

William Paterson University Policy Functional Policy

SUBJECT:	Purchasing Policy	TITLE:	Purchasing Policy		
CATEGORY: Check One	Board of Trustees <input type="checkbox"/>	University <input type="checkbox"/>	Functional <input checked="" type="checkbox"/>	School/Unit <input type="checkbox"/>	
Responsible Executive:	Senior VP Administration and Finance		Responsible Office:	Purchasing Department	
CODING:	02-30-11-00	ADOPTED:	05/05/16	AMENDED:	02/14/19
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I. PURPOSE

This policy is designed to communicate to University staff the procurement methods available for the acquisition of goods and services which are authorized by the University and which are in accordance with applicable State of New Jersey contracting law.

II. ACCOUNTABILITY

The Director of Purchasing is responsible for policy compliance, implementation and administration.

III. APPLICABILITY

This policy is applicable for all University staff involved in the procurement process of goods and services for the University.

IV. DEFINITIONS

1. State College Contracts Law (SCCL) – The State of New Jersey statute, N.J.S.A. 18A:64-52 *et seq.*, that identifies the contracting, bidding and procurement requirements under which the University is required to operate.
2. Procurement Card (P-Card) – A University authorized credit card program under which University staff can make small dollar purchases.

V. BACKGROUND

1. William Paterson University is an agency of the State of New Jersey. Autonomous in many respects the University is obligated to comply with the statutes and regulations of the State whenever the University executes the purchase of goods and service.

2. The Purchasing Office at William Paterson University was created to provide an efficient and effective means to procure goods and services necessary to support the University function, mission, values and goals and to comply with applicable regulations impacting the University procurement functions.
3. The Purchasing Office is committed to providing the highest quality of service in support of the University's mission by providing faculty, staff, and students with the necessary supplies, equipment and services in the most efficient and effective manner permitted by resources and applicable regulation.
4. The goals of the Purchasing Office, achieved in consultation with University staff, where appropriate, are to identify sources of needed materials and services and to select and acquire the materials and services as economically as possible within acceptable standards of quality and approved guidelines. In fulfilling this responsibility the Purchasing Office and University staff will all be guided by the principle of ensuring the best value for the University. The established goals and processes acknowledge the many unique requirements of the University community, incorporate the expertise which exists within the University regarding program and activity specific requirements, provide accountability for institutional resources throughout the organization, ensure procurement procedures which reflect sound business practices, and comply with applicable governmental laws and regulations.

VI. REFERENCE

This section references other related documents and other University policies.

- A. The State College Contract Law N.J.S.A. 18A:64-52 *et seq.* covers bidding and contracting regulations. A copy of the statute is posted to the University's Purchasing website.
- B. Related procedural documentation is posted on the University's Purchasing website.
- C. The University's Business Services website contains information regarding:
 - Travel
 - Reimbursements
 - Tax status determination for non-US vendors
- D. The Controller's Office in Business Services also provides procedures and processes regarding:
 - Independent Contractor Determination for professional services
 - Invoice processing
- E. The State of New Jersey Uniform Ethics Code is posted on the University's Human Resources website.
- F. The National Association of Educational Procurement (NAEP) Code of Ethics is posted at <https://www.naepnet.org/general/custom.asp?page=CodeOfEthics>.

VII. POLICY

This section sets forth the requirements to accomplish the purpose of the policy.

A. Requirements, Rules and Regulations

a. Delegated Authorization

The authority for purchasing has been delegated by the Board of Trustees to the President of the University, the President's designee, the Provost and the Senior Vice President for Administration and Finance.

The Purchasing Office has been authorized to perform bidding and to conduct and conclude negotiations concerning prices and conditions of purchase. The Office of Capital Planning, Design and Construction has been authorized to develop plans, specifications and conditions for capital improvements, repair and enhancements to University facilities and to solicit cost proposals and bids for such work.

