

**POLICY****PURCHASING**

*(Policy follows MnSCU Purchasing Policy)*

All purchases of supplies and equipment must be done using a purchase order or field order. A requisition must be completed in full, with appropriate approvals met, by a staff member within his/her respective department to initiate a purchase order. A field order may be used for purchases \$300 or less (preferably local purchases). Refer to the Purchase Order and Field Order Procedures. Each department is responsible for making purchases appropriate for their needs and within given budget guidelines.

Orders \$0 - \$1,500 (total order includes shipping and any other charges related to that order) – One firm bid is required.

Orders \$1,501 - \$10,000 (total order includes shipping and any other charges related to that order) – At least two competitive bids are required when possible.\* Bids may be obtained by telephone or in written form via facsimile (fax), delivery service, or Internet. Documentation of the solicitations must be on file with the Purchasing Clerk. A purchase order number can be obtained for these orders only after the Purchasing Clerk has seen the requisition and the documentation of the bids solicited.

Orders \$10,001 - \$25,000 (total order includes shipping and any other charged related to that order) – Two or more bids are required when possible\* and without advertising for bids. Bids may be obtained by telephone or in written via facsimile (fax), delivery service, or Internet. Bids must have a specified date and time of submission. If bids are obtained by telephone, they must be followed up with a signed bid.

Orders \$25,001 - \$50,000 – Sealed bids will be solicited by public notice. Two or more written bids are required when possible.\*

Orders more than \$50,000 – Require System Office approval.

<b>PURCHASE TOTAL</b>	<b>ACTION REQUIRED</b>	<b>TO BE REQUESTED BY</b>
\$0 - \$1,500	One firm bid	Department
\$1,501 - \$10,000	Competitive bids	Department or Purchasing Clerk
\$10,001 - \$25,000	Written bids	Purchasing Clerk
\$25,001 - \$50,000	Advertised request for bids	Purchasing Clerk
\$50,000 & Over	Bids with System Office approval	Purchasing Clerk

Whenever possible, we are obligated to use state contracts when making purchases. Contract information can be obtained from the Purchasing Office.

Exempted from the purchase order or field order process (except when bids or quotations are involved) are types of service work; i.e., internal purchases, electrical or plumbing and heating contractors, utility bills, Prestige Food & Bernick's Food services, school vehicle gas purchases, legal services and postage/UPS bills. Clarification of exceptions will be done by the Director of Finance.

**POLICY**

**PURCHASING, continued**

\*If more than one bid/quotation is impossible to solicit (sole source), a statement documenting the situation must be on file with the Purchasing Clerk, along with documentation of the one bid/quotation received.

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*History:*

*01.05.98 Adopted*

**PROCEDURES****PURCHASING**Non-Equipment Purchases

Purchase requisitions can be submitted to the Purchasing Clerk at any time during the fiscal year. Requisitions submitted near the close of the fiscal year (June 30) will be processed as usual. The year in which any purchase will be expensed will be determined based on when the products or services are actually received and not based on the date the purchase order was issued. Any products or services received June 30 or earlier will be expensed in that current year. Any products or services received July 1 or later will be expensed the next fiscal year, subject to appeal. Appeals should be directed to the appropriate Dean/Vice President.

Equipment Purchases

As with non-equipment purchases, purchase requisitions can be submitted any time during the fiscal year and processed as usual. If at the close of any fiscal year (June 30) a purchase order is still "open" (products or services not yet received), the equipment budget for the subsequent year will be increased by the amount of the "open" purchase order to accommodate the expenditure when it occurs.

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*History:*

*07.15.97 Adopted*