

# Lake Superior State University

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## Purchasing Department

### Purchasing Policies and Procedures

#### Policies

The Purchasing Department serves the needs of the entire University. This office shall be responsible for the acquisition of all materials, supplies and services costing more than \$1,000, with the following exceptions:

1. Books, pamphlets and periodicals for the library (2.5.5)
2. Campus Shoppe merchandise for resale or consumption (3.20.3)
3. Professional consulting services
4. Utilities
5. Food Services supplies and other auxiliary services for resale or consumption
6. Space rentals (hotels, temporary classrooms, etc.)
7. Advertising
8. Real estate
9. Local purchases of \$50 or less should be made from petty cash funds (3.7.8)

The selection of a vendor is the responsibility of the Purchasing Department. In the selection, the Purchasing Department shall not in any way discriminate against any vendor because of race, creed, age, sex, or national origin, nor shall the university continue to patronize vendors known to practice any forms of discrimination.

Purchases of \$5,000 or less, or purchases involving sole source will be handled in accordance with purchasing procedures. Sole source purchases must be justified objectively and must be supported with detailed documentation. Approval by the appropriate Vice President is required prior to action by Purchasing.

The Purchasing Department shall not accept any gift or gratuity from a vendor nor shall they, in the name of the university, make or attempt to make personal purchases for faculty or staff.

Purchases between \$5,001 up to \$25,000 will be preceded by competitive written bid process at the discretion of the Purchasing Department. Verbal or telephone bids will be accepted when time constraints do not permit written bids. The appropriate Vice President must approve purchases of this cost range.

For all purchases exceeding \$25,000, the purchase shall be preceded by the sealed bid process. Exceptions to this policy can only be made with the written approval of the Vice President of Finance. The bids are to be returned in envelopes furnished and so marked. The bid request will state the day and time due. At that time, the bids are publicly opened. No sealed bids can be accepted if received after the specified date and time. Unsuccessful bidders may appeal the decision of the Purchasing Department.

The President must approve purchase requests in excess of \$50,000.

All contracts entered into by the President on behalf of the university with a conglomerate amount of \$250,000 or more shall require the Board of Trustees approval prior to purchase. The Board may from time to time authorize the President to execute contracts for pending matters within a pre-determined maximum dollar amount.

The Purchasing Department shall be responsible for the orderly disposal of surplus, obsolete and worn out equipment.

#### Receipt of Merchandise

The University Receiving Department is responsible for immediately checking all merchandise for hidden damage or lack of agreement with specifications. If damages are found, the Receiving Department contacts the shipping carrier for inspection of damage. The Receiving Department will report any problems with received merchandise to Purchasing within two (2) business days. The Receiving Department will direct merchandise to be delivered to requesting departments. The requesting department will examine shipment for damages, failure to comply with specifications or discrepancies in order. The requesting department will report any problems to Purchasing within two (2) business days of receipt.

The Receiving Department, nor the Campus Mailroom, will not be used for the receipt of personal mail. If personal mail or packages are received, the Receiving Department / Campus Mailroom personnel will refuse delivery and materials will be returned to shipper.

## Procedures

Full documentation of Purchasing Services procedures can be found on Lake Superior State University website, Section 3, Business and Support Operations: [LSSU Purchasing Procedures](#)