

SECTION 8.0 - PURCHASING AND PROCUREMENT

8.0 Introduction

This chapter outlines the College's purchasing policies, systems and key procedures and describes guidelines for the purchasing and receiving of goods and services.

Policy: Central Purchasing

It is the policy of the College to utilize a centralized procurement function. Centralized procurement allows for optimization of the College's resources. When purchases are made centrally, there is a reduced duplication of effort, the ability to pool purchases for volume discounts, purchase from cooperative agreements and an opportunity to enhance relationships with vendors and suppliers.

Scope

This policy applies to all funds of the College, state and non-state, including agency funds, unless stated otherwise.

Responsibility of the Purchasing Department

Purchasing and Procurement is responsible for centrally coordinating purchases of \$15,000 or more. Additionally, it is the responsibility of the Purchasing Department to ensure:

1. Compliance with policies and procedures as set forth herein;
2. That all contracts, leases and purchase orders secured for \$100,000 or more have the required Board approval;
3. That purchase orders are only issued when the required approval is confirmed;
4. The Chief Financial Officer and the General Counsel are notified when the requisite authority is absent or when circumvention of these policies has occurred or is being attempted.

Responsibility of Department Heads and Budget Managers

Department Heads and Budget Managers are responsible for complying with the Purchasing and Procurement policies and procedures as outlined.

- Authorized Budget – It is the responsibility of the Department Head / Budget Manager to ensure there is sufficient, authorized budget available to fund any procurement requests.
- Sufficient Cash – It is the responsibility of the Department Head / Budget Manager to ensure there is sufficient cash available in the non-state account to fund any procurement requests.
- Receipt of Goods and/or Services – Employees receiving the goods and/or services procured are responsible for confirming to Purchasing orders are received to the satisfaction and specification of the receiving department. When provided, evidence supporting the receipt should be forwarded to Accounts Payable.

8.1 Purchasing Authority and Bidding Process

It is the policy of the College that purchases and purchase commitments of certain amounts be authorized by designated employees within the College. For purposes of this Manual, the terms contracts and agreements are used interchangeably.

This section outlines the levels by which purchases and purchase commitments must be authorized.

The basic authority to make purchase commitments rests with the Board of Directors, which has in turn delegated this authority to the Chancellor and Dean of the College or his/her designee(s). The Chancellor and Dean and his/her designees, are authorized to negotiate and execute contracts, agreements and other documents on behalf of the Collegeⁱ.

- The Chief Financial Officer has been designated to execute any or all contracts, agreements and other documents. The CFO may elect to delegate signature of contracts at \$50,000 or less with approval of the Chancellor and Dean.
- The Provost and Academic Dean is authorized to execute the following contracts and agreements:
 - Appointment and hire terms for contract faculty including adjuncts, visitors, lecturers, and long-term contract faculty.
 - Appointment letters and hiring terms for visiting scholars and research fellows.
 - Associate and assistant dean decaanal appointments and terms.
 - Faculty paid administrative appointment and contract terms.
 - Individual faculty member salary modifications including ladder step changes.
 - Inter-institutional programmatic agreements.
 - Visiting faculty agreements, both import and export.
- The attorney staff members of the Office of General Counsel have authority to execute engagement letters for legal services on behalf of the College.
- The CFO, Chief Operating Officer and Director of Facilities may negotiate and execute contracts, agreements and other documents on behalf of the College in the event of an emergency, subject to the definition and requirements of section 8.5.1 (a).

The following does not apply to the Library for purchases made for the library collection.

The College has entered into master agreements with preferred vendors. When these agreements are established, departments shall first make every attempt to secure goods and services from these vendors. In the event procurement cannot be made from preferred vendors already under contract, departments should consult Purchasing for assistance in obtaining a contract which is in the best interest of the College.

Competitive Quotation and Formal Bid Process Thresholds

8.1.1 Purchases Up to \$14,999

For purchases of goods and services involving expenditures less than \$15,000 the department head / budget manager has authority for making purchases within prescribed College guidelines and within currently allocated budget resources for his/her department.

