Cheyney University Policy FA-2010-4011

Policy on Procurement of Goods, Services, Supplies, & Construction

Approved by: Finance and Administration Council / President’s Cabinet

History: Issued -- 2-17-2009

Related Policies: n/a

Additional References: n/a

A. Purpose
This policy outlines University policy as it relates to the procurement of goods, services, and construction.

B. Scope
This policy is applicable to all purchases made on behalf of the University, regardless of the funding source. This policy does not apply to purchases made by the CU University Foundation, or Cheyney University Student Services, Incorporated.

C. Definitions
Contracting Officer – The President of the University and any designees are designated as contracting officers, and as such, are the only individuals authorized to procure goods, services, and construction; enter into contracts, and make written determination with respect to the award of solicitations for purchase of goods and services for the University. Fiscal Officer or Comptroller – The President of the University and their designees who are responsible for reviewing all procurements for fiscal responsibility, budgetary appropriateness, and availability of funds.

Low dollar purchases – The purchase of commodities of a dollar value equal or less than one hundred ($100) dollars per transaction.

D. Policy
1) Purchasing of Goods and Services
   a. All purchases begin as a requisition in the requesting department, are transmitted electronically for approvals, and then are received in the Purchasing department for further processing. The Purchasing Department issues a Purchase Order or Contract to the appropriate vendor for the requested goods or services.

   b. The respective contracting officer reviews and signs the purchase order or contract and the respective fiscal officer reviews the procurements for fiscal responsibility, budgetary appropriateness, and availability of funds.

   c. Detailed instructions on how to use the electronic purchasing system are contained on the Purchasing department’s website: Cheyney University, Purchasing Department. The website also
contains information regarding any exceptions to the utilization of the electronic purchasing system for procurements.

2) Purchasing of Construction
a. The Construction Procurement process contains many provisions regarding the bidding, change order, invoicing, close-out, and other construction related procurement procedures. These provisions are outlined on the Construction Contracting Office’s website: Construction Contracting

3) Purchasing Card Program
a. In order to facilitate the procurement of low dollar value items, the University provides university issued procurement (credit) cards. Individuals requesting these cards must complete a cardholder agreement and enrollment forms and must use the card in compliance with the program guidelines. Please refer to the program guidelines contained on the Purchasing Department website: Procurement Card Program.

4) Travel Purchases
a. Employees are required to complete a Travel Expense Form detailing date and cost information relating to their travel. This form must be signed by their immediate supervisor as well as all relevant cost center supervisors and submitted to the Accounts Payable department prior to the commencement of the travel.

5) Employee Reimbursements
a. University employees occasionally personally pay for low dollar value goods or supplies and request reimbursement after the fact. Employees are reminded that any of these requests for reimbursement are subject to the review and approval of the respective contracting and fiscal officers and are always subject to the availability of funds. Employees may not request reimbursement for the payment of services.

6) Violations
a. Individuals who procure goods, services, or construction outside of the procurement processes described above may be held personally liable for any financial costs or legal ramifications associated with the improper procurement of goods, services, or construction.

7) Exceptions
a. Any exception to the above mentioned procurement processes must be approved by one of the university's authorized contracting officers. Written documentation of said exception is required.