

# **GLENVILLE STATE COLLEGE POLICIES**

## **ADMINISTRATIVE POLICY #8**

### **PURCHASING**

#### **8.1 GENERAL**

1.1 Scope: These policies and procedures govern and control the purchase, the acquisition and the inventory management of goods and services and the disposal of obsolete and surplus goods by Glenville State College, hereinafter referred to as “GSC”. Employees are responsible for understanding and complying with these purchasing policies and procedures.

1.2 Authority: West Virginia Code §18B-5-4 through §18B-5-9; West Virginia Higher Education Policy Commission Title 133 Procedural Rule.

1.3 Effective Date: July 1, 2008

1.4 This policy supersedes any or all previous College policies in reference to Purchasing.

#### **8.2 DELEGATION OF AUTHORITY**

2.1 The West Virginia Higher Education Policy Commission delegates the authority to the Governing Board, the Governing Board delegates the authority to the President and the President delegates the authority to the Chief Procurement Officer to purchase or acquire the goods and services required by GSC, manage the inventory of goods or services of GSC and to dispose of the obsolete and surplus goods for GSC. The authority, duties and remedies of the Chief Procurement Officer are established in section §133-30-7 of the West Virginia Higher Education Policy Commission Title 133 Procedural Rule.

#### **8.3 PURCHASING CARD**

3.1 These policies and procedures govern the use of the purchasing card as a purchasing tool. Defer to the GSC Purchasing Card, Accounts Payable and Travel Policies and Procedures for information on using the purchasing card as a payment tool.

#### **8.4 EXPENDITURES**

4.1 All expenditures must be made from the appropriate accounting distribution (fund/organization/account) and within the limits of the available fund, appropriation or budget.

#### **8.5 PURCHASE OF GOODS OR ACQUISITION OF SERVICES EQUAL TO OR GREATER THAN \$25,000.00**

5.1 The purchase of goods or the acquisition of services must be approved by the President and made by or through the Chief Procurement Officer or the Director of Purchasing in compliance with the West Virginia Higher Education Policy Commission Title 133 Procedural Rule.

## **8.6 PURCHASE OF GOODS OR ACQUISITION OF SERVICES EQUAL TO \$5,000.00 BUT LESS THAN \$25,000.00**

6.1 The President must approve the purchase of any goods or the acquisition of any services except for utility services, telephone services, cable services, postage and items for resale. The President's approval will be obtained by the Chief Procurement Officer or the Director of Purchasing. The GSC Standard Terms and Conditions shall apply to the purchase of all goods or the acquisition of all services unless otherwise authorized by the Chief Procurement Officer or the Director of Purchasing.

6.2 The area/department desiring the goods or services is responsible for obtaining at least three (3) competitive quotes unless the purchase or acquisition will be made from one of the sources listed below. Only one quote from the vendor is required when using one of the sources listed below.

- a general services administration contract (GSA)
- a group purchasing contract (GPO)
- a statewide contract (SW)
- other West Virginia state agency contracts (Piggyback)
- a consortium contract
- a sole source vendor

6.3 To obtain quotes, each vendor should be given the same specifications for the product or service. All vendors should be notified of any changes in the specifications. Quotes may be obtained verbally, in writing or electronically. No response from the vendor or a "no bid" response may be included to satisfy the three (3) quote rule. The original quotes must be forwarded to the Director of Purchasing to review and process. The Chief Procurement Officer or the Director of Purchasing will determine if it is in the College's best interest to obtain additional quotes or to solicit the goods or services through a formal bid process. The Director of Purchasing shall issue a purchase order to the vendor with the lowest quote. Change orders may be issued to modify the original purchase order. Purchase orders may be cancelled in accordance with the GSC Standard Terms and Conditions.

6.4 The Chief Procurement Officer or the Director of Purchasing has the authority to waive the three (3) quote rule or to allow the purchase of goods or the acquisition of services to be made from a vendor who did not submit the lowest quote at his or hers discretion. The area or department desiring the goods or services must submit a written request to waive the three (3) quote rule or to purchase goods or acquire services from a vendor who did not submit the lowest quote to the Director of Purchasing.

6.5 For services, an agreement or contract must be in place on or before the first day of services. Agreements should be forwarded to the Director of Purchasing for signature. The contract or agreement forms listed below may be used. The WV 96 form can only be modified by the State of West Virginia Attorney General's Office.

- Agreement form WV 48 with GSC's standard terms and conditions copied on the reverse side of the form or otherwise provided to the vendor
- The vendor's contract or agreement with a WV 96
- A GSC agency contract or agreement with GSC's standard terms and conditions copied on the reverse side of the form or otherwise provided to the vendor and/or a WV 96

## **8.7 PURCHASE OF GOODS OR ACQUISITION OF SERVICES LESS THAN \$5,000.00**

7.1 The Chief Procurement Officer delegates the authority to purchase goods or to select services to be acquired to the GSC Area Vice Presidents except as defined in Sections 8.9 – 8.16 of these policies and procedures. The Chief Procurement Officer has the authority to revoke, restrict or grant additional authority when it is in the best interest of GSC.

