

# Millersville University Purchasing Manual

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## 1. Policy

The procurement of supplies, services and construction by Millersville University will conform to the provisions and statutory limitations as outlined in the Commonwealth Procurement Code (Act 57 of 1998) as well as to implementing procedures adopted by the Board of Governors, including Policy 1998-04 and 1983-02 A.

The Purchasing Department at Millersville University strives to make the procurement of all goods and services as simple and efficient as legally possible. Purchasing's role is to establish institutional guidelines and prudent business practices for the procurement of goods and services in accordance with the Commonwealth of Pennsylvania Procurement Code (Act 57 of 1998) and the Pennsylvania State System of Higher Education. At the same time attempt to find legal solutions and strategies to help expedite and simplify the process

## 2. Definitions

- **Act 57** – The Commonwealth Procurement Code. Dictates how Commonwealth entities purchase goods and services.
- **Agreement** – See Contract.
- **Amendment** – A change or modification required to a contract that has already been fully executed by all parties. A written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity, or other provisions of a contract.
- **Assignment** – The transfer of a party's rights and responsibilities under a contract to a third (new) party. This is impermissible absent the expressed written approval of the University.
- **Attachments** – Any and all paperwork appended to a contract that is to be referenced and incorporated within the contents of the main contract as part of the overall contract.
- **Bid** – A firm and unconditional offer in response to an invitation for bids.
- **Bidder** – A person that submits a bid in response to an invitation for bids.
- **Bid Protest** – The formal contesting by a contractor as to anything involving the bidding process.
- **Bid Threshold** – The dollar amount that requires goods or services to be bought only through competitive bidding procedures. The bid threshold is updated every January. For the up-to-date threshold amount, please contact the purchasing office prior to entering a requisition.
- **Board of Claims** – A Commonwealth entity which has exclusive original jurisdiction to resolve contract disputes in excess of \$300.00 which involves Commonwealth agencies.
- **Contact Person** – The University employee charged with the day-to-day supervision of the delivery of a supply or the performance of the services or construction and who interacts with the contractor.
- **Contract** – A type of written agreement, regardless of what it may be called, for the procurement or disposal of supplies, services or construction.
- **Contracting Officer** – A person authorized to enter into and administer contracts and make written determination with respect to contracts. A person who has contracting authority either directly from Act 188 or from written delegation by a person authorized to have and delegate this authority.
- **Contractor** – Any person that has entered into a contract with a Commonwealth agency.
- **Contract Modification** – A written alteration in specifications, delivery point, rate of

delivery, period of performance, price, quantity, or other provisions of any contract accomplished by mutual action of the parties to the contract. See Amendment.

- **Emergency Contract** – A procurement made without formal bidding, even if greater than a small procurement, due to the fact that there exists a threat to public safety, health or welfare or circumstances outside the control of the University. This thereby created a need, which eliminates the delayed method of formal competitive bidding methods.
- **Goods** – A tangible product or commodity that is manufactured or grown and available through common supply sources. May be stock or custom fabricated
- **Invitation for Bids (IFB)** – All documents, including those either attached or incorporated by reference, used for soliciting bids from contractors.
- **Modification** – See Amendment
- **Offeror** – A person that submits a proposal in response to a request for proposal.
- **Pennsylvania State Procurement Code** – See Act 57, above.
- **Proposal** – An offer made in response to a request for proposal which may be subject to negotiation and award criteria set forth in the request for proposal.
- **Purchase Order** – Written authorization for a contractor to proceed to furnish a supply or service. A purchase order constitutes the University's legal and binding acceptance of a contractor's offer.
- **Public Funds** – Money that is generated by the government (federal, state or local) to provide goods or services to the public.
- **Purchasing Card** – University credit card issued to an authorized individual for the purpose of procuring necessary goods for the University and paid for directly by the University.
- **P card** – See Purchasing Card, above.
- **Quotation** – An informal bid or offer from a contractor for goods or services.
- **Renewal** – The continuing of a contract beyond its original term for another fixed period. The right to renew a contract must be specifically contained in the original contract.
- **Request for Proposal (RFP)** – All documents, including those either attached or incorporated by reference, used for soliciting proposals.
- **Request for Quote (RFQ)** – a document that an organization submits to one or more potential suppliers eliciting quotations for a product or service.
- **Requisition** – A request by a user department to purchase or supply a good or service.
- **Responsible Bidder** – A bidder who has the capability in all respects to fully perform the contract requirements and the integrity and reliability, which will assure good faith performance.
- **SAP** – Online computer financial system utilized by Millersville University for Accounting, Purchasing, Budget, Accounts Receivable, and Accounts Payable.
- **Service** – Labor or other action performed by a contractor.
- **Services Purchase Contract** – Pre-approved STD-278P form that is used for non-complex purchases of services.
- **Small Procurement** – The purchase of goods and services under the bid threshold.
- **Sole Source** – When only one contractor is capable of providing the goods or services needed by the University.
- **Specifications** – Description of the physical or functional characteristics or the nature of a supply, service or construction item. It may include a description of any

