Purchasing Policy and Procedure

Mission Statement

The mission of the Purchasing Office is to procure the highest possible quality of goods and services for the University at the lowest possible cost. We aim to support the teaching and research functions of the institution as well as to provide the commodities and services needed to enhance the quality of student life on the campus. We assist departments in identifying problems and finding the best solutions within budgetary constraints.

To accomplish our mission, certain guidelines and procedures have been established. These procedures must be adhered to in order to ensure budgetary control over University resources, compliance with applicable federal, state and local government regulations, maximum value for funds being expended and adequate testing and inspection of purchased materials.

Authorization Limits

1. Departments have direct departmental purchasing authority for purchases up to $1,000.00 and may be made with the vendor using a departmental purchase order (DPO, see example) or a purchasing card (P-Card).

   Exceptions:
   - Departments are not authorized to make capital equipment purchases regardless of the amount. (See Equipment Purchases and Sales under the Fiscal Affairs Policy link www.trinity.edu/departments/fiscal_affairs/fapolicy/purchnsng/eqpurch.htm#AN 2
   - Computer and related times: All DPO’s for computers, software and related items (printers, scanners, monitors, etc.) from all areas of the University must be processed through and approved by the director of Information Technology Services (ITS).

2. Purchasing Card: For purchases $1,000.00 or less the purchasing card is the preferred method of payment. The purchasing card program is designed to streamline the order of and payment for purchases of $1,000.00 or less in total cost. Other forms of payment including invoice billing, check requests and petty cash transactions should be used only when payment by a purchasing card is not accepted by the vendor.
3. All orders exceeding $1,000.00 must be processed through the Purchasing Office on a departmental purchase order so that a purchase order (PO, see example) can be issued. (Refer to Department Purchase Order Preparation, number 4 below)

4. Exceptions to the $1,000.00 limit are reimbursements, honoraria, services (i.e., architects, printing, contractors), travel and others as approved by the Vice President for Fiscal Affairs.

Approval Process

1. Under $1,000.00: The chair or director will approve the DPO by signature and date. The principal investigator's signature is also required to expend funds from a grant. Some divisions of the University and some specific accounts may have additional requirements regarding signature authority.

2. Over $1,000.00: The chair or director will approve the DPO by signature and date. The principal investigator's signature is also required to expend funds from a grant. Forward DPO to the vice president for approval.

Department Purchase Order Preparation

1. Purchases for $1,000.00 or less: The DPO is to be completed at the time the order is placed, indicating the vendor's name and address, amount to be paid, and a full description of the items being purchased. If freight is to be paid, note the amount or an estimate on the DPO. "Per invoice" or "Per attached" is not an acceptable description.

2. If the cost of merchandise is unknown, send a fax to Ext. 8229 or email the Purchasing Office at purchasing@trinity.edu specifying exact requirements and suggested source if known. The Purchasing Office will obtain a quote and advise the department.

3. Orders placed directly with the vendor by phone or in person must be assigned a DPO number at the time the order is placed. Instructions must be given to the vendor to cite this number on all invoices, packing slips and correspondence pertaining to the order. Request that the merchandise be shipped to: Trinity University/Central Receiving, 607 Kings Court, San Antonio, TX 78212. The DPO must be processed as soon as practical and the "Yes" box marked on the DPO so that the order will not be duplicated. If this box is not marked, it is assumed that the order has not been placed and the Purchasing Office will place the order. If duplication occurs, it will be the sole responsibility of the department to contact the vendor to return the merchandise and for any fee associated with the return.
4. Purchases over $1,000.00: The DPO is completed indicating the preferred vendor's name and address, full description of the merchandise and price if known. If the department has received a quotation, attach to the DPO and forward to the appropriate vice president for approval. The vice president's office will forward the approved DPO to the Business Office. The Purchasing Office will ensure that the DPO has the appropriate approvals; the best price is obtained and places the order.

5. Blanket Purchase Orders: If a department has recurring charges with a vendor that does not accept the purchasing card, a blanket order may be issued to the vendor. A blanket order is an authorization for Accounts Payable to pay invoices, as directed by the department, to a vendor without the need to process a DPO for each invoice. A blanket order may cover a period of 6 to 12 months, up to $1,000.00. Complete a DPO indicating the vendor's name, address and estimated amount for the period with a description of the merchandise to be purchased or services to be rendered. Indicate that the order is to be processed as a "BLANKET ORDER". Purchasing will process the DPO as a blanket order using the DPO Number as the blanket number. When merchandise or services are requested from the vendor, the DPO number preceded by a "B" is given as the purchase order number. For instances, if the blanket order number is 3123456 then the vendor is asked to cite B3123456 on their packing slip and invoice.

