Vendor Policies

The University’s Purchasing Office is open from 8:00 a.m. to 4:15 p.m., Monday through Friday, with the exception of holidays. You may contact our office at (570) 662-4148 or via e-mail at jewelch@mansfield.edu; Vendors should contact the office to make appointments in advance to ensure staff will be able to meet with you.

Methods of Procurement for Goods or Services

**Standard Purchase Orders:** This is the basic purchasing document for procurement of supplies and equipment.

**Service Purchase Contract:** This is the purchasing document for procurement of services.

**University Purchasing Cards:** University credit card provided to employees based on their need to purchase business-related goods.

Please be advised that it is the University's policy to purchase either on the basis of a written Purchase Order/Service Purchase Contract or a University credit card. **These are the only authorized methods of purchasing goods and services for the University.**

If you provide goods or services based on an unauthorized request, the University cannot guarantee payment of the resulting invoice. If you have any questions concerning the validity of a request for purchase from your business, please contact the Purchasing Office at 570-662-4148.

**Purchase Orders: Terms and Conditions**

Order is acceptable only at the prices stated. Any price or quantity changes other than small deviations should be approved by the Purchasing Office prior to shipment of goods. No changes are allowed for packing, reels or crating unless specified on the order. Shipment must be delivered by the date specified. Goods delivered will be inspected on receipt and if found defective, or not in accordance with specifications, will be returned at vendor's expense.

**Bidding Standards**

Bidding is done on the basis of the professional judgment of the Purchasing Department dependent upon an estimate of the savings which may be realized for the University. Written or oral bids and/or quotations may be solicited. Purchases over the PASSHE threshold sealed bids are required by law and opened at a public bid opening.

**Payment Terms**

The University's standard payment terms are Net 30 days.

**Sales Tax**

Mansfield University of Pennsylvania is exempt from Pennsylvania Sales Tax. If a vendor requires proof of the University's tax exempt status, please contact the MU Accounts Payable Department at 570-662-4868. Mansfield University is exempt from all excise taxes imposed by the Internal Revenue Service.
Invoicing the University

All invoices must be sent to:

Mansfield University of Pennsylvania
Accounts Payable Office
20 Straughn Drive, Room 200 Memorial Hall
Mansfield, PA 16933

The Purchase Order number must be shown on all invoices, packages, delivery slips and correspondence. The name of the shipper and pertinent shipping information should be identified on all shipments.

06/11/2015