Our Goal

- Purchase the best quality of goods and services at the lowest possible price.
- Seek competition whenever possible.
- Purchase from the responsible vendor with the low bid meeting specifications.
- Keep records open and transparent.
State Funds

Items purchased with State funds are State property and need to remain with the University after employment terminates.

i.e., iTouch, laptop, etc.
Approval Prior to Purchases

- Technology related orders require approval from TCS.
  a. Adherence to Network Architecture
  b. Adherence to Security
  c. Early input from TCS is recommended
- Promotion or Publicity orders require approval from Marketing and Media Relations.
- Appropriate departmental approval.
Tech/Marketing Purchases Put on BPC

Department creates purchase order for BPC purchase

Department sends purchase order to Purchasing for review

Purchasing sends approved purchase order back to the department for ordering

After review and approval, Purchasing assigns purchase order number

Purchasing sends approved purchase order to TCS/Marketing for review and approval
Bid Process

- Orders shall not be split to avoid the formal bid process.
- Never disclose quoted prices to another vendor.
- Do not establish specifications in a manner to exclude any responsible bidder.
- If the low bid isn’t accepted, justification must be submitted to Purchasing.
Flow Chart

Thumbnail Summary of Purchase Process at ESU - Purchases Under $5,000

ITEMS < $5,000
If using a State Contract
If not on State Contract
If on State Contract and not using
If you wish to maximize department's purchasing power

Additional Bids Required
0
1
2 (additional bids)
3

*Approval Requirements
Less than $1,000
$1,000 to $4,999
$5,000 or greater
Authority assigned by Dean, Chair, or Director
Dean, Chair, or Director of Department
Dean or Vice President of Department
Informal Bid Process

-Purchases totaling up to $4,999.99.
-Use quote number when contacting vendor.
  Use org number, fiscal year, and sequential number.
  i.e., 6040-1101.
-Verify shipping and payment terms.
Formal Bid Process

- Purchases totaling $5,000 and over.
- If bid from informal bid process has been submitted, it will not be transferred to formal bid process.
- Bids with an anticipated total of up to $25,000 are posted for 3 business days.
- Bids with an anticipated total $25,000 and above will be posted for 7 business days.
- After the bid closes, departments will receive bid responses from Purchasing.
- Tax clearance must be met by vendor before bid can be awarded.
Contractual Authority

All awarded bids or purchases resulting in a contract, including click-through agreements, must be reviewed and signed by an ESU official with contractual signature authority for the University.
Contract Highlights

- Definition of a contract
- Fully executed contractual agreement prior to receipt of goods or services
- Signature authority
- Risks
- Procedure for contract execution
- New “Contract Approval Form”
Other Information

- Local Staples roll out
- BPC use
- eway.com
- State Use catalog
- Cartridge King
- TECH and KETCH
- W-9 forms
Travel Advance Policy

- Travel Advance for State Employees
- Promissory note
- Two vouchers must be prepared
- Direct deposit