
A. General Concepts

- (1) Purchases shall be made in a manner which supports and facilitates the competitive proposal process and selection of the lowest responsive and responsible bidder taking into account relevant factors such as but not necessarily limited to location of the supplier (favoring local suppliers if all other factors are the same), reputation or past experience with the supplier.

- (7) Purchases from UEI employees, CSU staff or faculty of items for resale shall be certified as to their competitive value by the appropriate department head and be approved by the appropriate dean or UEI management.
- (8) No UEI Board member, employee, or CSU employee by virtue of their position, will personally derive any benefit, gain or receive preferential treatment in connection with the purchase of goods or services.
- (9) Employees failing to follow the purchasing policy or procedures may be assuming a personal liability for payment to the vendor and may be subject to appropriate disciplinary action.

B. Regulations

The following regulations apply to all purchases: 23Tw sEw [(p)13.6sese9 (2w [(p)13.6s)3DIt (n)0 g /T1_

- (c) Purchase Orders are required on all purchases ~~more~~ \$5,000 and approvals required in the purchase requisition shall document the authorization requires noted in Section 3).b).(2).(b) above.
 - (d) Standing purchase orders may be used for routine, repetitive purchases from the same vendor. Standing purchase orders may not be used to purchase equipment or to circumvent this policy statement.
- (3) Other provisions
- (a) Utilization of a purchase card ~~must~~ be used in accordance with UEI's Business Card Guidelines. Any exceptions to purchase card uses outside of the allowed uses under this policy require the approval of the CFO prior to the purchase taking place.
 - (b) The following transactions are excluded from the requirements of this policy
 - (i) Employee related costs (i.e., benefit and other employer funded program) that are previously approved by the Budget and Finance Committee.
 - (ii) Legal and auditing services are not subject to these requirements.
 - (iii) Utilities (i.e., electricity, phone, water, steam, etc.)
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