



WEST VIRGINIA STATE
UNIVERSITY

It starts at STATE

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West Virginia State University

Institutional Guidelines & Procedures
For Purchases not exceeding \$50,000

Approved:

SIGN AND DATE HERE

Justin S. Fout 9/20/2022

Vice President of Business and Finance

Institutional Guidelines and Procedures for Purchases Not Exceeding \$50,000

1.0 GENERAL

West Virginia State University (WVSU) maintains a Purchasing Office to assist faculty and staff with the acquisition of goods and services. This manual is to establish rules and policies governing and controlling the purchase, acquisition of commodities not exceeding \$50,000.

The primary goal of the Purchasing Office is to obtain the goods and services desired by the faculty and staff, with the highest quality, lowest cost and within a reasonable time frame. The Purchasing Office in all of its functions seeks the highest degree of professionalism.

Any portion of this manual that may become contrary to state law, and/or the rules, policies and procedures of the Board of Governors will be considered null and void.

2.0 DEFINITIONS

2.1 "Chief Financial Officer(CFO)" is the Vice President for Business and Finance at West Virginia State University or his/her designee in the CFO's absence.

2.2 "Chief Procurement Officer(CPO)" means the individual designated by a president of a state institution of higher education to manage, oversee and direct the purchasing, acquisition and inventory management of materials, supplies, equipment, services, and printing, and disposal of obsolete and unusable equipment, surplus supplies, and other unneeded materials for that institution. At West Virginia State University, the Purchasing Director assumes this role.

2.2 "Commodity" means an article which is useful or serviceable, particularly an article of merchandise movable in trade; a good, or service of any kind, including construction; an article of trade or commerce; things that are bought and sold.

2.3 "Essential service" means something basic; a "commodity" as defined above, that is necessary, indispensable, or unavoidable and is purchased in a routine, repetitive, and noncompetitive manner. (as defined in Section11 of the HEPC Purchasing manual)

2.4 "Informal Quotes" means bids/quotes that are written, email, faxed, or screenshots of online pricing.

2.5 "wwwOASIS" means the State of WV Enterprise Resource Planning system.

2.6 "PCard" means the Procurement card that is used by West Virginia State University

to procure "commodities".

2.7 "Requisition Form" means the form in which individuals at WVSU submit to the Purchasing office to request "commodities".

2.8 "Requisition Signature Process" means obtaining departmental and executive level signatures before obtaining CFO and CPO signature.

2.8 "Vendor" means a seller of goods and services

SECTION 3 PURCHASES LESS THAN \$25,000

Purchases under \$25,000 are considered to be "No-Bid" transactions. These will be placed with the most responsible and responsive vendor for the product desired. Departments are encouraged to find the most economical products to use in this category and to check more than one vendor for pricing, availability, shipping charges and other applicable charges that may be incurred.

Competitive bids are not required for purchases less than \$25,000; however, the Purchasing Office reserves the right to check prices with other vendors or to obtain quotes if they deem it necessary.

In all cases, the purchase order must be completed and approved by the Purchasing Office prior to any order being placed with a vendor unless otherwise provided for in these procedures.

PCard is the preferred method of payment for eligible purchases.

Purchases over \$1,000 require a Requisition Form with departmental and executive level signatures and prior approval from the CFO.

Note:

- If paid by PCard, the approved Requisition form (or a credit card PO) is scanned into wvOASIS with the PCard Paid Receipt as backup and proof of approval.
- For purchases paid by check/invoice, the Requisition is turned into a Purchase Order which is submitted to wvOASIS along with the Invoice.

SECTION 4 PURCHASES BETWEEN \$25,000 AND \$50,000

Three (3) informal quotes are required for competitive purchases (goods and services) between \$25,001 and \$50,000. (Quotes can be obtained by the Purchasing Office or the Requesting Department).

In all cases, the purchase order must be completed and approved by the Purchasing Office prior

to any order being placed with a vendor unless otherwise provided for in these procedures.

Note: The CFO (or designee) has the authority to waive the three (3) quote requirement if they deem it is in the best interest of the University. If the CFO (or designee) waives the three (3) quote requirement it will be documented in writing in the Purchasing order file.

PCard is the preferred method of payment for eligible purchases.

Note:

- If the purchase is paid by PCard, the approved Requisition Form (or a credit card PO) is scanned into wvOASIS with the PCard Paid Receipt as backup and proof of approval.
- For purchases paid by check/ invoice, the Requisition is turned into a Purchase Order which is scanned and submitted to wvOASIS along with the Invoice.

Exceptions:

- Essential Services are exempt from the Requisition requirement.
- Purchases initiated by (or originating in) the Purchasing Office or the Office of Business and Finance are exempt from the Requisition Signature Process, only the CFO and CPO are required to sign.
- Purchases may be processed by the Director of Physical Facilities without the approval of the Chief Procurement Office(or designee) on procurements up to \$25,000 provided funding has been approved. All paperwork must be submitted to the Purchasing Office. CFO approval is required at all times.
- Bookstore Manager(or designee) has the authority to purchase items that are designated "Items for Resale". All paperwork must be submitted to the Purchasing Office.

SECTION 5 VERSION HISTORY

Version	Version Changes	Owner	Policy effective Date
1.0	Publish Policy	Hope Fout	10/1/2022