Individual faculty and staff members do not have authority to enter into contracts or agreements or to otherwise obligate the University unless specifically authorized to do so. All contracts must be signed by the Senior Vice President for Administration and Finance, or those individuals specifically delegated that authority by the Senior Vice President for Administration and Finance. A contracted obligation entered into without authorization will be and must be considered a personal obligation of the individual.

Department Heads and their staff who are issued procurement credit cards (p-cards) are authorized by the Senior Vice President of Administration and Finance to use the cards to make small dollar purchases, typically \$1,000 or less.

b. State College Contracts Law N.J.S.A. 18A:64-52 *et seq.* (SCCL) and Other State Requirements

See the University's Purchasing website for a complete copy of the SCCL and the other referenced documents in this section.

Chapter 64 of Title 18A of the New Jersey Statutes, known as the "State College Contracts Law" sets forth the general provisions, guidelines and procedures under which the University may acquire goods and services. Please see the Purchasing website for a copy of the applicable statute.

Public Advertisement for Bidding: The solicitation of competition is a prerequisite for most purchases. Public advertised bidding is required for purchases at or above the dollar threshold value established in the SCCL and amended at two year intervals by the Governor. N.J.S.A. 18A:64-54. Please see the Purchasing website for the current threshold amount.

Public Advertised Bid Format: All advertisements for bids shall be published in a legal newspaper sufficiently in advance of the date fixed for receiving the bids to promote competitive bidding but in no event less than 10 days prior to that date for any

construction projects or any other contract or purchase. In addition to being published in a legal newspaper, advertisements may also be posted using electronic data or media services, including the internet. [Purchasing will post advertisements for bids and all related bid documents to the University's Purchasing website. Purchasing may also use other forms of media to distribute advertisements to bid.] The advertisement shall designate the manner of submitting and of receiving the bids and the time and place at which the bids will be received. If the published specifications provide for receipt of bids by mail, those bids which are mailed to the State college shall be sealed and shall be opened only at such time and place as all bids received are unsealed and announced. At that time and place, the contracting agent of the State college shall publicly receive the bids and thereupon immediately proceed to unseal them and publicly announce the contents, which announcement shall be made in the presence of any parties bidding or their agents who are then and there present. A proper record of the prices and terms shall be made. No bids shall be received after the time designated in the advertisement.

b. Notice of revisions or addenda to advertisements or bid documents relating to bids shall be published in a legal newspaper or newspapers no later than seven days, Saturdays, Sundays and holidays excepted, prior to the bid due date. N.J.S.A. 18A:64-65.

Purchasing will post revisions or addenda to advertisements or bid documents to the University's Purchasing website and will electronically forward a copy to all bidders who attended a pre-bid and site inspection meeting.

Awards Based on Price and All Other Factors: All contracts or agreements for the purchase of goods and services, as distinct from contracts or agreements for the construction of buildings and other improvements, which require public advertisement for bids shall be awarded by the board of trustees to the responsible bidder whose bid, conforming to the invitation for bids, will be most advantageous to the State college, price and other factors considered. N.J.S.A. 18A:64-70.

Notice of Intent to Award a Contract: The Director of Purchasing, for all public advertised bids, will issue to all responsible bidders, a notice of intent to award a contract. This notice will identify the bidder to whom the University intends to award the contract and provide a justification for the award. Responsible bidders will have ten (10) working days to file a protest.

Intent to Award Challenges: A responsible bidder wishing to challenge an intent to award must do so in a written request to the Director of Purchasing setting forth, in detail, the specific grounds for the challenge, including all reasons, arguments, materials, applicable statutory and case law or other documentation that may support the protester's position. This request must be received by the Director of Purchasing within the allotted protest period identified in the intent to award notice. The Director of Purchasing may reject any protest that does not conform to the criteria set forth above.

