I. Procurement Policy

All orders placed in the name of La Salle University must be authorized by the appropriate level of approval required in the chart below. Individual departments may set limits that are lower than these.

<table>
<thead>
<tr>
<th>Approval Levels</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to $5,000</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>&gt;$5,000 up to $25,000</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>&gt;$25,000 up to $50,000</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>&gt;$50,000 up to $100,000</td>
</tr>
<tr>
<td>&gt;$100,000 and &lt;$300,000</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>$300,000 or more</td>
</tr>
</tbody>
</table>
Procurement Policy, Continued:
The Procurement Department is responsible for representing La Salle University to the Business community, coordinating and managing the purchasing functions, and for developing appropriate forms, documents and procedures related to purchasing. Vendors contacting individual departments should be directed to Procurement. Other than travel expenses, utilities, office supplies ordered through the preferred online vendor or purchases using a University credit card, a Purchase Order must be obtained prior to entering into any commitment for the purchase of products or services on behalf of the University. Any ongoing discussions or correspondence with a vendor should be coordinated through or communicated by the Procurement Department.

1.1 Quotes/Bids for Supplies, Non-Emergency Repairs, Construction/Renovation, and Equipment – Procurement will attempt to get the lowest possible price on all orders, considering other factors, such as quality and a firm’s references/reputation.

Guidelines for obtaining quotations/bids on products and services are as follows:

<table>
<thead>
<tr>
<th>Total Value of Order</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Order: less than $5,000</td>
<td><strong>Informal Procedures</strong> – Departments may use informal procedures that provide the best prices and send a Purchase Request Form to Procurement. Whenever possible, existing University Commodity Contracts will be used. <em>Refer to Types of Purchases, beginning on Page 5 for specific commodity information.</em> Purchases of less than $2,000 may be made on a University provided Credit Card (Policy #7.2).</td>
</tr>
<tr>
<td>Total Order: $5,000 - $24,999</td>
<td><strong>Quotation</strong> – Quotes will be obtained by Procurement from three suppliers when the product/service purchase request is between $5,000 and $25,000. A Purchase Request Form should be sent to Procurement and bids will be obtained by Procurement or pricing will be negotiated when competitive bidding is not an option.</td>
</tr>
<tr>
<td>Total Order $25,000 and above</td>
<td><strong>Competitively Sealed Bid</strong> – If an order is expected to be over $25,000 bids must be coordinated with and issued by Procurement. A Purchase Request Form should be sent to Procurement with an estimate of the amount of the order. A formal bid (Request for Proposal) will be prepared using La Salle’s standard format. Requests for written bids will be issued at least two weeks prior to due date of the bid.</td>
</tr>
</tbody>
</table>
1.2 **Purchase Request Form** – A Purchase Order must be obtained prior to entering into any commitment for the purchase of products or services on behalf of the University. Exceptions to the need for a Purchase Order are specifically described in the policy, and include purchases where a University credit card is used, the ordering of office supplies online through the University’s preferred vendor, travel expenses and certain utility invoices. To obtain a Purchase Order, a Purchase Request Form must submitted with the appropriate level of approval per the authorization levels described on page 1 of this policy. Include the vendor name/address, a complete description of the item/s specifying as much detail as possible, and the department budget number/s. The completed Purchase Request Form should then be forwarded to Procurement to begin the process of obtaining a Purchase Order. The Purchase Request Form can be faxed to the attention of Procurement: fax number 215-991-1799 or sent by campus mail to: Procurement, Administration Building, Ground Floor.

1.3 **Issuance of a Purchase Order** – A Purchase Order is issued by Procurement after a Purchase Request has been received with appropriate approvals as well as available budget funding. The Purchase Order is faxed or emailed to the supplier by Procurement, with a copy of the order sent to the Department.

1.3.1 **Regular Purchase Order** – A regular purchase order is issued for a one-time purchase of goods or services.