6. Chemicals and/or hazardous materials: A copy of the DPO must be sent to the University Safety Coordinator.

7. Reimbursement: The individual's full legal name and social security number must be entered in the vendor area of the DPO. All original receipts must be attached. These DPO's are processed by Accounts Payable and not the Purchasing Office.

   - Business related entertainment expenses must include the names of all guests, the business affiliation of each guest, and the business purpose of the expenditure.
   - Mileage requests must include the beginning and ending odometer reading.

8. Relocation (Moving) Expense Reimbursement: DPO's for reimbursement of moving expenses for newly hired faculty (as approved by the Vice President of Academic Affairs) are initiated by the department and processed by the Purchasing Office. (Refer to Convenience Copy Center, Other Services, section D - Employee Moving Allowances)

9. Honoraria (Guest Speakers): The individual's social security number and address must be in the vendor area of the DPO and a letter of engagement must be attached to the DPO.

10. The director or chairperson or designee must sign the DPO.

   - Up to $1,000.00: Forward to Business Office/Accounts Payable.
- Over $1,000.00: Forward to the appropriate vice president.

11. The department copy of the DPO will be detached and retained in the department file copy. If merchandise is to be delivered directly to the department by the vendor, note on the DPO and retain receiving (gold) copy. When merchandise is received, sign the receiving copy and forward it to Purchasing.

12. If the department picks up the merchandise and invoice before processing the DPO, the receiving copy must be signed (leave attached) and forward all copies of the DPO to the Business Office.

13. If the department receives the merchandise directly from the vendor after the DPO has been processed, notify Central Receiving at centrec@trinity.edu, giving the vendor's name and the DPO number so that the order can be accepted on the university's data base system.

14. All invoices received directly by the department must be sent to the Business Office/Accounts Payable

15. A department may be assessed a $15.00 processing fee by the Business Office if an invoice is received in Accounts Payable and a corresponding DPO has not been processed by the department.

16. Trade-in or exchange of university property must be approved by the appropriate vice president prior to making the commitment. The trade-in or exchange must be noted on the DPO and must include a full description, the University asset number and the value received from the vendor.

17. Orders totaling $25,000.00 or more must have a minimum of three documented bids or justification for sole sourcing. Departmental staff may solicit bids or request that the Purchasing Office do so by providing detailed specifications of the product(s) being solicited. (Grants may stipulate specific purchasing requirements. Contact the Office of Sponsored Projects or Business Office/Grant Accounting for specific grant requirements.)

18. Conflict of Interest: Any actual or perceived conflict of interest by either the person initiating the request for goods or services or by an individual approving the request must be disclosed to the Purchasing Office prior to a commitment to purchase goods or services. This includes, but is not limited to, any circumstances which may provide financial gain to the University employee or a member of his or her family or household or to a business partner.
University Surplus Property

Policy

Trinity University is committed to ensure that all of the University's physical assets are used in a most effective manner. The University will dispose of assets by means of an annual sale to the university community or donations to non-profit agencies. For additional information reference the Fiscal Affairs Policies and Procedures for property management:  http://www.trinity.edu/departments/fiscal_affairs/fapolicy/facility/prop_mgmt.htm#TOP

Purpose

The purpose of this policy is as follows:

- To encourage identification of University assets that are no longer required by the present user or department;
- To ensure applicable taxes are collected at the time of disposal or transfer of title of the asset;
- To obtain maximum benefit from the University assets which are considered to be of no further use to the present user or department, by optional use internally, trade-in on new purchases or sale to outside parties;
- To document the transfer of sale of University assets; and
- To ensure that the University community is made aware of availability of useable equipment or furnishings.

Scope

This policy applies to physical assets of Trinity University.

Responsibility

The disposal of movable University assets shall be the responsibility of the Purchasing Office. The Director of Purchasing may delegate his or her decision-making authority to another person within his or her area, while retaining functional authority.