8.1.2 Purchases of \$15,000 to \$49,999.99

For purchases of goods and services that are not deemed to be professional services within the meaning of Section 8.1.5b involving expenditure of \$15,000 to \$49,999.99, an informal process is required. One (1) written quote is required.

If the requesting department does not obtain the quote then the Purchasing Office may secure the quotation in writing from an interested vendor. The vendor may be selected from current or

past vendors of the College or may be suggested by the initiating department. A specification sheet of services and goods required will be sent to the interested vendors.

Included in all informal competitive processes are the following items:

- Description of Goods or Scope of Work for Services, drafted by the requesting department
- Terms for Submitting the Quotation
- Sample Agreement Form, if applicable
- Drug Free Workplace Certification Form

Additional guidance is provided on Exhibit 1, UC Hastings Bidding Guidelines for All Funding Sources.

8.1.3 Purchases of \$50,000 to \$99,999.99

For purchases of goods and services that are not deemed to be professional services within the meaning of Section 8.1.5b involving expenditure of \$50,000 to \$99,999.99, an informal competitive process is required. Two (2) written quotes are required.

If the requesting department does not obtain the quotes then the Purchasing Office may secure the quotations in writing from interested vendors. The vendors may be selected from current and past vendors of the College or may be suggested by the initiating department. A specification sheet of services and goods required will be sent to the interested vendors.

Included in all informal competitive processes are the following items:

- Description of Goods or Scope of Work for Services, drafted by the requesting department
- Terms for Submitting Bid Documents
- Sample Agreement Form, if applicable
- Drug Free Workplace Certification Form

Additional guidance is provided on Exhibit 1, UC Hastings Bidding Guidelines for All Funding Sources.

8.1.4 Purchases of \$100,000 or More

a. Approval of the Board of Directors

For leases and contracts that are \$100,000 or more prior approval by the Board of Directors must be secured.

In the event that prior approval by the full Board of Directors for leases and contracts of \$100,000 or more is impractical or unfeasible, the Chancellor and Dean may approve said leases or contracts after consultation with and approval by the Chair of the Board and the Chair of the Finance Committee and subject to ratification of the full Board of Directors at their next meeting.

Notwithstanding the foregoing, with respect to research grant agreements awarded to the College of \$100,000 or more for which prior approval by the full Board of Directors is impractical or unfeasible, the Chief Financial Officer may approve said research grant agreements, which shall be reported to the Finance Committee at the next meeting after receipt of said grant funds and subject to ratification of the full Board of Directors at their next meeting.

b. Formal Competitive Bid

For purchases of goods services that are not deemed to be professional services within the meaning of Section 8.1.5b involving expenditures of \$100,000 or more, the College must conduct a formal bid process. This bid process includes public notification of the bid via the UC Hastings eProcurement software/public access website (e.g., PlanetBids.com) or other electronic means commonly used by the higher education industry, UC or other public agencies. Additionally, the bid process includes:

- Detailing bidders' qualification and evaluation standards to potential bidders;
- Outlining specific requirements of product or service to potential bidders; and
- Outlining dissemination of award information.

The Purchasing Office is responsible for handling and processing all bid proposals and related documents and is the primary point of contact for the bidders. The initiating department is responsible for drafting Scopes of Services/Work, and Specifications, with assistance from Purchasing when needed and encouraged to submit potential vendors to the Purchasing Department for inclusion in the bid process. If the College uses a Contactor to assist with the drafting of the bid documents or the related Scopes of Services/Work, and/or the Specifications then that Contractor is precluded from bidding the same specific project.

The following items shall typically be included in all bid proposals:

- Description of Goods or Scope of Work for Services to be provided
- Terms for Submitting Bid Documents
- Sample Agreement Form, if applicable
- Drug Free Workplace Certification Form

A contract shall typically be awarded to the lowest responsible bidder meeting the specifications, including any qualitative factors included in the bidding documents. Any exceptions to awarding to the lowest bidder shall be approved by the Board of Directors. A written explanation of the exception will be included in the permanent files of the Purchasing Office.

