-case basis.
- 5.7. **Fundraisers:** Fundraisers will be considered on a case-by-case basis. Goods or services may be initially paid for from state funds. The net revenue must be deposited into the state funds used to initially purchase the goods or services. The employee presiding over the fundraiser must submit a full accounting of all revenue and expenses to the CFO.
- 5.8. **Gambling, Bingo Games, & Raffles:** Gambling, Bingo Games & Raffles are strictly prohibited on University campus. The game of Bingo may be played on if an entry fee is not charged (pay-to-play). Awards or prizes that cost \$50.00 or less may be distributed.
- 5.9. **Gifts and Gift Cards:** A gift may be presented to a special guest such as a speaker. The value of the gift cannot exceed \$50.00. The purchase of gift cards is not permitted. Gift certificates may be purchase from internal resources (Bookstore & Foodservice).

5.10. Hospitality

Hospitality includes food, non-alcoholic beverages, lodging, and entertainment. Hospitality related items include plates, cups, napkins, cutlery, and decorations. Hospitality related items will be referred to as Hospitality. Hospitality for the reception of guests of the University who are attending a specific function or event may be paid for by state funds.

Hospitality for employees can be paid for by state funds for the events under the following circumstances:

Employee appreciation events that are permitted by or within state government such as Public Employees Recognition Week. The President of the University must approve all employee appreciation events prior to the event and obligating or causing the University to incur any expense.
The employee is a participant of or providing support services for an event or function that other state employees from various geographical locations will attend such as board meetings, workshops, or seminars.
The employee is approved to serve as a committee member to interview a job candidate or to entertain a guest speaker.
Hospitality for employees cannot be paid for from state funds for personal expenses such as retreats, working lunches, birthday parties, holiday parties, retirement parties, faculty meetings, or staff meetings.
Hospitality cannot be paid for from a general revenue source.

5.11. **Insurance Requirements:** Any vendor providing services on University owned grounds may be required to carry liability insurance. The Certificate of Liability must be presented on an Acord form and name the University as an additional insured.

5.12. **Non-Competitive Sources:** The most common non-competitive sources are Sole Providers, Cooperative Agreements, or Other Agency Contracts that contain language that permits the University to use the contract. A sole source Vendor is defined as a Vendor who is the sole provider of a good or service. A Cooperative Agreement is defined as an agreement between government and businesses. You should contact the Purchasing Office before you plan on utilizing a non-competitive source to verify if the University is permitted to use that source.

5.13. Pre-Payment

Pre-payment is not permitted under most circumstances. Please contact the CFO if pre-payment is required for further instructions.

5.14. **Prizes:** A prize cannot be purchased for or distributed to a member of the general public or a University employee. Prizes are permitted for student activity events. Restricted items such as, but not limited to, firearms, ammunition, tobacco products, alcoholic beverages, or illegal items cannot be purchased for a prize.

5.15. Sales Tax

The University is exempt from West Virginia Sales Tax. Other states will also exempt a purchase from sales tax. These states are listed on the "Certificate of Exemption" form more commonly known as the "Tax Exempt" form. A "Certificate of Exemption" form should be submitted to the Vendor prior placing or paying for an order so tax will not be charged on the order.

5.16. **Signature Authority:** The President, the CFO, the Director of Purchasing, or other designees of the President are the only University employees that have the authority to legally sign Purchasing documents on behalf of the University.

5.17. **Student Activity Events:** The expenses for a student activity event may be paid for or reimbursed if the event directly benefits and promotes a social atmosphere for the students of the University and is open to or limited to the student of the University who paid the fee to fund the event. An employee of the University who is also a student of the University will be considered a student.

5.18. Vendor File

A W9 form is required to add a vendor or to modify a Vendor's information in the wvOasis system. You should contact the Accounts Payable Clerk to verify if the Vendor is on file in wvOasis system or for other assistance. All other Vendor requirements will be verified by the Purchasing Office. The Purchasing Office will work with the Vendor to resolve any issues.

Section 6 – Policies & Procedures, Manuals, and Forms

6.1. GSU Board of Governor’s Policies

You should read and become familiar with the GSU Board of Governor’s Policies and Procedures which are available on the GSU Website under About Us>Board of Governors>Policies. See link below.

<https://www.glenville.edu/about-us/board-governors-members>

6.2. Business & Finance Office Manuals

The Purchasing, Travel, Purchasing Card, and Grants Manuals are available on the GSU website under Faculty & Staff>Business & Finance>Business & Finance Office Policies & Procedures. See link below.

<https://www.glenville.edu/business-finance>

6.3. Business & Finance Office Forms

The forms required by the Business & Finance Office are available on the GSU website under Faculty & Staff>Business & Finance>Business & Finance Office Forms. See link below.

<https://www.glenville.edu/business-finance>

6.4. Fleet Policies & Procedures

The Fleet Policies and Procedures are administered under the GSU Physical Plant. Please contact the Fleet Coordinator if you have any questions or need assistance.

