

Policy: Purchasing Procedures	Policy Number: II-8
Policy Owner(s): Purchasing	Original Date: 10/28/2018
Last Revised Date: 04/14/2020	Approved Date:

I. **POLICY STATEMENT:** John Carroll University (the University) closely monitors the purchases of services and goods. The procedures stated in this policy should be followed; applicable deviations are permitted only in situations where it is necessary to meet extenuating circumstances with the approval of the division head only. It is the responsibility of each department head to be certain that all employees comply with this policy.

II. **PURPOSE:** It is the University’s policy to spend the funds entrusted to it in a cost-effective manner subject to the terms and conditions of donors, grantors and government agencies. The University’s best interests are served when a transaction results in the lowest overall cost to the University. The intent of this policy is to obtain equipment, goods and services at the lowest [Total Cost of Ownership](#). This may be accomplished through the solicitation of competitive bids, contracts, and establishment of [Preferred Vendor](#) relationships. Business is awarded to vendors who offer the best value consistent with [Total Cost of Ownership](#) while maintaining our desired characteristics as described for [Preferred Vendors](#).

III. **SCOPE:** All John Carroll University employees.

IV. **DEFINITIONS:**

A. **Contract:** An agreement in which the University is one of the parties and which will legally bind the University to rights and/or obligations.

B. **Purchase Requisition:** A written request for a purchase generated by a department to notify the Controller’s Office of equipment, goods, or services it needs to order, their quantity, and the timeframe

C. **Purchase Order:** A written commitment between the University and a vendor for equipment, goods and services.



Office. Such individuals must follow the purchasing guidelines developed for their department and assume full responsibility for making purchasing transactions in accordance with established policies.

1. Such authority will be given in writing and may be withdrawn at any time.
2. When delegation is granted, the guidelines developed may include:
  - a) Specific functions granted, i.e., right to request quotations, tabulate and evaluate bids, make awards;
  - b) Specific items or types of items to be purchased;
  - c) Methods of taking bids (sealed or telephone bids);
  - d) Number of bids required;
  - e) Approval to determine qualified bidders; and/or
  - f) Reports required by Controller's Office.

B. Any purchases of equipment, goods, and services that require the University to enter into a [Contract](#) require adherence to the Contract Approval and Signatory Policy.

C. No personal purchases are permitted, either via [Purchase Order](#), check request, or a University-sponsored credit card. In addition, no employee may use the University's name or present themselves as an agent of the University when making personal purchases. However, the Controller's Office will encourage the University's vendors to extend any "favorable pricing" directly to Faculty and Staff.

D. The procedure employees should follow for selection and approval will be dependent upon the estimated cost of the purchase.

E. The following items require a [Purchase Order](#) regardless of their cost, unless these items are obtained through a [Preferred Vendor](#) or with prior consent from the Controller:

1. Office Supplies
2. Printing
3. Housekeeping Supplies
4. Furniture
5. Equipment Purchases
6. Equipment or Facilities Rental
7. Software & Computer Equipment
8. [Hazardous or Controlled Substances](#)
9. Renovations and Facility Upgrades
10. [TECHNOLOGY PURCH792](#)



- c) Use of [Employee Travel Expense Reports](#)
- d) Purchase of items with a total cost less than \$5,000 (unless required)
- e) Utility Expenses
- f) [Hazardous and Controlled Substances](#) (once approved by Director of Regulatory Affairs and Risk Management)

H. Capital purchases costing more than \$10,000

- 1. Budgeted items- A budgeted capital item costing more than \$10,000 needs the

to the vendor before any payment for service or equipment will be authorized.

7. When bids or quotations are received, evaluation of the lowest [Total Cost of Ownership](#) is determined, and the lowest bidder ordinarily is to be selected. If the lowest bidder is not selected, a list of reasons for the decision must be documented. In the event that the required number of vendors has not been obtained due to a non-response from a solicited vendor, documentation should be maintained with the other bids that a bid was solicited and a response was not received.

## VI. [PURCHASE ORDER](#)

A. The University [Purchase Order](#) is a legal [Contract](#) containing terms and conditions providing protection for departments. [Purchase Orders](#) are processed and approved based on the Signatory Policy. The [Purchase Order](#) process provides the necessary information and audit documentation.

B. The process to create a [Purchase Order](#) is to first complete a [Purchase Requisition](#) including the quote information via the electronic form on the Purchase Department website <https://jcu.edu/business-office/purchasing-accounts-payable>. The completed and signed [Purchase Requisition](#) should be sent to the Supervisor of Purchasing. From there a [Purchase Order](#) will be created and sent to the supplier directly from the Controller's Office.

## VII. RECEIPT OF EQUIPMENT, GOODS AND SERVICES

A. Vendors with whom purchases are placed must accurately document the University employee's name and department on the packing slip. The employee's name, department, and accounting information should appear on the invoice.

B. Upon receipt of equipment, goods, and services, it should be inspected to verify that it was received in good condition and compare it with the [Purchase Order](#) to ensure that it was received in the same manner as it was ordered.

B. Unsatisfactory Equipment or Goods If the items received are not in full compliance, incorrect quantities have been sent, or the invoice is incorrect, notify the vendor. If satisfactorily settlement can be made, do so and notify the

## **Addendum A: Purchases of Technology**

**STATEMENT REGARDING PURCHASES OF TECHNOLOGY**- Information Technology Service (ITS) is charged with supporting University-owned computer hardware, software and peripherals in ways that meet the University's strategic priorities and support the mission of the University. ITS is responsible for maintaining the University network, servers, workstations, and peripherals, and maintaining quality at reasonable costs. This addendum establishes standards, guidelines, and procedures for the purchase of University technologies regardless of the funding source.

**PURPOSE**: To ensure that all purchased technologies are sustainable, compatible with existing systems, and can be efficiently supported. ITS has numerous agreements with hardware, software, network, and telecommunication vendors, service agencies, multimedia companies, software developers and others.

**PROCEDURES**: All technology related purchases must go through the ITS Department, regardless of the funding source, this includes but is not limited to:

- 1.