The dispute will be resolved using the following procedure:

- The Director of Purchasing has sole discretion to determine if an oral presentation by the protester is necessary to reach an informed decision. Oral presentations are fact finding for the benefit of the Director of Purchasing. The Director has the discretion to limit attendance at an oral presentation to those parties likely to be affected by the outcome of the protest.
- The protest accepted by the Director of Purchasing shall be resolved by written decision on the basis of the written record or in the case of an oral presentation, the written record and the oral presentation. All parties shall receive a copy of the written decision and will have ten (10) working days to provide written comments or exceptions to the Director of Purchasing. Exceptions made by the protester of the written decision will be forwarded by the Director of Purchasing to the University's Senior Vice President of Administration and Finance for review and final determination. The determination issued by the Senior Vice President of Administration and Finance will be the final decision of the University. Any appeal of this decision is with the Appellate Division of the Superior Court of the State of New Jersey.
- The Director of Purchasing may, in instances where exigency exists or where there is potential for substantial cost benefit or other advantage to the University, modify or amend the time periods noted above.

Emergency Procedures: Any purchase, contract, or agreement may be made, negotiated or awarded by a State college without public advertising for bids and bidding therefor, notwithstanding that the cost or contract price will exceed the advertised bid threshold, when an emergency affecting the health, safety or welfare of occupants of college property requires the immediate delivery of the materials or supplies or the performance of the work, if the purchases, contracts or agreements are awarded or made in the following manner:

- a. A written requisition for the performance of the work or the furnishing of materials or supplies, certified by the employee in charge of the building, facility or equipment where the emergency occurred, is filed with the contracting agent or his deputy in charge describing the nature of the emergency, the time of its occurrence, and the need for invoking this section. The contracting agent, or his deputy in charge, being satisfied that the emergency exists, is authorized to award a contract for the work, materials or supplies. N.J.S.A. 18A:64-57.

Contract Subdivision Prohibited: No purchase, contract or agreement which is singular in character may be divided so as to bring it or any of its parts to a value, thus dispensing with the need for public advertising for bids or bidding. N.J.S.A. 18A:64-58.

Bid Exceptions/Waivers: The SCCL permits the Board of Trustees of the University to pass a resolution at a public meeting to award contracts without public advertised bidding for 27 different categories of expenditures. N.J.S.A. 18A:64-56.

Cooperative Contracts: Statute permits the University to make purchases, without bidding, if the purchases are made through contracts issued by: 1) The State Division of Purchase and Property, 2) any municipality or county in this State, 3) the Federal Government General Services Administration (GSA), 3) joint action of two or more State colleges and universities, 4) joint action of other units of State or local government, and 5) any nationally recognized cooperative pricing agreement issued by a government entity through a competitive bidding process. N.J.S.A. 18A:64-60, 18A:64-61, 18A:64-63.1 and 52:34-6.2.

Contract Term: The SCCL limits contract terms to three, five and ten years for certain categories of purchases. Contracts involving management and operation of bookstores, performing arts centers, residence halls, parking facilities and building operations may not exceed 30 years. Contracts for the provision of food supplies and services, including management contracts for student centers, dining rooms, vending operations and cafeterias may not exceed 30 years. 18A:64-79.

Vendor Documentation: The State of New Jersey requires that vendors meet certain registration, certification and disclosure requirements before the State agency issues a contract. The required documentation is effective at different dollar thresholds. These requirements include, but are not limited to: business registration, political contributions disclosure, and equal employment and affirmative action certification. The current requirements are posted on the Purchasing website.

c. University Bidding Thresholds, Exceptions and Due Diligence

Bid Thresholds: In accordance with the SCCL the University has established the following bidding thresholds, bid waivers and bid exceptions.

The following bidding thresholds are effective as of July 1, 2017:

Level 1. Under \$6,000 – Documentation of competitive bids or quotes is not required. The University Staff must use good judgment to assure that the best value is obtained on all purchases, price and all other factors considered.

Level 2. From \$6,000 but less than \$10,000 - Three price quotes are needed, either verbal or written. The quotes can be obtained by the requisitioning Department or by Purchasing.