Section 7 – Accounts Payable

7.1. General Accounts Payable Information

This information is not intended to be a complete description of all Accounts Payable procedures. Please contact the Accounts Payable Clerk if you have any questions or need assistance.

The appropriate Department Head must approve all Invoices, Bills, and Employee Reimbursements for Units under his or her charge as defined below.

If initially received by the Accounts Payable Clerk, the Accounts Payable Clerk will email the document to the Department Head for approval within five (5) business days. The Department Head must print the document, sign on the approval stamp and return it to the Accounts Payable Clerk within five (5) business days, or prior to the invoice due date.

If initially received by the Department, the Department Head must place the approval stamp on the document, sign the approval stamp and submit the document to the Accounts Payable Clerk within five (5) business days.

If payment is not approved by the Department Head, which may be for reasons such as, but not limited to, goods or services not received or not satisfactorily received, item(s) must be returned or incorrect quantity or price, the Department Head must provide an explanation, address the issues that prevent payment, obtain new documentation if necessary and notify the Accounts Payable Clerk if payment is subsequently approved or canceled.

Note: P-Card is the preferred method of payment. However, the cost of the payment processing fee should be taken into consideration. An alternate method should be selected if the payment processing fee is excessive.

Section 8 – Exhibits

Exhibit 8a – Order & Payment Requirements for Goods & Services for General Campus

Exhibit 8a – Order & Payment Requirements for Goods & Services for General Campus					
Goods					
Total Order Dollar Limit	Vendor	Requisition	Purchase Order	Who Orders	Who Pays
\$1,000 or Less	Accepts P-Card	Not Required	Not Required	Unit	Unit Cardholder
\$1,001 - \$5,000	Accepts P-Card	Required	Not Required	Unit	Unit Cardholder
\$5,001 - \$50,000	Accepts or Does Not Accept P-Card	Required	Not Required	Unit	Accounts Payable
Services					
Total Order Dollar Limit	Vendor	Requisition	Purchase Order	Who Orders	Who Pays
\$5,000 or Less	Accepts P-Card	Required	Required	Purchasing	Unit Cardholder
\$5,001 - \$50,000	Accepts or Does Not Accept P-Card	Required	Required	Purchasing	Accounts Payable
Order Exceptions for Goods					
1	For all Units: A Requisition is required for all Hospitality, Furniture, Clothing, and Computer/Technology Equipment for any dollar amount. Computer/Technology supplies such as Ink/Toner may be purchased by the Unit in accordance with the Office of Technology policies and procedures.				
2	For the Office of Technology: A Requisition is not required for Computer/Technology goods that cost \$1,000 or less.				
3	A Requisition is required for all grant-related purchases. Requisitions for grant-related purchases must be initially submitted to the Grants Office.				
See Exhibit 8c for Requisition and Purchase Order exceptions for Services.					

Exhibit 8b – Order & Payment Requirements for Goods & Services for Physical Plant

Exhibit 8b – Order & Payment Requirements for Goods & Services for Physical Plant					
Goods					
Total Order Dollar Limit	Vendor	Requisition	Purchase Order	Who Orders	Who Pays
\$5,000 or Less	Accepts P-Card	Not Required	Not Required	Unit	Unit Cardholder
\$5,001 - \$50,000	Accepts or Does Not Accept P-Card	Required	Not Required	Unit	Accounts Payable
Services					
Total Order Dollar Limit	Vendor	Requisition	Purchase Order	Who Orders	Who Pays
\$5,000 or Less	Accepts P-Card	Required	Required	Purchasing	Unit Cardholder
\$5,001 - \$50,000	Accepts or Does Not Accept P-Card	Required	Required	Purchasing	Accounts Payable
Order Exceptions for Goods					
1	For all Units: A Requisition is required for all Hospitality, Furniture, Clothing, and Computer/Technology Equipment for any dollar amount. Computer/Technology supplies such as Ink/Toner may be purchased by the Unit in accordance with the Office of Technology policies and procedures.				
2	Goods for \$5,000 or less are limited to goods for the construction repair, alteration, maintenance, or upkeep of buildings, equipment, and grounds and custodial equipment and supplies.				
3	A Requisition is required for all grant-related purchases. Requisitions for grant-related purchases must be initially submitted to the Grants Office.				
See Exhibit 8c for Requisition and Purchase Order exceptions for Services.					