General

Surplus assets include furnishings and/or equipment originally purchased with the following:
• General operating funds;
• Capital equipment funds;
• Miscellaneous funds;
• Research grant funds which are now lapsed, excluding items purchased with Federal funds;
• Donated property; or
• Any other funding.

Procedures

Complete an Equipment Transaction form T U 006 for all university assets that are no longer needed. Refer to: http://www.trinity.edu/departments/fiscal_affairs/fapolicy/general/forms/equiptrn.htm#TOP. Instructions and distribution of copies are detailed on the form.

Distribution of Surplus Property

1. Surplus computers and all related computer equipment WILL NOT be sold to the campus community due to security and software licensing legalities. All computers and computer related equipment will be returned and processed through the Dell Recovery Program.

2. The Purchasing Office will determine the distribution of surplus assets based on the overall condition. Any pertinent comments concerning the condition of the asset should be included on the T U 006 to aid the Purchasing Office in their determination.

3. Surplus items in good condition will be made available to other campus departments or offices. Contact the Purchasing Office for requests.

4. Remaining items may be sold to the campus community through a surplus sale or donated to a United Way approved non-profit organization.

5. Trade-in or exchange of University property must be approved by the appropriate vice president prior to making the commitment.

6. The sale of surplus property to other entities must be coordinated through the Purchasing Office before making the commitment.

7. Collection of Sales Tax:

• For-Profit Entity inside the State of Texas; Collection of state taxes is required unless the purchase is for resell at which point a Texas Resale Certificate is required.
• Entity from outside the State of Texas; No sales tax collection is required unless a representative of the entity picks up the property at Trinity.
• Non-Profit Entities; No collection of state taxes is required but the entity must furnish a Tax-Exempt Certificate.
Central Receiving

Purpose

Central Receiving is responsible for the receipt of materials and supplies, shipping of materials and supplies and processing of damage claims for the University arising from Purchasing Office transactions. The Purchasing Office is responsible for all aspects of Central Receiving operations.

Receiving

Purchase order purchases: After receipt of material and completion of inspection using the SC Logic Scanning System, Central Receiving will deliver to the requesting department or individual and obtain a signature on a scanner. The DPO will be marked as the items are received from the vendor. The DPO receiving copy will be utilized in accepting the item(s) on Datatel. In the case of oversize packages, Central Receiving will process a work order for Physical Plant delivery.

P-Card purchases: Upon receipt of material, Central Receiving will deliver to the requesting department or individual and an acceptance signature on the scanner is required. Only the exterior packaging will be inspected for possible freight or shipping damage. It is the responsibility of the requesting department to inspect the contents, verify merchandise ordered and received and ultimately contact the vendor with any discrepancies.

NOTE: The Central Receiving warehouse has limited facility space. We can not store nor hold merchandise for departments.

Returns and Shortages

Departments that place an order under $1,000.00 (with DPO or P-Card) must notify the vendor directly when material is received in error, is defective, or in any way not acceptable. The department must request a Return Authorization (RA) number from the vendor. Once the return has been authorized, contact Central Receiving by email at centrec@trinity.edu or call Ext. 8291 for pick up of items to be returned. All packages must be sealed and all pertinent information, including the RA number must be communicated to Central Receiving for processing of the return shipment.

On orders over $1,000.00 notify the Purchasing Office of any returns or shortages. The Purchasing Office will contact the vendor and request a RA number.
Freight Damage

Central Receiving will inspect for obvious damage, irregularities, or discrepancies while accepting delivery from the freight company. The requesting department is responsible for notifying Central Receiving, by phone at Ext. 8291 or email centrec@trinity.edu immediately if damage, an irregularity or a discrepancy is noticed or occurs after delivery of merchandise to the department by Central Receiving. This notification should include:

- Vendor's name
- Date received
- Item(s) damaged
- Condition of shipping container upon receipt

PLEASE NOTE: All damaged materials should be preserved in the original container and state until Central Receiving issues instructions for disposal. Before a claim can be filed, an inspection by the carrier is made of the packaging. It is the responsibility of the requesting department to determine the liability for damaged materials, arrange for filing claims and to initiate the request for replacement. Central Receiving is available to assist in processing these claims.