- requirement for inspecting, testing, or preparing a supply, service or construction item for delivery.
- **Termination** – The completion of a contract as a result of its expiration date, or the severing of a contractual relationship for causes specifically dictated within the contract.
  - **University Legal Counsel** – Attorneys who work under the auspices of the Office of General Counsel who are supervised by Chief Counsel for the State System of Higher Education and who are assigned to respective universities for the purpose of providing legal services.

### 3. Responsibilities and Authority

#### 3.1 Contracting Officer

The University president has delegated his/her authority for contracts and purchases to the Vice President for Finance and Administration. Second delegates include the Director of Purchasing for purchasing and contracts, and the Construction Contract Specialist for construction contracts. These are the only individuals who are authorized to procure supplies, services and construction; enter into contracts; make written determinations with respect to contracts for the University; and carry out all other duties and responsibilities of that office as defined in the Commonwealth Procurement Code.

*Therefore, other than the individuals identified above, no one should sign or enter into a contract on behalf of the University. A person without delegation who signs a contract will be acting outside the scope of his or her employment and will be held personally liable for the obligations created by the inappropriate signing of the contract.*

#### 3.2 Fiscal Officer

The University president has delegated fiscal officer authority to the Vice President for Finance and Administration. The Controller will serve as fiscal officer in the absence of the Vice President for Finance and Administration, who may sign for procurements to any amount.

At all other times, the Controller has fiscal officer authority for procurements up to and including \$50,000. The Director of Purchasing has fiscal officer authority for procurements up to and including \$10,000. Those individuals exercising fiscal officer authority are responsible for reviewing all contracts for services and other procurements (except those defined as small procurements) for fiscal responsibility, budgetary appropriateness, and availability of funds. The fiscal officer, at his or her option, may also serve as a nonvoting member of an evaluation committee for requests for proposals or similar selection committee for acquisition of services.

#### 3.3 President

The University President and his/her designees are delegated the authority to resolve protests of solicitations or awards according to the provisions of Section 1711 and 1712 of the Commonwealth Procurement Code.

### 3.4 Vice President for Finance and Administration

The Vice President for Finance and Administration will appoint selection and negotiation committees in accordance with Policy 1990-07-A, Professional Services Contracting, for procurement of design professional's services. The selection and negotiation committee will select and negotiate agreements with architectural and engineering firms seeking to perform design and engineering services for the University.

