

PROCEDURE TITLE:	PROCUREMENT SERVICES AND SELECTION OF VENDORS
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RELATED POLICY:	4.00REV
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RESPONSIBLE ADMINISTRATOR(S):	VPFA/DIRECTOR, CONTRACTS MANAGEMENT & STRATEGIC SOURCING
EFFECTIVE DATE:	10/14/16
NEXT REVIEW DATE:	10/2017
APPROVED BY:	PRESIDENT

1.0 PROCUREMENT SERVICES

1.1 The Procurement Services has been given the following primary responsibilities:

- 1.1.1 Oversee the purchase of all equipment, supplies, materials, and services required by university departments.
- 1.1.2 Manage the procurement function in compliance with applicable law, university policies and procedures, and related contracts.
- 1.1.3 Establish all purchasing rules and procedures, including those related to the Purchasing Card program.
- 1.1.4 Apply principles of value analysis to the purchase transaction to obtain the best quality and quantity for the price and delivery within the desired time frame.
- 1.1.5 Test and evaluate various commodities to insure proper balance of quality for the price.
- 1.1.6 Establish standards for equipment and materials of common use throughout the University.
- 1.1.7 Develop term contracts on behalf of all university departments (i.e., office supply contract, photocopier contract).
- 1.1.8 Contract for goods and services, in accordance with Policy 5.27.
- 1.1.9 Participate in the development of inter-university contracts and state of Ohio term contracts.
- 1.1.10 Oversee vendor relations.
- 1.1.11 Archive all purchasing related documents.

- 1.2 University departments may purchase supplies or services from external vendors, using one of the following methods, except as noted by Board action:
 - 1.2.1 A Requisition/Purchase Order or the University's Purchasing Card is the preferred method for making purchases from external vendors. If the Requisition/Purchase Order method is selected, the Procurement Services must process the form prior to the purchase being made.
 - 1.2.2 Request for Payment forms are intended for purchases from external vendors who do not accept purchase orders or the purchasing card.
 - 1.2.3 Blanket Orders are intended for use with external vendors who do not accept purchase orders or the purchasing card and from whom departments make frequent, regular purchases.
 - 1.2.4 A Petty Cash Voucher is used for reimbursement of out-of-pocket purchases of \$20 or less.

2.0 SELECTION OF VENDORS

- 2.1 Vendor Relations. Shawnee State University recognizes the importance of having strong, mutual relationships with the vendors with whom it does business. The University seeks to maintain and improve these relationships by treating vendors in a fair and equitable manner. Individuals authorized to place orders on behalf of their departments shall not allow relationships with these vendors or their employees to influence the award of an order.
- 2.2 Selection of Vendors. The selection of a vendor is the responsibility of Procurement Services. However, the vendor suggested by the requisitioning party will be given consideration when in the best interest of the University and when the purchase does not require competitive bidding.
- 2.3 "Buy America," "Buy Ohio The university shall give preference in its purchasing activities to products that are produced or mined in Ohio and to bidders that qualify as having a significant Ohio economic presence in accordance with Ohio Revised Code §125.11(B). This requirement may be waived when compliance would result in the university paying an excessive price for the product or acquiring a disproportionately inferior product." Existing state law gives preference to products that are produced or mined in the United States and in Ohio.

History:

Effective: 09/11/11

Reviewed: 10/14/16 with no revision