Level 3. From \$10,000 but less than the public advertised bid level – Three written quotes are needed. The quotes can be obtained by the requisitioning Department or by Purchasing.

Level 4. From the public advertised bid threshold* and above - A public advertised bid must be issued by the Purchasing Department.

The public advertised bid threshold is subject to change at the discretion of the Governor at two year intervals.

* See the Purchasing website for the current public advertised bidding threshold.

Bidding Documentation: Documentation of bidding for Levels 2 and 3 must be forwarded to Purchasing to assure compliance. Purchasing will maintain the files and provide the documentation when requested during audits.

Bidding Exceptions: Bidding requirement will be satisfied if the purchase is made through an existing contract established by any of the following:

- The State of New Jersey Division of Purchase and Property;
- Any municipality or county in the State of New Jersey;
- Any State of New Jersey public college or university;
- The Federal Supply Schedule of the General Services Administration (GSA);
- A nationally recognized purchasing cooperative lead by a government agency;
- A bid waiver authorized by Purchasing (Purchasing Department Waiver);
- A Board of Trustees bid waiver (Board Waiver).

Purchasing Department Waiver: The Purchasing Department may waive the bidding process for Levels 2 and 3 if the collection of bids is impractical or in an emergency situation that effects the safety, health or wellbeing of the University community. Bidding may be deemed impractical for purchases such as memberships, subscriptions, performers, speakers, proprietary software license renewals, etc.

Board Waiver: Bid waivers for purchases at Level 4 require authorization by the Board of Trustees.

Due Diligence: While formal bidding is not required for a bid exception or a waiver, University Staff are reminded that due diligence is necessary to assure the University obtains the lowest optimal cost, price and all other factors considered. Please also consider the University's goal of utilizing small, minority, or woman owned businesses as part of the University's commitment to regional economic development.

d. Sale of Surplus Property

In accordance with the SCCL, the University may, by resolution of its board of trustees, authorize the sale in the following manner of its personal property not needed for University purposes:

- a. If the estimated fair value of the property to be sold exceeds the public advertised bid threshold, in any one sale and the property does not consist of perishable goods, it shall be sold at public sale to the highest bidder.
- b. Notice of the date, time and place of the public sale, together with a description of the items to be sold and the conditions of sale, shall be published

once in a legal newspaper. Sales shall be held not less than seven nor more than 14 days after the publication of the notice thereof.

c. Personal property may be sold to the United States, the State of New Jersey, another college or to any body politic by private sale without advertising for bids.

d. If no bids are received, the property may then be sold at private sale without further publication or notice thereof but in no event at less than the estimated fair value; or the State college may, if it so elects, reoffer the property at public sale. As used herein, "estimated fair value" means the market value of the property if sold by a willing seller to a willing buyer less the cost to the college of continuing to store or maintain the property.

e. A State college may reject all bids if it determines a rejection to be in the public interest. In any case in which the college has rejected all bids, it may re-advertise the personal property for a subsequent public sale. If it elects to reject all bids at a second public sale pursuant to this section, it may then sell the personal property without further publication or notice thereof at private sale, but in no event shall the negotiated price at the private sale be less than the amount of the highest bid rejected at the preceding two public sales, nor shall the terms or conditions of sale be changed or amended.

f. If the estimated fair value of the property to be sold does not exceed the public advertised bid threshold, in any one sale or the property consists of perishable goods, it may be sold at private sale without advertising for bids.
N.J.S.A. 18A:64-78

e. **Methods of Purchasing**

Procurement Card: Small dollar purchases, generally valued at \$1,000 or below, may be made by University staff by using a University credit card called a procurement card (p-card). The cards can be used to make on-line or in store purchases. The p-card program is administered by Purchasing. Each p-card has an individual transaction dollar spend limit and a monthly dollar spend (credit) limit. In addition cards are restricted by purchase categories. The spending limits and the purchase category restrictions are established by Purchasing in consultation with the Department heads based on the historical procurement needs of the Department and University policy.