1.3.2 **Standing Purchase Order** – A standing purchase order is issued for certain repetitive purchases, including sufficient encumbrance to cover estimated or fixed expenses through the end of the fiscal year.

1.3.3 **Credit Card Purchases** – A Purchase Order is not required when using a University Credit Card for small dollar purchases in accordance with the Credit Card Policy.

1.3.4 **Office Supplies Online** – A Purchase Order is not required for ordering supplies online through the University’s preferred office supplies vendor (currently Office Depot). Contact Procurement for further information about purchasing supplies online.

1.4 **Sales Tax** – Merchants usually include sales tax at the time of purchase on their invoice. La Salle University is a tax-exempt organization as a non-profit educational institution. If the vendor requests a Tax Exempt Form, the Procurement Department will provide the form. La Salle University’s Pennsylvania Sales Tax Exemption number is: 75-24323-9. For tax exemption numbers in other states, please contact Procurement.

*Note:* The purchase of products and services related to the University’s educational mission are tax exempt. Gifts, flowers, awards, occupational tax and restaurant purchases are not tax exempt.
1.5 **Change Order** – A Change Order is issued by Procurement when a change from the information submitted in the original Purchase Request Form is required prior to shipment by the supplier. The department notifies Procurement immediately of the change or correction in writing, approved by the appropriate authorized level. The Change Order is faxed or emailed to the supplier by Procurement, with a copy sent to the Department.

1.6 **Receipt of Shipment** – The department is responsible for ensuring receipt of goods and follow-up notification to Procurement to resolve any delivery problem, discrepancies or damaged goods issues.

1.7 **Returning Items** – The Procurement Department will contact the Vendor when goods received are not acceptable (incorrect item, damaged or defective) to obtain a return for credit or an exchange.

1.7.1 **Return for Credit** – If the merchandise is returned for credit, the vendor is required to provide a credit memo to apply to the original shipment invoice.

1.7.2 **Return for Exchange** – If the merchandise is exchanged for replacement, the transaction should be arranged as soon as possible.
   - Request a Return Authorization number from the Vendor.
   - If the merchandise was ordered incorrectly, the return freight is paid by the University.
   - If the exchange is caused by vendor error, instructions for return at vendor’s expense should be requested (ie: UPS Call Tag, or FedEx address label, etc.).

1.7.3 **Return for Damage** – If the merchandise is returned due to defective or damaged condition, Procurement will contact the Vendor, and obtain instructions and a Returns Authorization number for the return at Vendor’s expense.
   - The Department will return the packaged shipment in original carton (marked with Return Authorization number) to the Mail and Duplicating office promptly for pick up and return.

1.8 **Vendor Invoices** - Vendors may be directed to send invoices to the Department ship-to address or to the Accounts Payable Department for verification, processing and payment. Invoices require the signature of the person with the appropriate level of authorization described on page 1 of this Policy prior to being paid. If an invoice is received in the Department to which the goods have been shipped, verify that the goods have been received, have the approver sign the invoice and attach a copy of the Purchase Order. Send this to Accounts Payable for prompt processing.

1.9 **Use of University Credit Card for Purchases** – Credit cards have been issued to University Departments for the convenience of making small dollar purchases. To obtain a credit card, please refer to Credit Card Policy 7.2 for details.
All credit card transactions are to be made in compliance with the University Procurement Policy and Credit Card Procedures.

- A University Credit Card may be used for small dollar purchases; the amount per transaction is limited to $2,000 or less.
- Orders for office supplies should be made on the University’s online contract (presently Office Depot), not on the University credit card.
- When using a card for a University purchase, indicate that it is a University purchase and the Cardholder is a University employee. In addition to the usual card information, provide the University’s address including your building and room number:
  
  La Salle University  
  Department Name  
  Building x – Room x  
  1900 West Olney Avenue  
  Philadelphia PA 19141  

1.10 Contracts – Procurement will bid multi-year contracts for commonly used supplies or services as required by University departments.

