

PROCUREMENT, PURCHASING AND ACCOUNTS PAYABLE POLICY

I. NAME

This document shall be called the Associated Students Procurement, Purchasing and Accounts Payable Policy.

II. PURPOSE

This policy is, and will be in effect in order to set guidelines for the procurement, purchase and payment of accounts payable transactions related to equipment, materials, supplies and services.

III. DATE OF EFFECTIVENESS

This policy shall be effective upon approval of the Associated Students Board of Directors (AS BOD).

IV. AMENDMENTS

This policy may be amended by a 2/3 majority vote of the AS BOD.

VI. GUIDELINES

A. PROCUREMENT COMPETITION AND BIDDING

1. Equipment Purchases

All Associated Students procurements of equipment over \$10,000 will be conducted through an informal competitive bid process. A minimum of three competitive bids must be obtained. Competitive bids obtained must be documented and included with the approval request and/or replacement reporting of the capital expenditure purchase in accordance with the Associated Students Capital Expenditure Purchases and Long-Term Lease Agreement Policy. If competitive bids are not obtained, a sole source justification statement must be provided as part of that approval/reporting process. Competitive bids are not required for purchases under University contract, as it is assumed that the best price is available due to the educational discounts provided.

2. Goods and Services

Procurements of goods and services, other than for equipment addressed above, are not required to be conducted through a competitive bid process. It is the responsibility of each unit's director to insure that operating expenses are maintained within the unit's budget. As part of that responsibility, it is assumed that the unit director will seek and obtain the highest quality goods and/or services at the most reasonable price.

B. PURCHASING – USE OF PURCHASE ORDERS

1. Purchase orders will be prepared when required by the vendor providing the goods and/or services.
2. Purchase orders will be prepared for purchases of goods and/or services if required by an area's outside funding agent.
3. The Purchase Order Request form must be approved as required by the Associated Students Signature Policy.

C. ACCOUNTS PAYABLE – BILL PAYMENT REQUESTS

1. Bill payment requests are used for most purchases, except where a purchase order is used, for a variety of expenses and payments to vendors.
2. Bill Payment requests must be accompanied by appropriate documentation such as itemized original receipts or invoices, travel claims or requests, consultant invoices, or other documentation as required by the Associated Students Financial Services Office to support and justify the expense.

3. Signature authority on bill payment requests is established in accordance with the Associated Students Signature Policy.
- D. ACCOUNTS PAYABLE – USE OF PETTY CASH FORMS
1. Petty cash forms are used to secure petty cash funds for in office use, cash advances to purchase goods and supplies and for reimbursement of out-of-pocket expenses.
 2. Petty cash requests must be accompanied by appropriate documentation such as itemized original receipts or invoices or other documentation as required by the Associated Students Financial Services Office to support and justify the expense.
 3. Petty cash request limits and signature authority is established in accordance with the Associated Students Signature Policy.
- E. CONFLICT OF INTEREST
1. No Associated Students Board member or employee, by virtue of their position, will personally derive any benefit, gain or receive preferential treatment from the use of facilities or procedures available to the Associated Students for the purchase of equipment, supplies or services.
 2. Any Associated Student Board member or employee failing to follow the above policy may be assuming a personal liability for payment to the vendor and may be subject to appropriate disciplinary action.

Approved BOD: 6/27/02

Approved BOD: 4/27/16