Outgoing Shipments

Central Receiving can help with outgoing shipments via UPS, FedEx, or other freight companies. Contact Central Receiving at Ext. 8291 for further information. For each outgoing shipment the following information is required:

- Name of vendor and/or individual with complete address
- Method of shipment (i.e., UPS, Federal Express, Truck, etc.)
- Value of shipment and amount of insurance required
- Departmental account number to be charged for shipping expenses
- Any special packaging required (sensitive equipment, special handling, etc.)

International Shipments: The sender must provide content information and dollar value of the shipment. Complete the required form or provide the information to Central Receiving. Contact Central Receiving at Ext. 8291 or centrec@trinity.edu for instructions.

NOTE: The Central Receiving warehouse has limited facilities available for packing and shipping of outgoing material. Special arrangements must be made for oversized shipments or for shipments that will not be picked up by the freight company within one workday.
Equipment Purchases and Sales

There are certain procedures and restrictions placed on capital equipment purchases made throughout the year. Each year the University budgets specific funds for equipment purchases. These are explained in the following sections.

Annual Capital Equipment Process

Policy and Procedures

For Capital Equipment Purchases

Revised June 1, 2004

Policy

Annually, at a time designated by the President, departments may request funding for items of equipment (except office computers and printers) that are needed to accomplish their assigned mission. Items must cost at least $500.00.

Procedures

There are certain procedures and restrictions placed on equipment purchases. Each year the University budgets specific funds for equipment purchases.

Request Procedures:

- Requests for all capital equipment purchases with a cost of $500 or more must be submitted for approval to the director or appropriate vice president with final approval given by the President. These requests are to be submitted in priority order, and must include a justification of need, equipment specifications and item cost.

- Once approved by the President, the Office of Fiscal Affairs will send the approved equipment list to each respective Vice President. Once notified, departments will issue a DEPARTMENT PURCHASE ORDER (DPO) for their equipment purchase and forward it to the Business Office/Accounts Payable. The Business Office will route these DPO's to the Purchasing Office who will place the orders and ensure that the items are approved; the best price is obtained, and are charged to the appropriate account number. (Individual departments are not to make these purchases. They may recommend a vendor to the Purchasing Office.) Any costs above the approved item amount are charged to the appropriate department account. The Purchasing Office will inform the Inventory Coordinator of all equipment purchases.
• Departments are not allowed to make substitutions to the equipment items approved. If departments wish to purchase something other than what has been approved, they will need to make a case for such change to the appropriate vice president who will seek approval from the President's Office.

• Capital equipment savings under $1,000 can be allocated toward additional capital equipment purchases for that department or program upon approval of the appropriate vice president. Savings exceeding $1,000 must have the approval of the President.

• Departments should initiate their equipment purchase orders with sufficient time to ensure that equipment is received before the end of the fiscal year (May 31).

• All requests for replacement of office computers or related equipment (such as printers, monitors, etc.) from all divisions of the University will be processed through the Office of the Vice President of Information Resources and Administrative Affairs and, if approved, will be funded from a central computer replacement account.

Send these requests through the requesting office's vice president directly to the Director of Information Technology Services. Upon approval of the Vice President for Information Resources and Administrative Affairs, Information Technology Services will place the order.

**Procedures for Expending Start-up Funds**

Before spending start-up funds, an itemized and complete list of start-up fund equipment must be sent to the Office of Academic Affairs. After this list is approved, allocated funds may be spent by sending appropriate DPO's to the Office of Academic Affairs. The Office of Academic Affairs will check each order against the start-up funds list, provide the account number and then send the DPO to the Business Office-Accounts Payable.

In the case of purchases of computers or computer-related equipment, prices should be checked with the Director of Hardware/Software in Information Technology Services before completing the DPO. After the Office of Academic Affairs has approved the order, the DPO will be sent to Information Technology Services for approval.
If you wish to change your itemized list of star-up funds equipment in any significant way, you must send a revised complete list to the Office of Academic Affairs for approval.
CONVENIENCE COPY CENTER

A. PURPOSE

Convenience Copy Center provides economical, readily accessible copy machines for use by faculty, staff and students. Machines are located throughout campus, as dictated by usage in specific areas or buildings.

The Purchasing Office is responsible for all operation aspects of the convenience copy system including: repair and maintenance, supplies (i.e., paper, toner, etc.) upgrades, new purchases and placement of all machines. Service of any machine is obtained by calling the Purchasing Office (Ext. 5400) or by email copierservice@trinity.edu. For supplies, place order by logging in to: http://www.myschoolbuilding.com.

