

PURCHASING POLICY

No. 930

Responsible Department: University
Procurement and Financial Operations

Responsible Administrator: Purchasing
Director

Effective Date: August 2019

Reviewed/Updated Date: July 2023

Date of Scheduled Review: July 2027

I. PURPOSE

A. The Procurement office is charged with several responsibilities:

- Offering purchasing services to all departments to obtain goods and services at an optimum combination of prices, quality, and timeliness.
- Reducing expenditures via discounts, co-operative networks, and partnerships with merchants.
- Increasing productivity by providing departments with the tools and information they need to make informed and cost-effective purchasing decisions.
- Providing a variety of purchasing services for the ACU community from issuing purchase orders to completing credit applications, assisting with vendor selection, and resource assistance.
- Administration of agreements such as, copiers, shipping, vending, and beverages.
- The purpose of the furniture policy is to achieve substantial discounts, provide a high-quality product that will offer the best value to the University, and to help streamline and simplify the ordering process.

II. SCOPE

A. All ACU employees are responsible for purchasing goods and services within their department.

III. PROCEDURE

A. The following are the procedures and payment options when making purchases on behalf of ACU:

- Use a university purchasing card (PCard) in accordance with PCard policies.
- Prepare a [Payment Request Form](#) with the appropriate approval signatures and forward the form and related invoices to Accounts Payable for payment.
- Enter a requisition in the purchasing system. A requisition will be transferred to a purchase order and sent to the vendor.
 - Please use this option when the vendor requires a purchase order.

When the vendor provides an invoice, two department approvals by university employees are required. Student employees can request and/or receive on a purchase order, but they cannot provide approval for payments. Instructions for creating purchase orders are detailed in the [“Purchasing with Banner Finance Manual.”](#)

- An employee should not use a personal card for university purchases except when one of the forms of payment listed above is not available. Reimbursement requests for business related purchases with an employee’s card should be reviewed before payment.
- Student purchasing for business purposes with personal funds is prohibited. A purchasing card or other acceptable forms of payment must be used for any business-related purchases.
- If you are purchasing apparel for employees or students using ACU funds, you must contact the Controller in the Finance office for tax guidelines and policies on apparel.
 - All apparel purchases for employees or students must either be kept and placed as inventory and used for departmental purposes or, if given to the employee or student, the individual will be subject to a taxable fringe benefit.

B. Commissions/Rebates/Incentives/Gifts/Gratuities:

- Any commissions, rebates, incentives, gifts or gratuities over \$25 from vendors must be used for school use.
- A conflict of interest between vendors and an ACU employee making purchasing decisions should be disclosed by the ACU employee to his/her supervisor, the University Procurement office, and also reported on the employee’s annual conflict of interest disclosure form.

C. Terms and Agreements:

- Any documents described as “contracts”, “agreements”, “leases”, or an “understanding” that my obligate ACU in any way must be reviewed by the Office of General Counsel and the Finance office in accordance with the [University’s Contracting Procedures](#).

D. Furniture Purchases:

- When making furniture purchases, take into account how each piece will fit into the current and future environment.
 - Explore the entire line of furniture options to see what you may be able to do long term.
 - Consider how furniture will adapt to new technology.
 - Keep the workplace flexible and select furniture that can be easily moved and reconfigured as needs arise.
 - Select furniture with timeless appeal in style and color.

- Make selections appropriate for each facility and end user.
 - Consider durability and quality when making selections. Keep in mind that the wear-and-tear on commercial furniture is greater.
 - Be mindful of the aesthetic appeal of each piece of furniture and how it will affect a facility aesthetically.
 - Exercise good stewardship by being mindful of pricing.
- Two (2) preferred furniture vendors have been chosen and have proved the most advantageous to the University. These dealers offer a variety of manufacturers and have performed many successful installations throughout the university. We understand that it may be necessary to use other vendors. This will be determined on a case-by-case basis. Contact the University Procurement office for the list of preferred vendors.
 - All furniture purchases must be processed through the following guidelines and adhere to the university's [Renovation and Construction Policy](#):

Basic Office Furniture: (This includes but is not limited to desks, task chairs, side chairs, side tables, bookcases, and shelving)

Under \$5,000

- May be purchased from a vendor of the employee's choice following the guidelines stated in the Purchasing Policy.
- If construction is needed, employees must follow the guidelines stated in the Renovation and Construction Policy, in addition to the policy stated above.

Over \$5,000

- Employees must receive bids from each of ACU's preferred furniture vendors.
- Employees must follow the guidelines stated in the Purchasing Policy.
- If construction is needed, employees must follow the guidelines stated in the Renovation and Construction Policy, in addition to the policy stated above.

Common Areas: (Any space that is open to all patrons, such as the general public, students, employees, visitors, alumni and others. This includes but is not limited to conference rooms, common areas, reception areas, waiting rooms, and classrooms)

No Dollar Threshold- Unlimited amount to budget expectation for approval

- Employees must receive bids from each of ACU's preferred furniture vendors.
- Employees must follow the guidelines stated in the policy above.

- If construction is needed, employees must follow the guidelines stated in the Renovation and Construction Policy, in addition to the policy stated above.

Renovation and Construction:

- Employees must follow the guidelines stated in the Renovation and Construction Policy.
- Employees must follow the guidelines stated in the policy above.