1.10.1 Any purchase requiring that a contract be signed should include a draft of the contract with the purchase request for review and approval by the AVP for Finance. If legal review is needed, this will be coordinated through the AVP for Finance. A Purchase Order must be issued in the normal manner for vendors requiring contracts. The AVP for Finance is authorized as signatory for University contracts. Note that small contracts which are very short in length should be discouraged. Please contact Procurement for assistance if a vendor requires a contract for an amount less than $1,000 or less than six months in length.

1.10.2 A Standing Purchase Order shall be issued at the beginning of each contract year to encumber funding for the contract expense.

1.10.3 The University may use bid prices from consortium or cooperative agreements that it may participate in as a member where participation provides the least cost price.

1.10.4 Open or standing orders for goods that are based on a previous RFP/RFQ or current contract are exempted from bid requirements.

1.11 Lease Agreements - The acquisition of property and services through a third party lease or rental is administered by the Procurement Department. Because most leases contain terms and conditions whose primary purpose is to protect the interests of the lessor, a lease will not be signed until a careful review of its terms and conditions is conducted by Procurement.

1.11.1 The Vice President for Finance and Administration is the authorized agent for the signing of lease agreements. When appropriate, University Counsel will be
consulted. In the Vice President's absence, the Assistant Vice President for Finance is authorized as signatory.

1.12 **Foreign Currency** – The preferred method to make a purchase in a foreign currency is to use a University or personal credit card. The credit card provider has access to better exchange rates than would otherwise be possible for most transactions. If this is not possible, please contact Procurement for assistance.

**Types of Purchases**

1) **Equipment/Furniture** – The University has centralized approval of all Repairs, Maintenance, Equipment and Furniture under the authority of the Director of Facilities. Centralizing these funds allows the University to prioritize their use and invest them more efficiently. As needed, the Provost and Vice Presidents will assist the Director of Facilities in prioritizing University repairs and maintenance, and furniture and equipment needs.

Procurement should be consulted for help in pricing requests for Equipment/Furniture. Once the requisition is priced and approved by the ordering department, it will be forwarded to Facilities for authorization or change.

- Generally, smaller requests will be priced with the preferred University contract supplier by issuance of a Purchase Order.
- La Salle may also buy furniture and equipment under contract prices negotiated by consortium and/or cooperative agreements.
- Office equipment and furniture orders for $25,000 or more must first be submitted to the Procurement Department for formal bidding. Contact the Procurement Office for further information.

2) **Computer Equipment and Audio Visual Equipment** – The department requests software/equipment requirements through the Information Technology/Multi-Media Services departments. Investments in computer technology are to be proposed and evaluated through the Technology Resource Committee. This committee will report their recommendations directly to the Computer Governance Committee for final approval regarding the use of these resources.

- Following approval, IT will issue a Purchase Request to Procurement for processing and placement of the resulting order.

3) **Office Supplies** – Orders may be placed online to the University’s preferred vendor by the department. These orders are generally delivered next business day, with expenses posted electronically to departmental budgets each month.

- Returns and pick up of toner cartridges for recycling are requested by the department online.
• Procurement will provide online ordering access to the vendor’s website to staff/personnel authorized by the Department Head.

4) **Van Rental** – Orders are requested through Procurement with the preferred supplier, with charges placed on the department’s Credit Card.

- The per diem rental fee shall include full insurance coverage for the rental period. Contact Procurement for the per diem rate for this coverage.
- The University suggests that for on the road vehicle safety purposes, 12 or fewer persons travel in a van at any time. Consideration should be given to equipment and/or baggage load when determining the number of passengers per vehicle.
- The department shall plan rental of sufficient vehicles to accommodate the group size. (Refer also to School Bus and Coach Reservations for group travel.)
- The contractor will deliver the vehicle(s) to the University lot location assigned by Security, with vehicle keys left at Security Headquarters on the late afternoon prior to, or the morning of, the rental date.
- Procurement will notify Security of the dates for delivery and pick-up of the vehicle(s) by the rental agency.
- The department shall inspect the vehicle upon receipt of delivery, and again upon return prior to return to the vendor in order to identify any damages.
- The vehicle shall be returned clean, with the gas tank returned to the fuel level as when the vehicle was received.