8.1.5 Exceptions to the Competitive Quotation and Formal Bid Process

Exceptions to the competitive quotation and formal bid process are outlined below. Such purchases require the appropriate levels of required approval (e.g., approval by the Board of Directors for leases and contracts of \$100,000 or more).

- a. **Emergency** - If an emergency occurs at times other than regular business hours and the services of the Purchasing Department are not immediately available, emergency purchases may be made by the College's Chief Operating Officer (COO), Chief Financial Officer (CFO) or Director of Facilities – Operations (DFO) or employees authorized by them to make such purchases. Each such emergency purchase shall be reported in writing to the Purchasing Department as soon as possible, but in no event later than ten calendar days following the date on which the purchase is made; and such report shall include a detailed explanation of the nature of the emergency, as well as the reasons necessitating the purchase.

An "Emergency" shall mean an unforeseen circumstance in which an immediate purchase is necessary in order to avoid a substantial hazard to life, health, or property.

- b. **Professional Services** – Professional services do not require a competitive quotation or bid but may be competed at the discretion of the Chief Financial Officer. Examples of professional services include legal services, audit services, project management services, technical consulting, financial advising and engineering and architectural services.
- c. **Cooperative Purchasing (“Piggyback”) Provision** – As an instrumentality of the State of California and an affiliate of the University of California, Hastings may make purchases using cooperative purchasing agreements that have been put into place through a public bid process conducted by the State of California or the University of California. The competitive process undertaken by these agencies meets Hastings requirement for competition.
- d. **UC Hastings Master Agreement/Preferred Vendor** – If there is a current UC Hastings master agreement on file, the department is not required to undergo a competitive event. The competitive process has already been performed by Purchasing and Procurement. UC Hastings generally has active master agreements in place for commodities such as office supplies, carpeting, furniture and for services such as copying and printing, catering services, hotel, and building maintenance.
- e. **Annual Renewals of Contracts for Utility Services or Contracts for Normal Business Operations** – Contracts and their renewals for utilities, such as electricity, natural gas, steam, water, sewage and solid waste removal and for normal business operations, such as financial/Enterprise Resource Planning software, budgetary software, law research software, library software, do not require a competitive quotation or bid but may be competed at the discretion of the Chief Financial Officer.
- f. **Placement of insurance coverage and surety bonds.**
- g. **Sole Source** – Sole source, single source or matching existing brands may also be exempt from the competitive requirements as provided for in relevant sections of the California Public Contract Code. Purchases and procurements made in this category must be made by the department head / budget manager with a written justification approved by the Director of Business Services, the Chief Financial Officer, the General Counsel, and the respective Division Head.

8.1.6 Standard Agreements, Approval Process and Execution Authority

Standard agreement forms have been adopted by the College.

All agreements, contracts and other similar documents at \$15,000 or above must be approved as to legal form by the General Counsel.

Agreements, contracts, and other similar documents with a total value of \$14,999 or less which are made on the College's standard agreement forms as drafted by the General Counsel are presumptively approved as to legal form by the General Counsel and do not as a general matter require additional individual review.

The General Counsel and CFO may delegate authority to Purchasing to review and negotiate agreements, contracts and other similar documents which are drafted on vendor/contractor contract forms for amounts not exceeding \$5,000.

8.2 Authorizing Funds for Expenditures

Policy: Purchase Order Requirement

It is the policy of the College that funds shall be appropriately authorized before encumbering or expending.

The College will disburse funds for expenditures incurred in the best interest of the College. The department head / budget manager is responsible for ensuring that disbursement requests are within College policies. The Chief Financial Officer has final authority to approve or disapprove an expenditure, based upon the policies adopted by the Board of Directors.

Most purchases over \$4,999.99 require a purchase order. Refer to [Exhibit 2, Purchasing Policies](#), for guidelines regarding the authorization required to incur an expenditure.

8.3 Requisition and Purchase Order System

It is the policy of the College to utilize a purchasing system to issue and create purchase orders to encumber funds to reflect the commitment of the College's financial resources. This method of encumbering funds allows the department head / budget manager to be aware of the outstanding budget commitments at all times, therefore reducing the likelihood of over committing the authorized budget.

