



5.14.5.1 Purchasing Guidelines

The State requires us to encumber all purchases and services prior to use. We will need your help to comply with these requirements. Any purchase made without submitting a signed 101 and obtaining a purchase order number from the Business Office may be your personal responsibility to pay.

To purchase supplies, rentals, services, materials, equipment, etc., submit a completed purchase requisition (101), including six digit Cost Center, State Contract number, if applicable, quantity, prices and stock/item numbers. Fill in total at bottom of form, obtain necessary signatures and forward to Business Office. If you have an emergency, bring the completed 101 to the Business Office. The East campus can fax a copy of the emergency requisition to 779-3418. Please limit these “emergencies” so we can accommodate everyone’s needs in a timely manner.

Bidding Procedures:

Purchase Limits	Minimum Bid Requirement
SUPPLIES AND EQUIPMENT	
A. \$1 - \$2,000	A. Written quotes not required. The requester is encouraged to check, however with more than one vendor before accepting one price.
B. \$2,001 - \$10,000	B. Two written quotations *Always give vendor date/time for submission of quotation *Quotations may be faxed, mailed, Internet (e-mailed), or delivered. * Both quotations must be attached to the 101
C. \$10,001 - \$25,000	C. Purchasing Department to complete this process. Process will be two written quotes/bids or sealed bids.
D. \$25,001 – and over	D. Purchasing Department to complete this process. Process will be sealed bids solicited by public notice.
PROFESSIONAL/TECHNICAL CONTRACTS	
A. \$1 - \$500	A. Written contract or quotes not required.
B. \$501-\$10,000	B. Written contract required.
C. \$10,001 - \$50,000	C. Purchasing Department to complete this process. Process will be two written quotes and upon sealed bids.

D. \$50,001 and over

D. Purchasing Department to complete this process. Process will be sealed bids solicited by public notice.

Note:

1. When called for, written bids received must be attached to the purchase requisition (Form 101) when sent to the business office.
2. Telephone bids should be shown near bottom of 101 and should include amount, company name, name of the person giving the bid and telephone number.

We are required to buy goods/services from a Certified Target Group (TG) or Economically Disadvantaged (ED) vendor if one exists for the commodity/service within our normal purchasing area. The College Purchasing Department can help with this information.

Exceptions to the bidding process are where items are available on a M-Contract, central stores orders or proprietary (only vendor) items. If the item is only available from one Vendor, mark "Only Vendor" on the 101.

The state can only make prepayments for software or software maintenance contracts for state-owned or leased computer equipment, sole source maintenance agreements, exhibit space, subscription fees for newspapers and magazines and the Library of Congress. If payment needs to accompany an order, please process a Payment Voucher (available in the Business Office) rather than a purchasing requisition (101).

Office supplies can be obtained from Central Stores. Order forms and information are available in the Business Office. Do not use a purchase requisition (101) for Central Stores orders.

Computer paper and copy paper purchases are handled the same as other orders. Send completed purchase requisition (101) forms to the Business Office for processing.

You will need a Purchase Order to buy from the bookstore and the food service vendors on both campuses.

Reimbursement for college-related items will be allowed on a limited basis. This is for items under \$50 and where a purchase order was not obtainable. **We do not reimburse for sales tax so be sure you obtain an exception certificate from the Business Office to take to the vendor.**

Materials purchased at a conference should be shown on your employee expense form for reimbursement. Receipt must be attached to form.

References:

Minnesota State Colleges and Universities Board Policy: 5.14.5 Purchasing

Date Proposed: 7/96
Date Approved: 8/96
Date Implemented: 9/96
Date Revised: 7/1/98
8/9/99
10/12/00 (renumbered)