CLAFLIN UNIVERSITY

Division of Administration

Purchasing Office

PROCUREMENT OF GOODS AND SERVICES MANUAL

(Policy 700.01)

A : A

: A

: A 2010

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(( )4(( ) 3 ( ) 3 ( )) E

Bid A

.

Contract A , C

.

Goods , , .

Procurement Agent A C

,

.

Professional Services A ,

, , , .

Purchase Order A

.

Service A

, , / .

Spend A ,

.

Unit A , , , .

Vendor A

/ .

Principles

Ethical and Legal Considerations in Procurement

Conflict of Interest

Unauthorized Purchases

Unauthorized Contracts

Vendor Selection

$10,000.01,

A vendor request form is found on page 16.

Sole Source

.

, :

- /
  .
- .
- .
- .
- A .

,

(ONLY)

. sole source justification form,

, $10,000.01

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, .

Bidding Procedures

D

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1. $500.00 $10,000.00
   3-5 ,
   , .

   C -

2. $10,000.01 $50,000.00 5-7
   (3)
   .

3. $50,000.01 $75,000.00 7-
10 (3)
.

4. $75,000 45-60
. (E
F A .)

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/ .
, .

Environmentally Preferred Procurement C
, , .

Supplier Diversity C

.

Relationship with Suppliers C
.

Payment Methods (,
) F A ,
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A : ,
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C -

Reimbursement - - , ,
( ) , . A
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. , ,

- , B ( )
. 15 .

(Please note that except for student travel, request for reimbursement are submitted to the Office of Fiscal Affairs via A Travel Reimbursement Form. Request for student travel and other requests such as those for out-of-pocket expenses are submitted via e-requisition.)

Contracts

(,)
F A .

Professional Services

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F
. B ,
, F A
. *(Additional signatures may be required when spending federal funds.)* , ,
( ) , (
,) F
A .

Emergency Purchases

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E
, ,

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A ( ) / -
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- Under no circumstances is the value of the open purchase order to be spread over more than the given period of time.
- A

IT Planning and Purchasing

Inspection of Merchandise

Central Shipping

Reporting Surplus

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