

Shawnee State University

POLICY TITLE:	PURCHASING AUTHORITY
POLICY NO. :	4.00REV
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EFFECTIVE DATE:	06/26/2020
NEXT REVIEW DATE:	06/2023
RESPONSIBLE OFFICER(S):	VPF&A
APPROVED BY:	BOARD OF TRUSTEES

1.0 GENERAL PURCHASING POLICY

- 1.1 Pursuant to Ohio Revised Code, Section 3362.04, the Board of Trustees of Shawnee State University has statutory authority to make and enter into all contracts and agreements necessary or incidental to the operation of the University.
- 1.2 The Board of Trustees has delegated, to designated positions within the University, the authority to sign contracts on behalf of the University as outlined in Policy 5.27.

2.0 PROCUREMENT SERVICES

- 2.1 Procurement Services is charged with the responsibility of organizing and administering procurements for all departments of the University in accordance with this policy, state law, and where applicable, the rules and programs of the Department of Administrative Services.
- 2.2 University departments may purchase supplies or services from external vendors following established procedures that identify the methods for purchasing goods and services.
- 2.3 Procedures related to this policy describe the established processes that are to be followed for University procurement, including but not limited to, competitive bidding, minority set asides, conditions required for bid waiver, use of a university credit card, and disposal of surplus property.

3.0 UNAUTHORIZED PURCHASES

Except as noted in this policy, no individual has the authority to enter into purchase contracts or to in any way obligate the University for procurement indebtedness unless specifically authorized to do so by the Vice President for Finance and Administration. Individuals who make or participate in making unauthorized purchases or contracts may be personally liable to the vendor. Exclusive of the petty cash procedures, the University will not reimburse officers or employees for the cost of any such purchases unless approval is received.

4.0 ETHICAL AND LEGAL ISSUES RELATED TO THE PURCHASING PROCESS

- 4.1 Conflict of Interest. University personnel will not enter into contracts for the purchase of materials or services which would constitute an unlawful interest in a public contract as addressed in Ohio's ethics statutes and advisories from the Ethics Commission.
- 4.2 Personal Gifts. Some vendors, particularly vendors of office and computer supplies, may offer free gifts (such as video games, briefcases, and accessory items) with an order. Acceptance of such gifts by any university employee is inappropriate and prohibited.
- 4.3 Personal Purchases. Purchases for personal use utilizing the name of the University are prohibited.
- 4.4 Purchases by Individuals for University Use. Purchases by individuals for University use, whether by cash, credit card, or check are strictly prohibited, except when approval by the budget manager is obtained prior to the purchase being made. Recurring exceptions for the benefit of the same individual/department also requires the approval of the Director of Procurement Services or designee.
- 4.5 Promotional Items. Shawnee State University regulates and controls the use of the University's name or other marks, logos, and symbols. All requests for use of the University's name or other marks, logos, and symbols must be forwarded to the Director of Communications for prior approval. The procurement of all promotional and award-related items on behalf of the entire university is to be handled through Procurement Services. The items include but are not limited to printed items; marketing items, such as pens, pencils, bookmarks, balloons, and T-shirts; and award items such as plaques and trophies.

History

Effective: 05/21/90

Revised: 06/26/2020; 02/11/15; 09/11/11

Reviewed: 10/14/16 with no revision

Applicable Procedures: [4.00:1 Procurement Services and Selection of Vendors](#)
[4.00:2 Bidding, Minority Vendors, Waivers](#)
[4.00:3 Purchasing Card](#)
[4.00:4 Surplus Property](#)