

**CAL POLY POMONA FOUNDATION, INC.**

**POLICIES AND PROCEDURES**

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<b>Subject:</b>	<b>Purchasing and Capitalization</b>	<b>Policy No.</b>	<b>157</b>
		<b>Old No.</b>	<b>1994-1</b>
<b>Reference:</b>	<b>256-II-B, 284-II-B, 301-II-D</b>	<b>Date:</b>	<b>4/22/94</b>
		<b>Revision:</b>	<b>11/21/97</b>
			<b>02/27/01</b>

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**POLICY**

- A. This policy applies to purchase of materials, equipment, supplies, and services paid from Foundation administered funding sources. All project purchases must be in compliance with the Foundation's purchasing policy. The Foundation has implemented purchasing procedures which meet project purchasing needs and which satisfy the requirements of federal, state and independent auditors. Travel and the retention of artists, entertainers, lecturers, catering and speakers for services are not subject to the provisions of this policy.

**POLICY, REGULATIONS AND GUIDELINES**

All purchase orders must be approved by the Foundation prior to order commitment, accordingly; a Purchase Order Request form must be submitted to the Foundation prior to making purchases within the guidelines of this policy and procedure.

**A. Policy Provisions**

1. Purchases shall be made in a manner that supports and facilitates the competitive bidding process and at the lowest cost consistent with quality, specifications, service and product availability.
2. Purchases shall follow what is customary in the market place for a particular commodity or product and be consummated in such a manner so as to constitute a reasonably prudent documented business transaction.
3. Fitness and quality being equal, recycled products shall be considered for procurement in place of non-recycled products whenever such products are available at no more than the total cost of their non-recycled counterparts.
4. Sponsored Programs purchases must also comply with the requirements set forth in the grant or contract agreement. Purchases of equipment shall have prior written authorization or approval from the funding sponsor, if required by the agreement.
5. Volume or pool purchases, annual purchase agreements and State-purchasing contracts shall be utilized when deemed to be advantageous to the Foundation.

6. Purchases from Foundation employees, CSU staff or faculty of items for resale shall be certified as to their competitive value by the appropriate department head and be approved by the appropriate dean or Foundation management.
7. Sole source purchases on a non-competitive basis will require written justification and approval. The sole source written justification should include:
  - (a) Unique performance factors of the products specified,
  - (b) Why these factors are required,
  - (c) What other products have been evaluated and rejected, and why.
  - (d) Special circumstances requiring immediate action.
8. No Foundation Board member, employee, or CSU employee by virtue of their position, will personally derive any benefit, gain or receive preferential treatment from the purchase of materials, equipment, supplies or services.
9. Authorized signers failing to follow the Foundation's purchasing policy and procedures may incur personal liability or financial obligation with the vendor.

**B. Regulations & guidelines for purchase of materials, equipment and supplies**

1. **Purchases under \$5,000** - Foundation does not require a Purchase Order. If a vendor requires a purchase order, the Foundation will prepare a purchase order based on the purchase order request and price quotation obtained in writing from the vendor.
2. **Purchases of \$5,000 to \$10,000** – Authorized signer is required to submit a purchase order and a price quotation must be attached from the vendor.
3. **Purchases over \$10,000 for Materials, Equipment, and Supplies:** Authorized signer is required to submit a purchase order request with a minimum of three price quotations attached from the vendor.
4. **Purchases over \$50,000 for Materials, Equipment, and Supplies:** Authorized signer is required to submit a request for a purchase order and attach a minimum of three formal bids from providers based on written specifications, which recognize competitive pricing, responsiveness to specifications and reputation of vendors.
5. Volume purchase and annual purchase agreements that will result in an advantage to the Foundation will be utilized whenever possible. The Foundation will utilize State Purchasing contracts whenever possible to the Foundation's advantage.

**C. Regulations & guidelines for purchase of services**

1. **Purchases over \$50,000 for services:**

Authorized signer is required to submit a request for purchase order and attach a minimum of three formal bids from providers based on written specifications, which recognize competitive pricing, responsiveness to specifications and reputation of vendors.