Requisition/Purchase Order/Invoice Process: Purchases that are NOT processed with a p-card, must be handled through the requisitioning/purchase order/invoice process.

Requisitions: Authorized University staff enter requisitions that once completed flow through an on-line approval process. Each requisition is charged to a specific general ledger comprised of the fund, organization, account code and program (FOAP). Requisitions can only be completed if sufficient budget exists to support the value of the purchase. University staff members responsible for budget oversight of the FOAP at different levels of the University must register their on-line approval of the requisition. Purchasing reviews each requisition for compliance with University purchasing policy

and approves the requisition once all required documentation is validated. The documentation required for requisition approval by Purchasing is posted on the Purchasing website.

Purchase Orders: Purchasing transfers the approved requisition to a purchase order and codes the order with the PO class representing compliance with University policy. Codes include: 1) regular order for values below the bidding threshold, 2) competitive quote, 3) advertised bid, 4) Board waiver, 5) Purchasing Dept. waiver, 6) State contract, 7) GSA, or 8) cooperative contract.

Types of Purchase Orders: **Regular** purchase orders consist of a quantity, item and unit price. **Standing** purchasing orders, also referred to as blanket orders, do not have a quantity. They are based on a dollar value covering a period of time. Typically multiple invoices are applied to standing orders. All purchase orders are approved on-line.

Change Orders: Purchasing processes all purchase order change orders based on requests submitted by University staff. All change orders must be in compliance with University Purchasing policy before being completed. All change orders must be approved on line.

Invoices and Voucher Payments: An invoice must be presented to pay a vendor. Invoices must be approved by the requisitioning department and processed by Accounts Payable against the purchase order. Payments to vendors using an Accounts Payable voucher form are restricted to travel and other limited situations as preapproved by the Controller.

B. Responsibilities

This section outlines the roles of the units, departments or individuals who will implement the rules and regulations outlined in the Requirements section.

- a. Requisition Approvals: Requisition approval hierarchy queues are established for each University Department, for grants and for capital projects. The approval queue structure is established and maintained by the Controller in consultation with the Divisional Vice Presidents.
- b. Purchase Order Approvals: All purchase orders are approved on-line. Purchasing staff are authorized to approve orders valued up to \$49,999.99. The Senior Vice President of Administration and Finance approves orders of \$50,000 and above. The purchase order approval queue is maintained by the Controller.
- c. Change Order Approvals: All change orders are approved on-line. Purchasing staff are authorized to approve change orders valued up to \$49,999.99. The Senior Vice President of Administration and Finance approves orders of \$50,000 and above. The value is determined by the total amount of the order, not the incremental amount of the change. The change order approval queue is maintained by the Controller.
- d. Purchase Order Signature: All purchase orders are issued through the University's financial system with a facsimile signature of the Senior Vice President of Administration and Finance.

- e. Contract Signature: All contracts requiring signature are to be forwarded in an e-mail to the Office of General Counsel at OGC@wpunj.edu. The University's General Counsel will review the contract and forward it to the Senior Vice President of Administration and Finance for signature. University staff are not authorized to sign contracts.
- f. Vendor Record Creation and Maintenance: Purchasing is the only authorized University unit responsible for creating vendor records and making changes to vendor records in the University's financial system. Purchasing is also responsible for storing related documentation. See the Purchasing website for procedures covering creating vendor records, changing vendor records and supplier on-boarding requirements.

C. Enforcement

This section explains how this policy will be enforced.

a. Requisition Processing

Purchasing will review all requisitions for compliance with State of New Jersey and University procurement policy. Purchasing will review and maintain competitive quote documentation on file. Purchasing will also assure that vendors provide the certification and registration documentation required by the State of New Jersey. Only after all requirements are met will Purchasing approve the requisition and issue the purchase order.

b. The Public Advertised Bid Process for Goods and Services

Purchasing will manage the public advertised bidding process for goods and services. (Capital Planning oversees the public advertised bidding process for construction projects.) This includes, but is not limited to, writing the bid specifications, issuing the public announcements, overseeing pre-bid meetings and site inspections, issuing addenda, receiving and logging in sealed bids, holding public bid openings, tabulating the responses, auditing bid responses, and issuing intent to award and award notices.

c. P-Card Processing

Purchasing will monitor p-card transactions to confirm compliance with University policy. Variances will be brought to the attention of the card holder and instructions will be provided for corrective action.

d. Restricted and Prohibited Purchases

Alcoholic Beverages – The purchase of alcoholic beverages using State funds is prohibited.

