

NAME: Purchasing Policy & Procedure  
ISSUING DEPARTMENT: Purchasing Department  
ISSUED DATE:  
REVIEWED DATE: December, 2014  
APPROVING AUTHORITY: President *J. Judah #25*  
DATE REVISED: January 20, 2015

### **PURPOSE**

This policy outlines and provides guidance for the procurement of goods, services and construction in compliance with regulatory requirements. Purchasing procedures are designed to focus the centralized procurement efforts of the Purchasing Unit in areas where the greatest gain may be achieved in terms of cost and quality, while using decentralized procurement methods for small dollar items.

### **SCOPE**

This policy applies to all University employees: faculty, staff, and temporary employees. It is applicable to all purchases made on behalf of the University, regardless of the type of the procurement, total cost of the purchase, or source of the funding.

### **DEFINITIONS**

1. Act 57 – The Commonwealth Procurement Code. Dictates how Commonwealth entities purchase goods and services.
2. Contracting Officer – A person authorized to enter into and administer contracts and authority either directly from Act 188 or from written delegation by a person authorized to have and delegate this authority.
3. Purchasing Card - A commercial credit card issued by the University to an authorized individual for the purpose of procuring necessary goods for the University and paid for directly by the University.
4. Purchase Order - A purchase order (PO) is a type of contract document issued by a buyer to a seller, indicating types, quantities, and agreed prices for the purchase of products. Acceptance of a purchase order by a seller forms a contract between the buyer and seller, so no contract exists until the purchase order is accepted. The first step of the Purchase to pay process.
5. Contract – A type of written agreement for the procurement or disposal of supplies, services or construction.
6. Commodity – something that is bought and sold; a tangible item.
7. Service – Labor or other action performed by a contractor; an intangible item.

**FORMS**

Refer to Purchasing Department User Guide for forms information

**RESPONSIBILITY**

Purchasing Department

**POLICY**

All procurement of supplies, services and construction for Mansfield University will conform to the policies, provisions and statutory limitations as outlined in the Commonwealth Procurement Code (Act 57 of 1998) which establishes the statutory limitations and provisions for all procurement activities for the Commonwealth of Pennsylvania. The provisions of the Act apply to the University as a state-affiliated agency and have been adopted by Mansfield University. Refer to the MU Purchasing Department User Guide & the Purchasing Manual for detailed information.

**AUTHORITY:**

The President of Mansfield University alone has the authority to enter into or sign contracts that bind the University to any rights and obligations unless the President delegates this authority, in writing, to third parties. No one outside of the written delegates may enter into or sign contracts involving the University.

Individuals who procure commodities or services or sign contracts without authorization do so outside the scope of their employment and may be subject to disciplinary measures in line with the terms of their respective employment agreements.

**DISTRIBUTION**

MU Purchasing Policy will be available on the University Policies/Procedures Directory distributed through the web and maintained by the Purchasing office.