7.2 The Area Vice Presidents are responsible for ensuring the following in his or hers area:

- All purchases or acquisitions are made in accordance with GSC's purchasing, purchasing card, accounts payable, travel, hospitality, receiving and inventory policies and procedures
- All purchases or acquisitions are charged to the appropriate accounting distribution (fund/organization/account) and made within the appropriate budget limits
- All purchases and acquisitions are made at the lowest possible price that best meets the needs of the area/department
- Acquiring the necessary documentation

7.3 The Area Vice Presidents may establish additional purchasing policies and procedures for his or hers area and are responsible for informing or training the employees of his or hers area of such policies and procedures

7.4 Quotes are recommended but not required. Requisitions or purchase orders are not required. For services, an agreement or contract must be in place on or before the first day of services. Agreements should be forwarded to the Director of Purchasing for signature. The contract or agreement forms listed below may be used. The WV 96 form can only be modified by the State of West Virginia Attorney General's Office. (See Section 8.9 for Legal Services).

- Agreement form WV 48 with GSC's standard terms and conditions copied on the reverse side of the form or otherwise provided to the vendor
- The vendor's contract or agreement with a WV 96
- A GSC agency contract or agreement with GSC's standard terms and conditions copied on the reverse side of the form or otherwise provided to the vendor and/or a WV 96

7.5 The Area Vice Presidents may delegate such authority to purchase goods or acquire services to the departments within his or hers area as he or she deems appropriate, however, the responsibility to purchase goods or acquire services in compliance with these policies and procedures, rests with the Area Vice Presidents. The Area Vice Presidents must submit a list with the names of such designees and his or hers spending limits to the Chief Procurement Officer by July 1 of each fiscal year and notify the Chief Procurement Officer of any changes in such spending authority throughout the fiscal year.

## **8.8 EMPLOYEE REIMBURSEMENTS**

8.1 It is understood that it is necessary at times for employees to purchase goods or acquire services for official GSC business at his/hers personal expense. Such purchases or acquisitions must follow these purchasing policies and procedures. Exceptions may be made for emergency situations and will be reimbursed at GSC's discretion. Goods or services that are not for official GSC business will not be reimbursed. An original invoice from the employee and itemized receipt is required for reimbursement of such expenses.

## **8.9 LEGAL SERVICES**

9.1 The acquisition of all legal services must be approved by the Chief Procurement Officer and the Attorney General's Office prior to the acquisition of such services.

## **8.10 LEASED SPACE**

10.1 Space leased by GSC does not have to be approved by the Department of Administration (DOA) if the space is not used for office space, the space is used less than six (6) months, the rental amount does not exceed \$2,000.00 dollars for the event or fiscal year, GSC is not required to sign an agreement or a contract and if GSC's authority to lease space has not been revoked by the DOA. Form WV-15 must be submitted to the Chief Procurement Officer. If any of these conditions exist, the DOA must approve the leased space. Form WV-14 must be submitted to the Chief Procurement Officer.

## **8.11 PURCHASE OF LEASED GOODS**

11.1 The purchase of any leased goods must be approved by the Chief Procurement Officer prior to the acquisition.

## **8.12 RENTAL AGREEMENTS**

12.1 Space rented from GSC must be approved by the Chief Procurement Officer. An agreement or contract must be in place on or before the first date of occupation.

## **8.13 TRADE INS**

13.1 Trade-Ins must be approved by the Chief Procurement Officer and will be approved on a case by case basis.

## **8.14 PURCHASING FORMS**

14.1 Purchasing forms are available at: [http://www.glenville.edu/purchasing\\_forms.asp](http://www.glenville.edu/purchasing_forms.asp)

## **8.15 PURCHASING FILE**

15.1 The Chief Procurement Officer and/or the Director of Purchasing shall maintain a purchasing file for each purchase or acquisition.

## **8.16 OTHER POLICIES AND PROCEDURES**

16.1 These additional policies and procedures apply to the purchase of all goods or the acquisition of all services:

- All computer equipment and software purchases or acquisitions must be approved by the GSC Office of Technology
- All copy paper must be purchased by the GSC Print Shop unless otherwise approved by the GSC Print Shop
- All public relations purchases or acquisitions must be approved by the GSC Public Relations Department
- Office supplies should be purchased from the statewide contract when possible. Alternative sources are listed on the Business Office Purchasing website. Other sources may be used if prices are competitive.

16.2 Please defer to the following policies and procedures:

- PURCHASING CARD
- ACCOUNTS PAYABLE
- TRAVEL
- HOSPITALITY
- RECEIVING AND INVENTORY
- DISPOSAL OF SURPLUS PROPERTY