Personal Use – Items such as aspirin, water, food, knives, forks, plates, gifts, etc. to be utilized for personal use by employees cannot be purchased using State funds.

Purchasing with Personal Funds – Employees are not to use personal funds, such as cash or credit cards, to make purchases of goods or services for the University. Exceptions are when traveling on business or in an emergency when the health, safety and wellbeing of the University community is at risk.

Shipping Location – Employees are not to have goods shipped to their private residence or other personal address.

See the Purchasing website for additional procedures regarding restricted and prohibited purchases.

e. Purchasing Office Code of Ethics

The Purchasing Office personnel shall exercise sound business judgment and maintain the highest ethical and moral standards in the conduct of University business. Personnel must discharge their duties impartially so as to assure fair and open competition between responsible contractors. Moreover, they must conduct themselves in such a manner as to foster confidence in the integrity of the Purchasing Office staff and systems.

University staff involved in the procurement process are expected to fully comply with the University's Code of Ethics. As employees of the State of New Jersey, University personnel are also subject to the guidelines of the New Jersey State Ethics Commission.

Additionally, the University endorses the Code of Ethics adopted by the National Association of Educational Procurement. Purchasing Office personnel are expected to be familiar with these codes of ethics and abide by the code.

William Paterson University is an academic institution committed to excellence in service, discovery and the dissemination of knowledge. The University expects that all members of the University community will conduct activities honestly, with integrity and in a professional demeanor. Employees, Officers and Trustees of the University are subject to the University Code of Ethics, the Ethics regulations of the State of New Jersey, as well as various policies of the University addressing academic integrity, conduct and respect.

Vendor Relations and Communications - New Jersey law (N.J.S.A. 52:34-10.1) limits communications with a bidder or potential bidder to an individual or entity designated by the University. Each bid solicitation by the University will include information identifying that University designee. In as much as law establishes certain record keeping requirements regarding such communication, the designee will be an individual with designated authority from the Office of the Vice President of Administration and Finance, typically a purchasing officer or in the case of capital projects the project manager. Other members of the University are expected to refrain from communicating with bidders or prospective bidders. All communication from bidders or potential bidders must be in writing to that designee. The University designee will respond in writing, consistent with any instructions delineated within the bid documents.

f. Vendor Code of Ethics

As an institution receiving public funds, the confidence and trust of the public is essential to achievement of the University's mission and support. Consequently the University utilizes a Vendor Code of Ethics for its business transactions.

Any vendor doing business with the University must avoid situations where impropriety or financial interests, or the opportunity for financial gain, could lead to favored treatment for an organization or individual. The vendor is expected to avoid circumstances and conduct which may not constitute actual wrongdoing, or conflict of interest, but might nevertheless generate the appearance of impropriety, thus compromising the perceived integrity of the University and staff.

The University's Vendor Code of Ethics is based upon the principles established in the various Executive Orders and laws governing the Executive Commission on Ethical Standards, N.J.S.A. 52:13D-12 *et seq.*, which, while not strictly applicable to contractors, provides general guidance in this area. This Code of Ethics is part of each Request for Proposal or Bid promulgated by the University. While not attached as a physical document or contract entered into by the University, it is considered part thereof.

William Paterson University is committed to a procurement process that fosters fair and open competition, conducted under the highest ethical standards and which enjoys the complete confidence of the public. To achieve these purposes, the University requires each vendor who seeks to do business with the University to subscribe to this Vendor Code of Ethics in relationship to its business transactions with the University.