## 4. Code of Ethics:

Millersville University of Pennsylvania will follow the National Association of Educational Buyers Code of Ethics. The code is as follows:

1. To give first consideration to the objectives and policies of my institution.
2. To strive to obtain the maximum ultimate value for each dollar of expenditure.
3. To cooperate with trade and industrial associations, governmental and private agencies engaged in the promotion and development of sound business methods.
4. To demand honesty in sales representation whether offered through the medium or a verbal or written statement, an advertisement, or a sample of the product.
5. To decline personal gifts or gratuities.
6. To grant all competitive bidders equal consideration, to regard each transaction on its own merits; to foster and promote fair, ethical and legal trade practices.
7. To use only by consent original ideas and designs devised by one vendor for competitive purchasing purposes.
8. To accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.

## 5. Procedures

### 5.1 Purchasing Procedures for Supplies and Services below the Bid Threshold.

Purchases below the bid threshold do not require competitive bidding. However, the following prudent business practices are established in order to promote maximum utilization of fiscal resources:

1. For goods and services of \$10,000 or less, competitive bids will not generally be solicited by the Purchasing Department. For procurement needs at this level, University departments are encouraged to solicit quotations, take advantage of volume discounts, and use other techniques to obtain the lowest possible prices in relation to the value received.
2. For goods and services between \$10,000 and the bid threshold, informal quotations will be solicited based on historical experience; the potential for appreciable cost savings exists. A minimum of two quotes are **required**. A quote collection form can be found on the purchasing website and must be completed and attached to the requisition, along with the quote being used to purchase the goods or services. This process may include obtaining telephone quotes, fax

quotes, Internet or other electronic pricing, etc., and quotes obtain by using departments may be utilized by the Purchasing Department. The Purchasing Department will work with departments in determining the most appropriate procurement approach based on individual circumstances.

3. In no case will items be bought in series in order to avoid the dollar ceiling for competitive bidding. This is commonly known as “pyramiding”.

## **5.2 Purchasing Procedures for Supplies and Services above the Bid Threshold.**

Pursuant to Act 188 and Board of Governors Policy 1983-02-A, all University purchases greater than the bid threshold must be publicly advertised and competitively bid under institutionally established business practices. Such competitive bidding will be undertaken centrally by the Purchasing Department and documented appropriately for audit purposes. A request for Quotation (RFQ) will be used for the purchase of most supplies, commodities, and equipment when price is the only determining factor. An RFQ will be awarded to the lowest responsive bidder. Alternatively, certain services may be bid using a more elaborate evaluative process, such as a Request for Proposal (RFP), which incorporates both cost and other technical criteria. Regardless of the method used, ample public notice must be given with adequate response time allowed. Determination of the appropriate format will be made by the Purchasing Office.

Millersville utilizes Procure Ware for bids, RFQs and RFPs. Vendors are encouraged to register online. When a bid is posted to the ProcureWare, registered vendors will be notified and given the opportunity to submit a bid. An additional benefit to registering is that the supplier may also receive bid opportunities for needs posted by other Pennsylvania State System of Higher Education schools. There is no cost for the supplier to register.

1. Exceptions to competitive bidding requirements are authorized for items available from
  - 1 Emergency Procurements
  - 2 Sole Source Procurements
  - 3 Goods or services from agencies for persons with disabilities (such as Pennsylvania Industries for Blind and handicapped)
  - 4 Certain items specified under grant or restricted gift provisions, and

A Sole Source may be awarded for a procurement of goods or services without the necessity of bidding when the Purchasing Office determines in writing.

Contracts in excess of \$20,000 must be forwarded to the Attorney General for review and approval. This process can take up to 30 days.

## **5.3 General Procurement Practices**

Advertising of general University needs and specific major procurements will be utilized where appropriate to achieve an adequate pool of potential bidders. The cost of advertising and any corresponding procurement delays will be weighed against the benefits on a case-by-case basis.

Minority and Women Business Enterprises (MBE/WB) will be sought to be suppliers of goods and services.

### **5.3.1 Purchase Orders**

After a department enters an on-line requisition, the Purchasing Department prepares and issues a purchase order.

The purchase order is the normal instrument by which goods are procured to fill requirement. It is the seller's authority to ship and invoice for the goods specified on the order. It is a legal instrument which expresses the buyer's part of a contract of sale. The Purchasing department will process all requisitions entered by authorized department personnel.

