

Purchasing Policy

Purchasing cards are available to persons who are authorized to do purchasing. Requests for the cards are made to the Vice President for Business Affairs. Each authorized person has a dollar limit placed on the card.

Supplies, Materials, Services and Equipment (Approved BOR 8/16/05)

Western Oklahoma is authorized to purchase all necessary supplies, materials, services and equipment subject to the following requirements and exemptions:

A. Requirements

1. All purchases will be documented and authorized in accordance to the Purchase Order and Procard usage procedures established by Western Oklahoma State College.

The level of purchasing authorization is required as follows: Every purchase order will be signed by

- The requestor of the item or service
 - The division head of the requestor
 - The Vice President in charge of the division
 - The Assistant Director of Purchasing up to \$500
 - The Vice President for Business Affairs, Controller, or President for all purchase orders in excess of \$500
2. Any single purchase in excess of \$15,000 must have prior approval of the Board of Regents.
 3. Any single purchase in excess of \$2,500 must be competitively bid using written specifications sent to at least three (3) vendors.
 4. To assure fair prices, all purchasers are encouraged to solicit bids for any product or service when the item has more than one source regardless of the price up to \$2,500. Informal quotations can be received by telephone, fax or in writing. The final results should be documented and attached to the purchase orders.
 5. When purchases over \$2,500 are made from a sole source without competitive bidding, the requesting department will be required to sign a sole source statement and provide in writing the reasons why it is sole source purchase.

6. The Vice President for Business Affairs shall have the authority to require competitive quotes on any item or service under \$2,500 where he/she determines it in the best interest of Western Oklahoma State College.
7. Procards will be issued and monitored by the Purchasing Department for WOSC employees authorized by the divisional Vice President with an agreed upon spending limit.
8. Spending limits will be established based on available department expense budget and an estimate of what amount could be charged.
9. No card will have a single purchase limit in excess of \$2,500 except the Purchasing Department or other authorized persons with special limit needs who will be allowed to make larger purchases on behalf of a specified department and have the ability to pay a charge billing with the card after receipt of the goods. The President and Vice President for Business Affairs will be authorized to extend higher limits.
10. Holders of Procards are (1) fully responsible for inappropriate purchases; (2) required to report any loss or misplacement of the card; (3) expect to have their assigned card canceled for failure to comply with all conditions; (4) submit sales slip or Internet proof of order within 24 hours of purchase.
11. The Business Affairs Office will be responsible for final approval for payment of the monthly Procard billing detail and will establish procedures to administer this program.

B. Exemptions

1. Emergency purchases in excess of the \$15,000 prior approval limitation may be authorized by the College President and shall be reported to the Board of Regents at the next Board meeting.
2. Items exempt from the bidding requirement include library books and materials, utilities, professional services, sole source items, agency special operations and other items that may be specifically identified and authorized by the Board of Regents.
3. Renewal of any service/annual maintenance contract exceeding \$15,000 is exempt from subsequent approvals once it is approved by the Board of Regents.
4. The purchase and/or sale of livestock is exempt from the bidding and prior approval requirements.
5. Unless purchased at or below state contract pricing, or from a governmental entity, or from an existing bid awarded by another state college, university, or consortium of such institutions.

C. Public Construction and Improvement Projects

Projects valued at \$40,000 or higher will require the services of a state certified architect or engineer. Bonding and competitive bidding is not required for public construction projects

under \$25,000. Public construction projects not exceeding \$25,000 do not have to comply with the State Competitive Bidding Act, but will comply with WOSC purchasing policy referred to in Section 1.a.2 in this purchasing policy.

D. Professional Development

In order to assure competency and efficiency in the purchasing function, personnel will be encouraged to participate in professional development training periodically.

Purchasing Requests

Some requests for supplies, equipment, and services are made through the Office of Business Affairs on printed requisition forms. A place is provided to suggest a vendor, but items will be purchased from state bid contracts whenever possible. Local bids or quotations will be solicited by personnel in the college purchasing office. Requisition forms are signed by the employee, the division supervisors, and the responsible Vice President before they are filed with the College purchasing office. NOTE: The College purchasing office needs a minimum of three working days to process all requisitions. It is the responsibility of the employee to plan in advance for the purchasing needs.