



05.152

## Procurement of Equipment, Supplies, and Services

<b>Authority:</b>	Vice Chancellor for Business Affairs
<b>History:</b>	Effective April 1, 1995; Updated October 1, 2008; supersedes former Administration Policy No. PUR1.10, "Procurement of Equipment, Supplies, and Services"
<b>Source of Authority:</b>	Office of State Purchasing; UNC General Administration; North Carolina General Statutes
<b>Related Links:</b>	Appendix A; Appendix B; Conflict of Interest Policy
<b>Responsible Office:</b>	Purchasing Services

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### I. Purpose

Explains policies and procedures for the procurement of equipment, supplies, and services.

### II. Scope

Applies to all university departments and activities.

### III. Policy

#### A. General Statement

All university purchases of equipment, supplies, and services are made in compliance with general purchasing policies outlined in UNCW Policy 05.151 Function of Purchasing Services and other general Purchasing Policies. Additionally, all departments and activities shall follow procurement practices established in this policy. Individuals are not authorized to have vendors charge the university's account. The university is obligated only for purchases made through established procurement channels.

#### B. References Available

The following sources are available to assist in the procurement of equipment, supplies, and materials:

1. Appendix A contains a reference table of the various procurement methods available at UNCW. Please review this to ensure that appropriate procurement methods are used.

2. Appendix B provides additional instructions that must be followed when purchasing selected specific items.
3. Banner Access provides instructions and forms needed to request access to the electronic requisitioning system. You may access Banner Finance training documents and other Banner training documents directly via SeaPort by following the directions below:
  - a. Go to UNCW SeaPort at <http://seaport.uncw.edu> (Note: If you receive a message requesting you to allow pop-up windows for this application, follow the instructions provided.)
  - b. At the UNCW SeaPort login, type your UNCW e-mail address (do NOT include “@uncw.edu”) and password.
  - c. Click on the Employee tab.
4. Electronic Requisitioning Reference Manual provides detailed instructions on how to use the UNCW Electronic Requisitioning System. Reference manuals can be viewed from the Purchasing Services Website:  
[http://www.uncw.edu/ba/finance/purchasing/ordering\\_goods.html](http://www.uncw.edu/ba/finance/purchasing/ordering_goods.html)
5. Other questions and concerns not answered in the above documents and not covered within the context of this procedure should be directed to the Director of Purchasing Services.

#### C. Purchases at Fiscal Year End

Purchase requisitions submitted during May and June may result in purchase orders that cannot be closed out before the end of the fiscal year, June 30. State policy requires receipt of the order before payment can be made. If delivery cannot be made by June 30, payment will be made from next year's budget. Orders cannot be placed contingent upon receipt of the goods prior to the end of the fiscal year.

### IV. Procedures

#### A. Initiation of a Purchase Requisition

All requisitions except for emergencies and those with multiple fund numbers requiring separate approvals must be electronically created. When electronically creating requisitions, the Requisition Input/Authorization Form (or a comparable internal ordering form) may be used as an input document and MUST be used to obtain appropriate approval signatures before the requisition is electronically created. Instructions for electronically creating requisitions are provided in the Electronic Requisitioning Reference Manual.

B. Review of Requisitions Charged Against Contract and Grant Accounts Only

When a Contract and Grant account is charged, The Office of Sponsored Programs guidelines apply.

C. Review of Electronic Requisitions by Purchasing

Purchasing will review various aspects of each (electronically approved) requisition such as the recommended vendor, order type, the description and prices of the items involved, the unit of measure, the tax code, the delivery address, and the approval(s). Contract compliance and appropriateness of the funding will be reviewed and changes or corrections may be made as necessary.

D. Issuance of Purchase Orders

A copy of the purchase order will be forwarded to the receiving department as well as the ordering department.

E. Change Orders

1. If a change order is required after the purchase order has been created, a Requisition Input/Change Order form must be completed, approved, and forwarded to Purchasing. The form should indicate the difference in the original order. (Do not process a change order electronically.)
2. If a change order is required for a Contract and Grant account, the input form must be approved by the Office of Sponsored Programs for all items stated in section IV (B) above.

F. Orders Requiring Special Processing

1. Priority Orders

Create an electronic requisition, using the appropriate standard text code to identify the requisition as a priority. Processing time should normally be within two days after receipt by Purchasing. Written/ verbal justification of the request may help to further expedite processing the order.

2. Confirming Orders

Create an electronic requisition, using the appropriate standard text codes to identify the order as a priority and to request that Purchasing call the vendor with the purchase order number. Confirming orders will normally be processed by 10:00 A.M. the following day after receipt of the electronically approved requisition by Purchasing.

### 3. Emergency Purchase Orders

See UNCW Policy 05.153.

### 4. Check with Order Purchases

This is only approved as a method if the vendor is not able to bill against a purchase order and the item is not available from another source. To request check with order, create an electronic requisition. On a text line, indicate that pre-payment is requested. Send as a requisition attachment any documents from the vendor stating the amount and that prepayment is required.

### 5. Products Offered on a Trial Basis

To receive an item for preview before making a commitment to purchase, create an electronic requisition. Indicate via text line item that the item is for preview. Purchasing will issue the purchase order and forward the receiving copy of the purchase order to the department trying out the items. Upon approval of the item, if you wish to keep it, sign the receiving copy of the purchase order and return to Purchasing. If you decide to return the item, mark the receiving copy "CANCELED" and forward to Purchasing, who will cancel the purchase order. The ordering department should call Purchasing for assistance in returning the item.

### 6. Sole Source Purchases

Requisitions must be accompanied by a Sole Source Justification memo signed by the department head. Contact Purchasing Services for further information.

### 7. Standing Orders

Create an electronic requisition. Indicate "standing order" on a text line and indicate the commodity descriptions of the items to be purchased and the total amount to be encumbered.

## G. Requisitioning System is Down

If a requisition must be processed when the requisitioning system is unavailable, the department should prepare a Requisition Input/Authorization form, obtain the appropriate approvals, and hand deliver the original and one copy of the form to the Purchasing Office. The requisition will be processed by Purchasing as needed.

## H. Purchases Reimbursed Through Check Requests

Items may be purchased (without a requisition) using an employee's own funds, with reimbursement to the employee by a university check. The following actions should be taken for purchases of this nature:

1. Contact Purchasing Services by telephone for verbal approval before making the purchase. (Note that the item must cost between \$50.00 and \$150.00 and the item must not be available on state or local contract.)
2. A Check Request Authorization form or email authorization will be completed by Purchasing Services and mailed to the requesting department. The employee should file for reimbursement via a Check Request, with the authorization form and the original receipt or paid invoice attached to the Check Request. (See UNCW Policy 05.105.)

#### I. Petty Cash Reimbursement

Petty cash reimbursement is available for purchases costing \$50.00 and less, and locally available. Prepare a Petty Cash Reimbursement Request; obtain appropriate approvals; attach originals of invoices, sales receipts, etc.; and hand carry to the University cashier for reimbursement. (See UNCW Policy 05.142.)