

Millersville University Purchasing Manual

Table of Contents

1. Poli..... 4.....

3.3 President

5.2 Purchasing Procedures for Supplies and Services above the Bid Threshold.....6.

5.3 General Procurement Practices.....6.....

5.3.1 Purchase Orders

1. Policy

The procurement of supplies, services and construction by Millersville University conform to the provisions and statutory limitations as outlined in the Commonwealth Procurement Code (Act 57 of 1998) as well as to implementing procedures adopted by Board of Governors, including Policy 1998 and 19832A.

The Purchasing Department at Millersville University strives to make the procurement of all goods and services as simple and efficient as legally possible. Purchasing's role is to

delivery, period of performance, price, quantity and other provisions of any contract accomplished by mutual action of the parties to the contract.

requirement for inspecting, testing, or preparing a supply, service or construction for delivery.

Termination – The completion of a contract as a result of its expiration, or severing of a contractual relationship for causes specifically dictated within contract.

University Legal Counsel – Attorneys who work under the auspices of the Office General Counsel who are supervised by Chief Counsel for the State System of Education and who are assigned to respective universities for the purpose of legal services.

3. Responsibilities and Authority

3.1 Contracting Officer

The University president has delegated his/her authority for contracts and purchases to the Vice President for Finance and Administration. Second delegates include Director of Purchasing for purchasing and contracts, and the Construction Contract Specialist for construction contracts. These are the only individuals who are authorized to procure supplies, services and construction; enter into contracts; make written determinations with respect to contracts for the University; and carry out all other duties and responsibilities of that office as defined in the Commonwealth Procurement Code.

Therefore, other than the individuals identified above, no one should sign or enter into contract on behalf of the University. A person without delegation who signs a contract

3.4 Vice President for Finance and Administration

The Vice President for Finance and Administration will appoint selection negotiation committees in accordance with Policy 07-09, Professional Services Contracting, for procurement of design professional services. These selection negotiation committees will select and negotiate agreements with architectural engineering firms seeking to perform design and engineering services for University.

4. Code of Ethics:

Millersville University of Pennsylvania will follow the National Association of Educational Buyers Code of Ethics. The code follows:

1. To give first consideration to the objectives and policies of the institution.
2. To strive to obtain the maximum ultimate value for each expenditure.
3. To cooperate with trade and industrial associations, governmental agencies engaged in the promotion and development of sound business.
4. To demand honesty in sales representation whether offered through the medium or verbal or written statement, an advertisement, or a sample of the product.
5. To decline personal gifts or gratuities.
6. To grant all competitive bidders equal consideration, to regard each transaction on its own merits; to foster and promote fair, ethical and legal practices.
7. To use only by consent original ideas and designs devised by one vendor for competitive purchasing purposes.
8. To accord a prompt and courteous reception insofar as conditions permit to all who on legitimate business missions.

5. Procedures

5.1 Purchasing Procedures for Supplies and Services below the Bid Threshold.

Purchases below the bid threshold do not require competitive bidding. However, the following prudent business practices are established in order to promote maximum utilization of fiscal resources:

1. For goods and services \$10,000 or less, competitive bids will not generally be solicited by the Purchasing Department. For procurement needs at this level, University departments are encouraged to solicit quotations, and use volume discounts, and use other techniques to obtain the lowest possible prices in relation to the value received.
2. For goods and services between \$10,000 and the bid threshold, formal quotations will be solicited based on historical experience; the potential for appreciable cost savings exists. A minimum of two quotes is required. A quote collection form can be found on the purchasing website and must be completed and attached to the requisition, along with the quote to purchase the

quotes, Internet or other electronic means, etc., and quotes obtain by using departments may be utilized by Purchasing Department. The Purchasing Department will work with departments in determining the most appropriate procurement approach based on individual circumstances.

- 3. In no case will items be bought in series in order to avoid the dollar ceiling for competitive bidding. This is commonly known as pyramiding .

5.2 Purchasing Procedures for Supplies and Services above the Bid Threshold.

Pursuant to Act 188 and Board of Governors Policy 219.28 University purchases greater than the bid threshold must be publicly advertised and competitively bid in accordance with institutionally established business practices. Such competitive bidding will be centrally by the Purchasing Department and documented appropriately for audit.