## **INSURANCE REQUIREMENTS**

For insurance coverage, limits and endorsements, refer to the Foundation's Risk Management Policy and Procedure. (Policy No. 190)

## **EXCEPTIONS TO BIDDING REQUIREMENTS AND PURCHASE ORDERS**

- A. Food stuffs and seasonal commodities. The purchase of food stuffs and seasonal commodities shall be made upon the basis of quotations from several reliable and convenient sources of supply. Awards shall be made on terms most advantageous to the Foundation based on quality, price, service, and delivery.
- B. Bookstore supplies and textbooks. The purchase of textbooks, certain technical material and resale merchandise shall be made upon the basis of several reliable and convenient sources of supply. Awards shall be on terms most advantageous to the Foundation based on quality, price, reliability, and delivery.
- C. Agricultural feed, supplies, livestock. Purchases shall be made on the basis of quotations from several reliable sources and awards made on the basis of price, quality, reliability, and delivery.
- D. Grant/Contract purchases governed by the terms and conditions of the executed agreement.
- E. Retention of service contractors on an hourly time and material basis. Authorized signer's approval must be obtained prior to retention of service contractors.

## **PURCHASES FROM BOARD APPROVED BUDGETS**

- A. All purchases from Foundation Board approved budgets must be approved by the authorized signer having approval authority for the accounts charged. Quotation and bid requirements as outlined above should be followed. Purchases with a value greater than \$5000 require the additional approval of Foundation's Chief Financial Officer or his/her designee.
  - 1. Purchase of food stuffs and commodities, Bookstore merchandise, Agriculture and Sponsored Programs shall be approved by the authorized signer within the parameters of their respective operating guideline budgets.

2. Standing purchase orders may be used for routine, repetitive purchases from the same vendor. Standing purchase orders may not be used to purchase equipment or to circumvent this policy statement.
3. The purchase of "services" from faculty or staff shall be conducted in a manner that constitutes "an arm's length transaction."

#### **CAPITAL PURCHASES NOT FROM BOARD APPROVED BUDGETS**

- A. This applies to Foundation's unrestricted funds including Fund 1 (General Fund), Fund 3 (Designated Fund), Fund 4 (Auxiliary Fund), Fund 5 (Agriculture Fund) and Fund 10 (Foundation Program Funds). **Capital purchases not approved by the Foundation's Board must be indicated as such on the purchase order request.**

All purchases not previously approved by the Foundation Board are subject to the availability of funding within the applicable account and the following approvals:

Purchases less than \$5,000 - The authorized signers have approval authority for the charged account and Foundation's Chief Financial Officer or his/her designee must approve.

Purchase over \$5,000 and less than \$25,000 - Require the approval of the administrator having authority for the charged account, Foundation's Chief Financial Officer or his/her designee and the Executive Director of the Foundation or his/her designee.

The Executive Director of the Foundation is authorized to expend beyond the budget an accumulated total of \$25,000 per quarter. If the purchase exceeds \$25,000, the Executive Director will request the purchase be approved by the Board.

Quotation and bid requirements as outlined above should be followed for all purchases.

#### **PURCHASES FROM SPONSORED PROGRAMS, GRANTS OR CONTRACTS**

- A. Purchases made from Sponsored Programs, Grants or Contracts funds may be made only during the term of the grant or contract or during an approved extension or renewal. The authorized signer should anticipate purchase requirements far enough in advance so that the purchasing process can be completed, the service rendered and the invoice received prior to expiration of the award. Purchase Orders are generally issued within two working days.

#### **CAPITALIZATION**

- A. Effective July 1, 2001, capital purchases with a cost greater than \$5,000 and a normal useful life of at least one year will be capitalized and depreciated over the economic life of the asset. Prior to July 1, 2001 and effective July 1998, the amount was \$2,500. A capital purchase is defined as a tangible piece of property with an acquisition cost greater than \$5,000 and a useful life of one year or greater.