

POLICY & PROCEDURES MANUAL

WAYLAND BAPTIST UNIVERSITY

Classification Number: 4.1.1

Revised: August 14, 2017

SUBJECT: PURCHASING POLICY AND TRAVEL EXPENDITURES

Authority to Obligate Funds - The president, vice presidents, and the chief financial officer, or his/her designee, are the officials/administrators of the university authorized to obligate funds for the purchase of budget. The university may not assume liability for the payment of obligations incurred by other employees or officials of the university, unless authorized in writing in advance by one of the above officials.

The Executive Committee of the Board of Trustees is authorized to approve all non-budgeted system expenditures for goods and services which are greater than \$20,000 and less than \$75,000. Before approving any such expenditure, the Executive Committee must be presented with at least three competitive bids.

hours, a purchase may be made without a purchase order number; however, budget lines must not be overextended and care should be taken to ensure that the purchase is not subjected to sales tax.

Additionally, to insure conformity with strategic plans, requisitions for automated information systems, related equipment and services must be reviewed and approved by the director of information technology and Telecommunication Services, as well as the president and the chief financial officer.

Exceptions - Items purchased for resale in the University Store, and books/publications for the Learning Resources Center (LRC) may be purchased by the directors of those areas without a formal requisition. Payment will be issued upon the submission of approved invoices.

Cancellation/Return of Purchase - Requests for cancellation, deletion, or modification of purchase orders, must be made to the accounts payable office. Increases in the amounts required beyond the available budget will result in the cancellation of the purchase order. If the amount of the increase is within available budget, but more than 10% of the original amount requested, it must be re-approved through normal processes. Discretionary action will be taken with small differences in purchase amounts.

Supplies or equipment to be returned to the vendor or contractor for adjustment or credit must be cleared through the accounts payable office. The receipt of unsatisfactory merchandise must be reported to accounts payable immediately, to prevent the issuance of payment until satisfactory merchandise is received.

Guidelines for Bid Process - The guidelines for the bid process are as follows:

1. The university must obtain at least (3) three informal (telephone or verbal) bids on purchases in excess of \$10,000 (attach bid sheets to the requisition).
2. The university must obtain at least three formal (written) bids on purchases over \$20,000 (attach bid sheets to the requisition).
3. Exceptions to a formal bid process may be approved by the president. Exceptions should be limited to purchases when bids are not practical to accomplish the objectives of the university. As an example, for the purchase of a used vehicle, a bid process may not be useful.

Bid requests must include complete descriptions and all information pertinent to the cost of the item(s) or services, the date of the

must be initialed by the bidder or by his/her authorized agent. No bid can be withdrawn after opening time without the approval of the university based on a written acceptable reason.

The university reserves the right to accept or reject all or any part of any bid, waive minor technicalities, and award the bid to the company/individual who would best serve the interest of the university. The contractor must agree to protect the university from claims involving infringements of patents or copyrights. Verbal agreements to the contrary will not be recognized. No substitutions or cancellations will be permitted without the written approval of the university.

Where competition is possible, it shall be encouraged. All qualified bidders who are interested shall receive an equal opportunity to submit bids on a uniform basis. No bidder shall receive special consideration or be allowed to revise a bid after having received information about other bids. All members of the purchasing staff shall refrain from any and all relationships which might give any bidder an advantage, or in any manner obligate themselves to vendors seeking university business. Any and all promotional mercha5.61 559sa-(ei)-5.onaehE1(i)9