5) **School Bus and Coach Reservations** – A Purchase Request will be issued to Procurement by the department, with a Purchase Order issued for the order.

The Purchase Request shall include:
- the Campus departure location
- date and time leaving campus
- the number of vehicles required
- the destination address/or itinerary details if multiple stops
- the departure time from the last site for return to campus
- a La Salle contact name and cell phone number

6) **Bottled Water Service** – To be ordered by the Procurement Department to set up the Department’s account. Monthly payments shall be paid and charged by Accounts Payable to the general supplies account on the department’s budget. The Department will notify Procurement of any equipment or delivery issues for reporting to the supplier.

7) **Duplicating and Printing** – Requests for these services are sent by the department to the La Salle University Mail and Duplicating Department.

- Mail and Duplicating will determine if the print job can be done on campus or if it must be sent out for print shop quotes.
• Design of the print job will be coordinated by the Mail and Duplicating Department with the University Communications office.
• A Purchase Order shall be issued by Procurement for orders requiring the services of off-campus printing firms.

8) **Business Cards** – Business cards may be issued, if needed, to full time faculty and professional administrators. University Communications should be contacted for all business card needs. Cards are sent directly to the department when delivered from the printer. The Procurement Office is not involved in these requests.

9) **Copiers** – Contact Purchasing for information regarding copier needs. Generally, a copier unit may be replaced with a new unit at lease end or after a period of five years. The Purchasing Department will need to obtain approval from the Facilities Department as well, due to placement location, power requirements, etc. The model will be selected by Procurement based on prior volume usage.

• Copier Maintenance – each copier is covered by a full service maintenance agreement, covering all toner, supplies, parts and labor, excepting paper. To order toner or service, the department calls the 800# found on the Equipment ID tag on the machine. Toner is generally shipped at no charge, unless delivery is requested overnight. The vendor will contact the department by email or phone for a meter reading report once each month. Billing for maintenance is monthly.

  *Note: If a department should receive a call from a supplier selling copier supplies and toner, do not purchase from them. Generally, these suppliers have been found to charge excessively, and are not acceptable suppliers to the University.*

10) **Document Shredding Service** – Under the University’s contract, pick up on Campus will be scheduled quarterly in the months of June, September, December, and March.

• When a department has confidential material that requires shredding prior to disposal, be prepared to notify Procurement prior to the scheduled pickup date, and to provide an estimate of the number of boxes (equivalent to copier paper box size) to be shredded.
• Contractor personnel will be identified by company uniform and ID.
• Contractor personnel will transport boxes for shredding from the department location to the mobile truck parked adjacent to the department location. A staff member will be authorized by the Department Head to witness the shredding of the confidential material at the vehicle, and will receive the Certificate of Destruction.
• The department will forward the Certificate of Destruction to Accounts Payable, marked with the budget number and appropriately authorized.
• The Contractor will issue to Accounts Payable a consolidated invoice with subtotals for each department following completion of service.
11) **Cell Phones** – all cell phone or blackberry requirements will be handled by the Information Technology Department.

12) **Catering** – All catering services for Main and West campuses shall be ordered by departments through La Salle University Food Services. The department shall provide the event location, date and time to Food Service Catering, and provide the departmental budget to be charged for the service. Any exceptions to this policy need to be approved by the Vice President or Provost.

13) **Vehicle Purchase or Lease** – the purchase or lease of any University vehicle must be bid and coordinated by the Procurement Office. Insurance cards are issued annually for these vehicles by Procurement. Accidents involving University vehicles should be reported immediately to the local authorities, the insurance carrier and the La Salle Safety and Security Office. Contact Procurement for further information.

Contact the Procurement office with any questions on these University Policies and Procedures 215-951-1863.