This section outlines the procedure for requesting and issuing purchase orders.

8.3.1 Requesting Purchase Orders

a. Regular Purchase Orders

Before any goods and/or services costing \$4,999.99 or more are rendered the department / budget manager must submit a requisition to the Purchasing Department. (Refer to [Exhibit 2, Purchasing Policies](#) for guidelines on when a purchase order is required). The requisition must include the vendor's name and address, if known, the item(s) and quantity requested, the estimated cost of the item(s), and the account number(s) to be charged. The requisition must be approved by the department head / budget manager.

Once verified, the requisition will be processed and converted to a purchase order or blanket purchase order. In addition to the vendor information, description and cost of the items to be purchased, the purpose order also contains instructions to the vendor regarding shipping, billing and payment terms and the cost center(s) to which the purchase is being charged.

b. Blanket Purchase Orders

A blanket purchase order should be used by departments purchasing goods or services throughout the fiscal year from the same vendor. The blanket purchase order estimates the total of all purchases to be made for the year from a certain vendor.

This procedure alleviates the need to establish a purchase order every time an order is placed with the vendor.

Blanket Purchase Orders are subject to all of the purchasing requirements and authorities outlined in this Section including the competitive processes required for the estimated expenditure amount.

Blanket purchase orders should also be issued when a contract or an agreement for services has been executed by the College. A blanket purchase order will assist the department head / budget manager and the Purchasing staff in managing the terms of the contract/agreement.

8.3.2 Issuing and Amending Purchase Orders

Only Purchasing is authorized to establish, cancel or change a purchase order.

a. Issuing Purchase Orders

Once the signed purchase order is issued an order for goods and/or services can be placed.

Upon request, Purchasing will email a copy of the purchase order to the vendor to verify placement of the order.

b. Amending Purchase Orders

A department head / budget manager can request to change or cancel a purchase order via a written request to the Purchasing Department.

8.4 Receiving

It is the policy of the College to operate a centralized receiving function. Centralized receiving ensures that vendors comply with the terms and conditions of the purchase and ensures the proper receipt of College assets.

The Purchasing Department is responsible for periodically reviewing open purchase orders. This review includes confirming orders are still valid, following up on partial shipments, and confirming valid encumbrances to readily determine excess budget surplus or deficits.

This section outlines the general procedures for receiving goods and services.

8.4.1 Receiving Goods

The Purchasing Department will keep their copy of the purchase order until they are notified that all items have been received in full and in proper form. When the goods are received, Facilities staff will notify the requesting department and ask them to collect their goods.

If applicable, the Purchasing staff will assist the requesting department by placing a receipt of the order in the purchasing software module. Purchasing's copy of the purchase order is filed numerically in the completed purchase order file.

8.4.2 Partial Shipments

Facilities staff will ask the requesting department to sign for each partial shipment. Requesting departments are responsible for notifying and authorizing Fiscal Services to make payments for partial shipments.

8.4.3 Damaged or Wrong Goods

If the goods or services are not received in proper form, the department head / budget manager/department head is responsible for notifying the Purchasing department immediately. This notification ensures that the problem will be solved and that the invoice for the good or service will not be paid by the Fiscal Services Office.

8.4.4 Completion of Services

The department head is responsible for notifying the Purchasing Department when a service has been properly rendered.

8.4.5 Invoicing

Invoices for goods and services are to be sent directly to the Fiscal Services Office. The ordering party should instruct the vendor to reference the purchase order number on the invoice to facilitate the processing of payment.

When the original invoices are received, the Fiscal Services Office will match the invoice to the outstanding purchase order and the packing slip/receiving documents. The Accounts Payable staff will check the mathematics of the invoice and verify that the receiving documents are properly signed. The Accounts Payable department is also responsible for ensuring the correct sales tax due on the invoice, and verifying that the appropriate freight charge appears on the invoice.