### **5.3.2 Honoraria and Consultant Services**

This policy covers all requests to contract with outside individuals or firms for consultant services or honoraria.

To ensure that honorarium and consultant services are procured in accordance with PASSHE policies and that satisfactory and legally acceptable contracts are entered into prior to performance of work.

The requesting department must enter the SAP requisition and allow sufficient time for processing honoraria/consulting services through the Purchasing Department. An on-line requisition under \$1,500 should be entered at least three weeks prior to the lecture/consulting services. An on-line requisition in the amount of \$1,500 and over should be entered at least 6-8 weeks prior to the lecture/consulting services. Payment to the lecture/consulting services cannot be guaranteed unless these advanced notice guidelines are followed. Generally, purchase orders will be processed and issued within 5-7 business days of receipt of the requisition by the Purchasing Office. Please allow 3-4 weeks for Service Purchase Contracts (SPC). This is due to the requirements for signature from the vendor, University and Legal Counsel.

### **5.3.3 General Purchasing Practices**

1. The requesting department is responsible for verifying that there are sufficient funds available to pay for the requested services.
2. If applicable, attach a copy of the agency's/company's contract to the department's requisition.  
**(DO NOT SIGN THE CONTRACT – ONLY THE VICE PRESIDENT FOR FINANCE AND ADMINISTRATION OR HIS DESIGNEE HAS SIGNATORY AUTHORITY.)**
3. After the requisition has been approved, Purchasing staff will transfer the requisition to either a Purchase Order (under \$1,500) or Service Purchase Contract (\$1,500 and over).
4. A Purchase Order is sent to the individual in order to verify honorarium/

Consultant information if the total amount is less than \$1,500. No signature is required but the P.O. gives the individual permission to provide the requested services. If request is entered in a timely manner and the check is ready before the event, the Accounts Payable department will send the check to the named contact person in the requesting department who will be able to present the check to the lecturer/consultant. If the request is not entered into the University's on-line system in a timely manner, the check will be mailed directly to the individual. **Note:** If the check is to be issued to a company, AP requires an invoice.

5. If the total amount exceeds \$1,500, a Service Purchase Contract (SPC) is emailed to the individual/company for signatures. If there is an agency/company contract, it is incorporated into the SPC as an attachment. The SPC must be returned to Purchasing. Appropriate University signatories then approve the SPC. If over \$5,000 Legal Counsel signs. A fully executed contract is sent to the individual/company to give them permission to proceed with the services. Accounts Payable will send an individual's honorarium check to the department contact prior to the lecture. If an agency is involved, their invoice will be paid following the lecture. All consulting services (both individual and company) will be paid following completion of services.
6. Travel expenses can be processed for individuals in one of two ways:
  - a. They can be incorporated into the honorarium/consultant total based on an estimate of expenses.
  - b. They can also be paid separately. However, a travel approval request must be completed for the individual and he/she would be responsible for submitting applicable receipts at the time of the service. **Note:** if the lecturer/consultant is paid through an agency/company, the expenses are always submitted on a separate invoice issued by the agency/company after the services have been provided. Original and itemized receipts must be provided with the invoice. It is important to negotiate travel costs prior to the service so the department can assure adequate funding will be available. **Note:** All travel will be paid according to current PA travel regulations.
7. Purchasing must be notified in writing, via email if a lecture/consultant service is cancelled. If a check has already been issued, contact Accounts Payable as soon as possible to cancel the check.
8. Small repetitive orders should be increased in quantity and decreased in frequency of ordering so as to take advantage of lower prices for greater quantities and to reduce the administrative handling and high overhead cost when ordering frequently.
9. Credit Card (P-card) Invoices - Department P-cards should be used for all purchases of supplies, subscriptions and memberships up to the established transaction limits of the card. P-cards should not be used for services or travel expenses, to exclude registrations. Upload original itemized receipts to Bank of America's Works program. Each transaction should be allocated and signed-off. All transactions should be allocated and signed-off no later