Exhibit 8c – Exceptions for Purchase Orders & Requisitions for Services for Campus Units

Exhibit 8c - Exceptions for Services (Total Order Less Than \$1,000 for Total Order)		
A Requisition and a Purchase Order is not required unless otherwise noted in the list.		
Type of Service	Restricted to Unit	Description
ACT Testing	Education	
Association Membership Dues	General Campus	Requisition Required if Not on Approved Membership List. Purchase Order Not Required.
Professional Development Schools	Education	Requisition Required. Purchase Order Not Required.
Music License Fee	Fine Arts	
Printing Services	General Campus	
Webinars	General Campus	Requisition Required. Purchase Order Not Required.
WV Department of Homeland Security Division of Corrections & Rehabilitation	Physical Plant	Inmate Labor & Postage.
WV Division of Labor Certifications	Physical Plant	HVAC & Plumbing Certification for Employees.
WV DOA Fleet Management	Physical Plant	See Fleet Management Policies & Procedures.
WV Office of State Fire Marshal	Physical Plant	Inspections and Certifications.
Postage (Stamps or Meter)	Post Office or General Campus	
Print Shop Equipment Maintenance or Repair	Print Shop	
WV Division of Motor Vehicles	Public Safety	State ID.
Gilmer County Health Department	Student Life	Swimming Pool Permit.
WV Department of Human Resource	Student Life	Testing for Swimming Pool Permit.

Exhibit 8c - Exceptions for Services for the Business & Finance Office		
A Requisition and a Purchase Order is not required unless otherwise noted in the list.		
Type of Service	Restricted to Unit	Description
Cable TV Services	Business & Finance	For existing, connected services.
Credit Card Terminal Fees & Charges	Business & Finance	For existing, connected services.
Federal, State, County & Municipal Fees & Assessments	Business & Finance	Must have CFO/CPO approval.
Insurance Premium	Business & Finance	For existing insurance policies.
Permits	Business & Finance	Case-by-Case Basis.
Student Awards, Scholarships, Stipends, Loans, Refunds & Grants of all types	Business & Finance	For Financial Aid business activities.
Utilities	Business & Finance	For existing, connected services.
WV DOA Board of Risk & Management	Business & Finance	For existing insurance policies.
WV DOA Central Mail Division	Business & Finance	For Central Mail Dedicated Postage.
WV DOA Fleet Management	Business & Finance	See GSU Fleet Policies & Procedures.
WV State Auditor's Office	Business & Finance	For Banking & Credit Card Fees.
WV State Office of Technology	Business & Finance	For Transaction Fees.
WV State Treasurer's Office	Business & Finance	For Banking & Credit Card Fees.

Exhibit 8d – Special Order & Payment Instructions

Exhibit 8d Part 1 – Special Order & Payment Instructions for Units
P-Card Spending Limit Issues
The P-Card Cardholder should contact the P-Card Coordinator if the Cardholder is unable to order or pay due to P-Card spending limits. The P-Card Coordinator will determine if it is prudent or necessary to adjust the Cardholder’s spending limits. The Unit Cardholder should contact the Accounts Payable Clerk to make order or payment arrangements if the spending limits are not adjusted.
Vendor Does Not Accept P-Card for Payment
The Unit Cardholder should contact the Accounts Payable Clerk to make order or payment arrangements.
Purchase Order Required
The Purchasing Office will issue a Purchase Order to the Vendor to place the order. The Unit P-Cardholder may pay for the Order unless unable to do so due to P-Card spending limits or if the Vendor does not accept P-Card for payment. The Unit Cardholder should contact the Accounts Payable Clerk to make payment arrangements.

Exhibit 8d Part 2 - Order/Payment Route Options				
This list is not intended to be all-inclusive and the decision as to how to route an order or payment will be made on a case-by-case basis.				
Pcard Issues	PO Required	Order Method	Who Orders	Who Pays
Limit - Adjusted	No	Phone	Unit	Unit
Limit - Adjusted	No	On-Line	Unit	Unit
Limit - Adjusted	No	In Person	Unit	Unit
Limit - Adjusted	Yes	Purchase Order	Purchasing	AP
Limit - Adjusted	Yes	Purchase Order	Purchasing	Unit
Limit - Not Adjusted	No	Phone	AP	AP
Limit - Not Adjusted	No	Phone	Unit	AP
Limit - Not Adjusted	No	On-Line	AP	AP
Limit - Not Adjusted	No	On-Line	Unit	AP
Limit - Not Adjusted	Yes	Purchase Order	Purchasing	AP
Limit - Not Adjusted	Yes	Purchase Order	Purchasing	Unit
Limit - Not Adjusted	Yes	Purchase Order	Purchasing	AP
Limit - Not Adjusted	Yes	Purchase Order	Purchasing	Unit
Pcard Not Accepted Issue	PO Required	Order Method	Who Orders	Who Pays
Not Accepted for Payment	No	Phone	AP	AP
Not Accepted for Payment	No	Phone	Unit	AP
Not Accepted for Payment	Yes	Purchase Order	Purchasing	AP
Not Accepted for Payment	Yes	Purchase Order	Purchasing	Unit

Approved By: Bert Jedamski Date: 08/03/2022

Bert Jedamski

Chief Financial Officer/Chief Procurement Officer/Private Information Officer