1. Departmental Print Card

Departments can also print on campus using a print card issued by the Tiger Card Office. This card can be used in all computer labs for printing and in public use copiers located in the library. An individual or department may request funds be added to their copy/print card via email tcrd@trinity.edu or by calling the Tiger Card Office Ext. 7885. The card has a charge limit and departments will be billed monthly for the amount of copies made.

There are several ways for students; staff members or guests to add cash value to their Tiger Bucks account.

- **Value transfer stations:** Located at three locations: Library (behind Java City), Thomas/Lightner and Murchison Halls. Instructions for use are posted at each station.
- **Online:** Individual card holders may add additional copies online at www.tigerbucks.com with a personal credit card.
- **E-mail:** Request additional copy credit by emailing the Tiger Card Office (tcrd@trinity.edu). Departments are charged at month end and the charges are reflected on the department’s monthly budget report.
- **University guests may purchase a copy/print card (CUB Card) from a VALUE TRANSER STATION for copying at public copy machines in the library or to print from a local computer. For more information contact the Tiger Card Office at Ext. 7885 or email tcrd@trinity.edu.

2. Copier access codes

Access codes can be assigned to departments for departmental use. The code is usually a 5-digit number assigned by the Purchasing Office. Access codes can be
requested for the department or for each individual in the department. Copy machines that are programmed to accept access codes will prompt the user for a code in order to activate the copier. Monthly meter readings for each copier will indicate each assigned code usage. Departments are charged at month end and the charges are reflected on the department’s monthly budget report. Access code charges and the print card charges are separate.

3. Copier Replacement/Upgrade

A department may request a copier replacement or upgrade. Certain criteria must be met for consideration of replacement or upgrade.

- Age of copier.
- Total copies made over the life of the copier.
- Problems with copier – unreliability such as increase in number of paper jams, breakdowns and constant calls by a service technician.
- Monthly volume has increased or decreased
- Location and number of departments (one or more) using the copier
- Upgrade features include collating, stapling, sorting, faxing, networking etc.

OTHER SERVICES

A. CAMPUS VENDING

Most vending and laundry machines have a card access system (Tiger Bucks). To purchase campus vending a student or staff member may go to the Business Office/cashiers area, the Tiger Card Office or online at www.tigerbucks.com and add tiger bucks to the ID card. Every ID card allows a student or staff member to purchase products with their Trinity University ID Card (the Tiger Card as it is now called) once Tiger Bucks have been purchased.

1. Soft Drink Vending

Soft drink vending machines are located throughout campus. All machines accept cash and some have the option to use Tiger Bucks. To report technical problems or request re-fills please call our service line at Ext. 5400, provide the TU number (a 3-digit number located in front of the machine) and state the problem or text info from your cell phone to: purchasing@trinity.edu
2. **Snack Food Vending**

Snack food vending machines are located throughout campus. All machines accept cash and some have the option to use the Tiger Bucks. To report technical problems or request re-fills please call our service line at Ext. 5400, provide the TU machine number (3-digit number located in front of the machine) and state the problem or text info from your cell phone to: purchasing@trinity.edu

3. **Washer/Dryer Vending**

Washers and dryers are located in all resident halls. Machines operate with Tiger Bucks or cash. To report technical problems with laundry equipment please call the service line at Ext. 8413 and report the problem. Please provide the TU machine number (2-digit number located on the machine) and state the problem or text info from your cell phone to: purchasing@trinity.edu

**B. TYPEWRITERS**

Maintenance on typewriters is handled by the Purchasing Office. Departments must provide information to the Purchasing Office concerning the purchase of new typewriters so that the new typewriter can be added to the maintenance contract after the original warranty expires. Please call our service line at Ext. 5400 to report technical problems with typewriters.

**C. EMPLOYEE MOVING ALLOWANCES**

The Purchasing Office is notified by the vice president’s office of newly hired employees who have been approved to receive a moving allowance. The Purchasing Office will send a follow-up welcome letter to the new employee and confirm the approved allowance amount.

The Purchasing Office has budget oversight for the moving account and is responsible for approving all moving reimbursement requests submitted by an individual or department. For additional information concerning the moving allowance policy please reference the Fiscal Affairs Policy link: http://www.trinity.edu/departments/fiscal_affairs/fapolicy/personnel/movingplcy.htm#Moving