- than the 7th of the following month.
10. Collaborative efforts with other universities and public agencies will be undertaken to achieve maximum value.
  11. Withdrawals of erroneous bids will be permitted as provided in Section 512 of the Commonwealth Procurement Code, provided notice of request for relief is made in writing within two business days after opening the bids.
  12. When a contracting officer intends to award a sole-source procurement (as defined in Section 515 of the Commonwealth Procurement Code.
  13. Procurement Code) above the bid threshold; or intends to make an emergency procurement as defined in Section 516, a copy of the written determination will be forwarded to University legal counsel for review prior to award of contract. All sole-source requests shall be posted for 30 days.

**PLEASE NOTE: Direct Payment Requests are not requisitions and are not handled by the Purchasing office. Please direct all Direct Payment Requests to Accounts Payable in the Accounting Office.**

### **5.3.4 Vendor Approval Process**

Before you begin entering your requisition, check your budget balance. Look up your SAP Vendor ID using Transaction ZM08 in the SAP system. If there is no vendor listed, a new Vendor ID must be created.

It is required that any new vendor be submitted to Purchasing for approval. Purchasing will approve the vendor and return an ID number to you. Vendor ID request forms can be obtained by downloading the form from the Purchasing Department's website. Once completed, please submit the Vendor ID request form along with a valid W-9 to [purchasing@millersville.edu](mailto:purchasing@millersville.edu).

Typically, vendor ID#'s will be issued within 2-3 days of receipt of a completed Vendor ID request and W-9.

### **5.3.5 Unauthorized Purchases**

Any purchases made by departments without prior approval from the Purchasing Department are considered "unauthorized purchases". The University does not assume responsibility for these commitments. Department use of the University Direct Payment Form (DP), Procurement Card and Petty Cash procedures are exceptions to this and are considered authorized purchases in accordance with the guidelines set forth for the use of each of those mentioned.

Direct Payment Forms are the responsibility of Accounts Payable and Petty Cash is the responsibility of the Office of Student Accounts.

## **5.4 General Information**

### **5.4.1. Pre-Planning for Department Needs**

It is critical to plan well in advance of the department's needs and enter requisitions so as to allow bidding to be done (when applicable), a purchase order issued and allow the vendor time to secure delivery from the suppliers and ship to the University.

Departments should monitor requisitions that have been entered and are pending action for prolonged periods. These requisitions should be cancelled to free up budget monies and keep only those documents that are current and are to be processed by Purchasing.

#### **5.4.2. Use of Public Funds for Various Expenditures**

This policy will be used by the University Purchasing Office as it audits purchase orders and claims for payment. It is important to establish what is meant by public funds. Public funds are those dollars that are spent from normal University departmental accounts. (Cost centers). These dollars are products of public taxes, student fees and University revenues and as a result must be used with great care. Funds from grants or contracts with the Federal or State Government are considered Public Funds. As a general rule, public funds may be used for necessary costs involved in carrying out the University's programs. The following will clarify types of expenditures that may be of particular concern.

**Holiday Receptions** – Public funds may be used for all costs (other than the cost of alcoholic beverages) involved in the President's official holiday receptions. Public funds may not be used to pay for other Faculty and Staff parties held at either on or off-campus sites.

#### **5.4.3. Purchase Prohibited by University Policy**

**Flowers, Gifts, or Seasonal Decorations** – Normally the purchase of flowers or seasonal decorations may not be purchased from public funds. There are some exceptions, for example, purchase of flowers for the decoration of the stage at commencement or for other major public functions. However, flower arrangements, holiday cards, expensive desk accessories, briefcases, or to fund personal celebrations of the faculty or staff (sickness, birthday, deaths, retirement functions and/or gifts, etc.) or other similar items is prohibited. Such items are considered personal items.

