

CLAFLIN UNIVERSITY
Division of Administration
Purchasing Office



PROCUREMENT OF GOODS AND SERVICES MANUAL
(Policy 700.01)

A : A
: A
: A 2010

I

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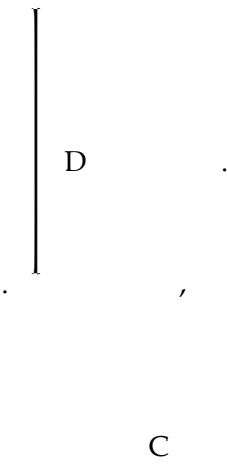
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A	3

D

Introduction

C .

A



Ethical and Legal
Considerations in
Procurement

Conflict of Interest

Unauthorized
Purchases

Unauthorized
Contracts

Vendor Selection

C

C

A

(
F A

(
F A

C

C

\$10,000.01,

A vendor request form is found on page 16.

Sole Source

_____ :

_____ /

_____ A

_____ (ONLY _____)

_____ sole source justification form, _____ \$10,000.01

Bidding Procedures D

_____ :

1. _____ \$500.00 \$10,000.00

3-5 _____

_____ C -

2. _____ \$10,000.01 \$50,000.00

5-7

(3)

[illegible]

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

Environmentally Preferred Procurement

Supplier Diversity C

Relationship with Suppliers

Payment Methods (F, A, /)

A : ,

.15 - , B ()

(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

Professional
Services

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

Emergency
Purchases

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
- .

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IT Planning
and Purchasing

D

D

Inspection of
Merchandise

A

A

Central Shipping

A

C

D

C

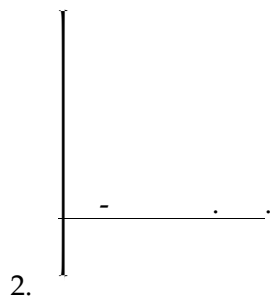
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A

C

Reporting Surplus

A



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