Once all the verifications have been completed, the Accounts Payable staff is authorized to make payment, to charge the account(s) and object code(s) listed on the purchase order, and to take all discounts available. No further approval is necessary from the department head / budget managers. The purchase order/accounts payable system is then updated for the payments processed.

Once a payment has been made to the vendor, the department head / budget manager should find that the outstanding encumbrance to the vendor is lessened by the amount of the payment. The payment will appear as a current month expenditure on the monthly budget report.

8.5 Delegation of Signature Authority for Purchasing and Procurement

8.5.1 Purchase Requests

The department head / budget manager must authorize and sign all purchase requests. This responsibility cannot be delegated to an employee with a lower level of responsibility. If the department head / budget manager is unable his/her supervisor must sign the request.

8.5.2 Low Value Signature Authority

Authority for purchasing routine and low value items can be delegated by the department head / budget manager by authorizing the delegated employee to be a procurement card (p-card) holder. All policies and procedures related to the College's P-Card Program apply.

ⁱ Pursuant to [Board of Directors Standing Orders as amended](#), Section 100.4, Duties of Chancellor and Dean of the College, Administrative Duties of the Chancellor and Dean, specifically, Contract Authority.

Exhibit 1

UC Hastings Bidding Guidelines for All Funding Sources

Category	\$0 - \$14,999.99 *	\$15,000 - \$49,999.00	\$50,000 - \$100,000	> \$100,000
Goods	<div>For APO and PCard engagement</div> <div>Purchasers responsible for determining price reasonableness</div> <div>For Procurement engagement</div> <div>Informal Quote</div> <div>Buyer verifies price if necessary</div> <div>Buyer determines price reasonableness</div>	One (1) Formal Quote required	Two (2) Formal Quotes required **	RFP or Formal Bid, May Leverage GPO (if CompetitivelyBid) **
Services		If department does not provide quote, buyer will obtain *	RFP Recommended, may be appropriate depending on complexity and opportunity	Award will be made by the following: - Lowest Cost - Cost per Quality Point - Best Value
Capital Equipment		May leverage GPO Buyer determines price reasonableness	If department does not provide quotes, buyer will obtain *	
Professional Services - Consultants		Competed at the discretion of the CFO		

* Note: To expedite, department should provide quote(s). Increased processing time is required if buyer obtains quote(s).

** Note: In lieu of competition, the department may submit a Sole Source Justification

The Source Selection & Price Reasonableness Justification Form is found at [PLACE HASTINGS WEBLINK HERE](#)

Sole Source Requests must have the Department Head/Budget Manager signature and be approved by the Director of Business Services, CFO, respective Division Head, and General Counsel.

All KFS procurement documents (PO / PA) must include supporting documentation to demonstrate policy compliance (Quotations, RFP attachments, GPO attachments, etc.) in the electronic file at the time of issue.

Definitions:

Formal Quote	A proposal with price/delivery/terms provided on company letterhead or company stationary. Typically, formal quotes will include a quote number, payment terms, delivery terms, expiration date of quote, terms and conditions, etc.
Informal Quote	A proposal with pricing/terms provided verbally (e.g. phone) or in writing (including eMail).
GPO / Purchasing Cooperative	An entity that is created to leverage the purchasing power of a group of businesses to obtain discounts from vendors (usually competed) based on the collective buying power of the GPO members, i.e., E&I, US Communities, NASPO and others.
Factors Determining Price Reasonableness:	
Price comparison	A buyer has obtained and documented quotes or offers within the last 12 month period from other responsible suppliers, which provides evidence that a price obtained is deemed fair and reasonable.
Catalog or Market Pricing	The price offered is supported by an established and verifiable catalog or market pricing media issued by a responsible supplier and/or through an established reputable forum. In addition, the pricing structure provided is one that a prudent buyer would accept as a reasonable representation of existing market value.
Controlled Pricing	The price offered is set by law or regulation; competitively bid master, statewide contracts and Purchasing Cooperatives etc.
Historical Pricing	A buyer is able to demonstrate that other transactions occurring in the past (within a 12 month period) exist that shows that historical prices for similar acquisitions have yielded no material change in cost. Note: The definition of "material" for this technique is deemed greater than a 15% increased difference between current and historical pricing.