**Coffee** – Coffee itself, coffee makers and coffee services are general personal expenses and not chargeable to public funds. However, coffee may be purchased from public funds for large events or large meetings involving either guests from outside the campus or a cross section of the campus community.

**Water** – Bottled water is considered a personal expense and not chargeable to public funds.

**Microwave ovens and refrigerators** – The University does not provide these appliances for normal office settings. Depending on the circumstances, a refrigerator or microwave oven may be purchased for a public lunch area in large building. A public lunch area is an area open to all employees.

**Gift Cards** – Gift cards may be purchased at a nominal value (**not to exceed \$25.00**) to recognize student achievement, **only**. The person receiving the gift card must complete an acceptance form, and provide a W-9. Visit the purchasing website for the Gift Card Acceptance Form.

**Alcoholic beverages** – Under no circumstances may alcoholic beverages be purchased

with public funds. Any questions concerning this policy should be directed to the Director of Purchasing at extension 4184.

#### **5.4.4. Gifts and Gratuities**

All University personnel will refrain from accepting any gifts, gratuities, or entertainment from vendors doing business with the University or wishing to do business with the University. A bigger discount should be applied against the order instead of a gift offer.

#### **5.4.5. Small Dollar Purchases**

Departments have an efficient method of transacting small dollar purchases through the use of University credit cards (P-cards). This process allows purchases to be made within pre-established limits. In certain limited circumstances a Direct Payment Request (DP) may be used.

#### **5.4.6. Procurement Procedure for Copiers**

Contact our Ricoh representative and arrange for them to come by and assess your needs. We HIGHLY recommend you consider a multi-function device: printer, fax, scanner, and copier.

### **5.5 Conflict of Interest**

The State Adverse Interest Law, 71 P.S. §776.1 et seq., prohibits employees from being parties to contracts with their employing agencies. Therefore, it is not possible for the University to purchase items from employees, to sell items to employees, to pay a use fee to an employee (e.g., rental fee for use of equipment), or to enter into any other contractor arrangement with an employee.

*Purchases by the University of any goods, supplies, etc. from a vendor where a University employee has an active interest, holding, etc. are prohibited.*

### **5.6 Receipt of Goods and Payments**

#### **5.6.1. Incorrect or Damaged Items**

Refer to the "Reference Manual for Requesting Services from the Inventory/Materials Control Department, July 1999).

All shipments of goods should be checked immediately upon receipt to verify whether the correct item(s) has been shipped and to determine whether the goods are damaged and/or operate properly. All problem situations should be reported in detail to the University Receiving Department. Returns to vendors should be forwarded to the storeroom for shipping. A Return Material Authorization (RMA) should be supplied with the original packing so the storeroom can expedite the shipment. Call Receiving x7137 for assistance. Purchase order number and vendor name should be among the details furnished to the Receiving Department. Containers, packaging materials, boxes, etc., should be kept for any item that may need to be returned. Failure to do so may lessen the university's claim.

Acceptance of a return by the vendor is by no means automatic and a restocking charge may be incurred. The charge, along with freight charge, would be assessed to the requisitioning

department.

### **5.6.2. Expediting/Order Status**

Departments should communicate with the vendor directly for the purpose of checking on the status and/or delivery of goods and and/or equipment. When doing so, provide the vendor with the university purchase order number to facilitate answering your questions. Departments shall not attempt to make changes of any type to a purchase order except through the University's Purchasing Department. Such changes shall be sent to Purchasing in written form.

### **5.6.3. Special Procurement Items**

All requests for air conditioners, carpet, blinds, draperies, etc. that are building associated shall be approved by the Associate Vice President of Facilities. Construction, renovation, etc. shall be requested and approved directly through the Facilities office.