1. Will provide bids which will be competitive, consistent and fully responsive to the bid documents.
2. Will act in legal, ethical, and responsible ways, demonstrating excellence in their relationship with the University, performing honestly and with integrity.
3. Will perform in a manner which is supportive of achieving the University's mission and in a way which does not jeopardize the health, welfare, safety, and security or reputation of the University or its students, employees and officers or those of the vendor.
4. Will not discuss or consult with other vendors intending to bid on the same contract or similar University contracts for the purpose of limiting competition or engage in any other practices which may be deemed as collusion.
5. Will not disclose the terms of a bid or proposal, directly or indirectly, to any other competing Vendor prior to the closing period for bids or proposals.
6. Will not make any attempt to induce or influence any individual or entity to submit or not to submit a bid or proposal.
7. Will completely perform in a timely and proficient manner any contract awarded to it at the contracted price pursuant to the terms set forth in the contract.

8. Will submit timely, accurate and appropriate invoices for goods and/or services actually performed and provided under the contract.
9. Will properly, accurately and fairly record all financial transactions with the University in its books, journals, ledgers and/or other appropriate records.
10. Will not employ any officer or employee of the University in the business of the vendor in which the vendor is involved with the University officer or employee.
11. Will not offer or provide any interest, financial or otherwise, direct or indirect, in the business of the vendor in which the vendor is involved with the University officer or employee.
12. Will not cause or influence, or attempt to cause or influence any University officer or employee in his or official capacity in any manner, which might tend to impair the objectivity or independent judgment of that University officer or employee.
13. Will not cause or influence, or attempt to cause or influence any University officer or employee to use or attempt to use his or her official position to secure any unwarranted privileges or advantages for that vendor or for any other person.
14. Will not offer any University officer or employee any gift, favor, service or other thing of value under circumstances from which it might be reasonably inferred that such gift, service or other thing of value was given or offered for the purpose of influencing the recipient in the discharge of his or her official duties.

This code supplements the various codes and regulations which University personnel are subject to and complements those which the University endorses. Any questions should be referred to the University's Ethics Liaison Officer.

g. Diversity, Set Asides and the University Mission, Vision and Core Values

Consistent with the University's mission, vision and core values, Purchasing will provide guidance and assistance with activities supportive of economic development in the region and in support of diversity through utilization of disadvantaged businesses.

h. Environmental Stewardship

The University wishes to promote energy efficiency, stewardship of the environment and cost effective use of resources. When acquiring equipment, materials and supplies, University staff should consider the following:

- Energy efficient equipment such as those that carry the "Energy Star" distinction or equivalent;

- Recycled paper;
- Low toxicity products;
- Products manufactured through environmentally sustainable methods;
- Products which can be recycled.

i. Asset Control and Inventory

University Departments acquiring equipment are responsible for assuring that items with a value of \$1,000 or more are identified and recorded on the University's fixed asset inventory within 30 days of receipt. Arrangement should be made by the Department for recording acquisitions through the Storeroom and with Business Services.

University staff are responsible for assuring the safety, security and control of University equipment, supplies and materials within their area of responsibility. Departments are urged to take protective measures such as:

- Engraving or marking equipment with the University's name;
- Developing control systems which monitor use and access to the equipment and assignments of use;
- Take appropriate security measures to protect equipment;
- Develop and maintain accurate inventory;
- Locate and store portable equipment in secure locations;
- Perform regular inspections to assure presence and performance.

Loss of Inventory – In case of loss of equipment by any means, report the loss to Business Services and to University Police.

VIII PROCEDURES

This section describes the actions to be taken by the various individuals in accomplishing a task, operation, or transaction, referenced in the Requirements section.

- A. See the University's Purchasing website for related procedural documentation.

By Direction of the Senior Vice President of Administration and Finance:

Date:

Signature:



Stephen Bolyai - Senior Vice President of Administration and Finance