Exhibit 2

Purchasing Policies

The policies described herein apply to 'regular' transactions and not those covered by Blanket Purchase Orders.

ITEM	PURCHASE ORDER REQUIRED IF ITEM COST EXCEEDS \$5,000.00	AUTHORIZATION REQUIRED TO INCUR EXPENDITURES	PAYMENT AUTHORIZATION REQUIREMENT
Books	Yes	Cost paid if in the best interest of the College.	Vendor's invoice.
Case costs	No	Cost paid if in the best interest of the College.	Check request or vendor's invoice.
Catering	Yes	Cost paid if in the best interest of the College. Catering costs can generally only be charged to non-state accounts. For on-campus events, caterers must be listed on, Qualified Caterers .	Vendor's invoice and the purpose and date of the event, description of the event, number of people served, cost per person, and brief description of meal and alcohol served are required.
Collection costs	No	It is generally the policy of the College not to pay late fees and/or collection costs. If there is a dispute with a vendor over an invoice, the Controller should be contacted immediately.	Vendor's invoice. The Chief Financial Officer or Controller must authorize all invoices containing collection cost charges.
Computers and related equipment	Yes	Funds for computer equipment are approved during the budget hearing process. All computer and related equipment purchases require prior approval from the Assistant Dean of Library and Technology.	Vendor's invoice. Purchase order or purchase contract required.
Conference registration fees	No	Itemized travel costs, including conference registration fees are pre-approved through the budget hearing process.	Payment is accounted for by submission of an expense report in Concur/PayIt! Payment can be made by check request or PCard.
Construction costs Blanket PO is recommended.	Yes	Major construction projects are approved during the budget hearing process. If emergency construction is required, approval of the Chief Financial Officer is mandatory.	Vendor's invoice along with approved Schedule of Values. Purchase order or purchase contract is required.
Consultants Blanket PO is recommended.	Yes	The Chief Financial Officer must approve consultant contracts. The Board of Directors must approve consulting contracts greater than \$100,000. Costs incurred must be in the best interest of the College. Employees will not be paid on consulting contracts.	Vendor's invoice and consulting contract. A consulting contract is required. Conflict of Interest Statements may also be required. A federal form W9 is required. Personal reimbursements to consultants will not be made unless provisions provide for such in the Agreement.

Contract Temporary Help (Non-student) Blanket PO is recommended.	Yes	If the contract temporary help budget was not pre-approved, a “Request for Temp Help” form must be completed and submitted to HR. If approved, a blanket purchase order payable to the agency should be established.	Vendor’s invoice and original timesheet.
Dues and Subscriptions	No	Costs paid if in the best interest of the College.	Payment can be via PCard or vendor’s invoice.
Equipment (Inventoriable and Instructional)	Yes	Funds for equipment are approved during the budget hearing process.	Vendor’s invoice. Purchase order or purchase contract required.
Freight	No	Costs must be incurred as part of acquiring approved equipment or supplies	Vendor’s invoice. Fiscal office should verify that 1) F.O. B. Terms indicate that freight payment is the College’s responsibility; 2) freight on goods received is authorized by the purchase order covering the purchase and 3) goods are shipped by the carrier specified in the purchase order.
Grants from College funds (for students, faculty, research, travel, etc).	No	Costs are approved during the budget hearing process.	Payment can be made on check request . Payments to students during the academic year are processed via the financial aid transmittal process.
Honoraria	No	Costs paid if in the best interest of the College. Honoraria method of payment to be used if person is an independent contractor or special guest speaker. Honoraria system may not be used to pay employees.	Concur/PayIt! or check request , W-9 and purchase receipt. .
Memberships	No	Costs paid if in the best interest of the College.	Payment can be made via PCard, or vendor’s invoice.
Messenger Service	No	Costs paid if in the best interest of the College.	Payment can be made via PCard or vendor’s invoice.
Moving Expense, if paying moving company directly.	Yes	See sections on Disbursement and Travel regarding moving expense reimbursement.	Purchase order is required. Vendor’s invoice is required for payment.
Moving Expense, if reimbursing employee	No	See sections on Disbursement and Travel regarding moving expense reimbursement.	Check request or Travel Reimbursement Form ; original receipts must be attached. Memo/letter to employee confirming moving allowance must also be provided.
Office supplies, less than \$50.00 (See exceptions to	No	Approval of department head incurring the charge. Must be purchased through the College’s	Charges are processed through the internal re-charge process.