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Minority and Women Business Enterprises (MBE/WB) will be sought to be suppliers

Consultant information if the total amount is less than \$1,500. No is required but the P.O. gives the individual permission to provide requested services. If request is entered in a timely manner and the check ready before the event, the Accounts Payable department will send check to the named contact person in the requesting department who will be able to present the check to the lecturer/consultant. If the request is entered into the University system in a timely manner, check will be mailed directly to the individual. **Note:** check is to be issued a company, AP requires invoice.

5. If the total amount exceeds \$1,500, a Service Purchase Contract (SPC) emailed to the individual/company for signatures. If there is agency/company contract, it is incorporated into the SPC as an addendum. The SPC must be returned to Purchasing. Appropriate University officials then approve the SPC. If over \$5,000 Legal Counsel signs a study contract is sent to the individual/company to give them permission to proceed with the services. Accounts Payable will send individual's honorarium check to the department prior to the lecture. If agency is involved, their invoice will be paid following the lecture. consulting services (both individual and company) will be paid following completion of services.
6. Travel expenses can be processed for individuals in one of two ways:
 - a. They can be incorporated into the honorarium/consultant based on an estimate of expenses.
 - b. They can also be paid separately. However, a travel request must be completed for the individual and he/she would be responsible for submitting applicable receipts at the time of service. **Note:** if the lecturer/consultant is paid through agency/company, the expenses are always submitted on a separate invoice issued by the agency/company after the services have been provided. Original and itemized receipts must be provided with invoice. It is important to negotiate travel costs prior to the so the department can assure adequate funding is available. **Note:** All travel will be paid according to current PAI regulations.
7. Purchasing must be notified in writing, via email if a lecturer/consultant service is cancelled. If a check has already been issued, Accounts Payable a soon as possible to cancel the check.
8. Small repetitive orders should be increased in quantity and decreased in frequency of ordering so as to take advantage of lower prices for greater quantities and to reduce the administrative handling and high overhead cost when ordering frequently.
9. Credit Card (P-card) Invoices - Department P-cards should be used for all purchases of supplies, subscriptions and memberships up to the established transaction limits of the card. P-cards should not be used for services or travel expenses, to exclude registrations. Upload original itemized receipts to Bank of America's Works program. Each transaction should be allocated and signed-off. All transactions should be allocated and signed-off no later

department.

5.22. Expediting/Order Status (560)2647-c(560) (560) (rMC3)
Departments should communicate with the vendor direct

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5.7.1. Surplus Procedures

Departments may declare items surplus that are no longer serviceable, obsolete, no longer needed, etc., by completing a Request for moving Furniture/Equipment form and forwarding it to Purchasing. These items will normally be offered to other departments before being offered for sale to the public. These items will not be directly from the location in the department where the equipment is located to eliminate excess handling. All surplus items will be handled by the Purchasing Department and disposed through a bid process. Only the University Purchasing Department has the authority to dispose of University property. Surplus items cannot be donated or given to another organization or individual nor can University employees bid on or purchase surplus property.

5.8. Training

Group training sessions that provide a hands-on approach are provided periodically by the Purchasing staff. One-on-one training can be scheduled by emailing purchasing@millersville.edu

5.9. Payment/COD

It is not the general policy of the University to pay for goods, services, etc. until those goods or services have been received. Memberships and subscriptions are exceptions to this and will generally be prepaid after receipt of invoice/renewal notice from the vendor attached to the Direct Payment Request Form. Direct Payment Forms are the responsibility of Accounts Payable. If a purchasing card is used for memberships and subscriptions, the receipt or invoice will be uploaded on the credit card vendor's system and signed off.

5.10. Maintenance/Service Repairs on Department Equipment

To initiate or renew maintenance contracts on instructional equipment, the faculty department chairperson should send the request to his dean, who will make a recommendation to the provost.

substances. Please contact Millersville's Office of Sustainability for additional information regarding environmentally preferred purchasing practices.