### **5.6.4. Payment of Invoices**

The University has a responsibility to its vendors to pay invoices promptly for goods and services received. Vendors are instructed on the purchase order to submit their invoices to the Accounts Payable area in Accounting. Invoices or any receiving documents that are provided by the vendor to a University person who personally picks up an item(s) shall submit such paper work immediately to Accounts Payable. The person's signature, date, and "Received" shall be placed on the paper work to certify the goods have been received. Departments using the Direct Payment Request Form (DP) should advise vendors to forward the appropriate invoice to them.

### **5.6.5. Report of Lost, Stolen, and Damaged Property**

It will be the department's responsibility to submit a report of lost, stolen, or damaged property to the Director of Purchasing immediately after discovering the incident. Reporting should include the capital asset, tag number(s) of any equipment, cost, description and all details associated with the item and the loss. The departments Capital Asset Inventory (CAI) listing will aid in completing this chore. A current listing is available through the Palmer Receiving department personnel. Purchasing will confirm whether insurance will cover any of the losses or damage. In theft situations there is a \$5,000 deductible for each occurrence. Therefore only the value about that amount is potentially reimbursable.

## **5.7 Trade-In of Equipment and Surplus Equipment**

Departments may declare equipment surplus. Any equipment that is declared surplus can be used as a trade-in against the purchase of similar equipment. This is an efficient way of getting rid of excess equipment. Any trade-in value would be deducted from the purchase of any new equipment. To accomplish this the department should enter the appropriate description in an on-line requisition including brand, model number and MU tag number of the item to be traded. This would be entered in line item text under the description of the item that is being ordered to replace the existing equipment. After invoice for the new equipment is paid the surplus equipment will be removed from the department's capital asset inventory.

### 5.7.1. Surplus Procedures

Departments may declare items surplus that are no longer serviceable, obsolete, no longer needed, etc., by completing a Request for moving Furniture or Equipment form and forwarding it to Purchasing. These items will normally be offered to other campus departments before being offered for sale to the public. These items will normally be direct from the location in the department where the equipment is stored so as to eliminate excess handling. All surplus items will be handled by the Purchasing Department and disposed of through a bid process. Only the University Purchasing Department has the authority to dispose of University property. Surplus items cannot be donated or given to another organization or individual nor can University employees bid on or purchase University surplus property.

### 5.8. Training

Group training sessions that provide a hands-on learning approach are provided periodically by the Purchasing staff. One-on-one training can be scheduled by emailing [purchasing@millersville.edu](mailto:purchasing@millersville.edu).

### 5.9. Payment/COD

It is not the general policy of the University to pay for goods, services, etc., until those goods or services have been received. Memberships and subscriptions are exceptions to this rule and will generally be prepaid after receipt of invoice/renewal notice from the department attached to the Direct Payment Request Form. Direct Payment Forms are the responsibility of Accounts Payable. If a purchasing card is used for memberships and subscriptions, the receipt or invoice will be uploaded on the credit card vendor's on-line system and signed off.

### 5.10. Maintenance/Service Repairs on Department Equipment

To initiate or renew maintenance contracts on instructional equipment, the faculty department chairperson should send the request to his dean, who will make a recommendation to the provost. If the provost approves, notification will be sent to Purchasing Office and copied to the dean, and funding for the contract will be transferred to the department from the Academic Affairs Maintenance & Repair budget.

## 6. Sustainable Purchasing

It is Millersville's preference to purchase goods and services that minimize harmful effects to human health and the environment from their production, transportation, use and disposition. Environmentally-preferred products and services should be used whenever the product or service is comparable in quality, availability and price. Environmentally-preferred products and services have a lesser or reduced impact on the environmental over the life cycle of the product or service when compared with competing products or services serving the same purpose. Environmental performance considerations include, among other things: the reduction of greenhouse gas emissions and air contaminants; improved energy and water efficiency; reduced waste and support of reuse and recycling; the use of renewable resources; reduced hazardous waste; and reduced toxic and hazardous

substances. Please contact Millersville's Office of Sustainability for additional information regarding environmentally-preferred purchasing practices.