Paper and Toner)		contracted vendor.	Purchases made through the College's contract vendor should not be paid for using the PCard
Office supplies, \$50.00 or more. (See exceptions to Paper and Toner)	Yes	Approval of department head incurring the charge. Must be purchased through the College's contracted vendor.	Purchase request is required. Charges are processed through the internal recharge process. Purchases made through the College's contract vendor should not be paid for with a PCard.
Overnight Delivery	No	Costs paid if in the best interest of the College.	Service requests should be processed through the College's contracted vendor.
Paper	Not applicable	Paper for printers and fax machines should be requisitioned from the Business Center. Paper for the copy machines are provided by the Business Center.	Charges are processed through the internal recharge process.
Personal Reimbursements	No	Limited to travel reimbursements and items and services that are unique in nature such as tips for valets and bell services and cab services. The nature of such purchase must be documented	Payment is accounted for by expense report submitted in Concur/PayIt!, accompanied by original receipts. Travel reimbursement payments are made via Concur/PayIt!
Postage	No	Approval of department incurring the charge.	Payment is accounted for through the College's internal recharge system.
Printing, internal	No	Approval of department incurring the charge.	Payment is accounted for through the College's internal recharge system.
Printing, external	Yes	Approval of department incurring the charge. The Business Center should be given the first opportunity to "bid" on the print job.	Purchase order and vendor's invoice.
Rental or lease of real property	Yes	Pre-approved by Dean or designee. May require Board approval if lease agreement exceeds \$100,000 or one year in duration.	Lease or rental agreement approved by General Counsel and Chief Financial Officer. Payment is made via vendor's invoice.
Service charges on past-due invoices	Yes	Every effort is made to pay invoices on time; service charges should be avoided.	Vendor's invoice. Approval of department head incurring the charge.
Service contracts	Yes	Services contracts are reviewed and expenditure approved by the Chief Financial Officer.	Purchase order and vendor's invoice.

Software	Yes	Items are paid if in the best interest of the College. Pre-approval by IT is required before such purchases can be made.	Purchase order and vendor's invoice.
Student aid, grants, awards etc.	No	Funding provided by the College through budget hearing process or by Federal and/or State Government.	The Financial Aid office must first view all awards made to students. When possible, all transactions of this nature must be processed through the Colleague system.
Supplies	Yes	Items are paid if in the best interest of the College.	Purchase order or purchase contract required along with original invoice. A blanket purchase order may be issued to prevent generating numerous purchase orders to the same vendor.
Telephone Blanket PO is recommended.	Yes	Costs paid if incurred in performance of College duties.	Payment is accounted for through the College's internal recharge system.
Temporary Employee (Non-student, non-contract agency) For temporary help hired through an agency, see "Contract Temp Help".	No	Approved HR's <u>Employment Authorization for Temp Employee form</u> . Submit this form to HR <u>before</u> the temporary employee is hired in order to officially authorize a temporary employee.	Temporary employees are paid through UCPATH.
Toner – LaserJet Printers Toner for copiers is provided by the copy vendor.	Not applicable	Toner for printers and fax machines should be requisitioned from the Business Center. The College maintains a central contract for which all laser jet toner is to be purchased. Paper for the copy machines are provided by the Business Center.	Charges are processed through the internal re-charge process.
Travel	No	Department head must authorize travel. Refer to Travel section for reimbursement policy.	Expense reports are submitted with original receipts via Concur/PayIt!.
Utilities Blanket PO required.	Yes	Costs paid when incurred in performance of the College's academic and administrative functions.	Approval of vendor's invoice.

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