



## **1. PROCUREMENT ORGANIZATION AND RESPONSIBILITIES**

### **1.3 COMPETITIVE SEALED BIDS**

Competitive sealed bids are required for purchases that meet or exceed \$75,000. The Procurement Office will initiate the Invitation to Bid (ITB) or Request for Proposals (RFP) as necessary based on the type of purchase and must meet public notice requirements. The requisitioning department is responsible for defining quantity, specifications, delivery date, and all other pertinent information essential to proper purchase and may assist in determining the lowest responsible bidder when required. The requisitioning department should also suggest sources, when known, especially for unusual or unique items.

Analysis of bids is a means by which the total cost of ownership of the goods or services is determined. It is the responsibility of the Office of Procurement to issue, control, and analyze supplier bids/quotations/proposals and recommend an award strategy. Awards resulting from a competitive bid must be approved by the Director of Procurement (u)-3 (re)-1 (i)-2ce reisinimpo5(e)4 (t)07nim



## **2.2 BLANKET PURCHASE ORDERS**

Blanket purchase orders are processed in the same manner as regular Banner purchase orders and are issued to suppliers for expendable supplies and services where the unit price of the item(s) or service(s) has been established from a bid, a contract, or a procurement agreement. Blanket

### **3. REQUEST FOR PURCHASE ORDERS**

#### **3.1 REQUISITION TO PURCHASE ORDER PROCESS**

*The purpose of this section of the manual is to explain the major steps in the procurement process. It is suggested this section be reviewed before completing a Banner Purchase Requisition. If any steps in the process are unclear or if circumstances are unusual please contact the Office of Procurement (x4206) for assistance.*

Expenditures for supplies, equipment and services valued at \$500 or more require a University purchase order unless authority was provided for an alternate means of procurement. Some expenditures may be allowable with a University Purchasing Card, refer to the website for policy review <http://www.una.edu/purchasing> .

The following represent the basic steps in the general procurement process:

#### **A. Banner Purchase Requisition**

1. Requisitioner completes an electronic purchase requisition via the Banner System or within UNA Self Service Portal and it is printed for signatures. The requisition should

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### **3.2 CANCELLATION OF ORDERS**

A purchase order is a binding contract between the University and the supplier. Caution must be taken when canceling an order. Any request to modify or cancel an order or contract should be directed to the Office of Procurement in writing. The Office of Procurement will then act, in cooperation with the department, in the best interest of the University and advise all parties accordingly.

Each department / cost center shall designate a person as its contact person or equipment clerk who will provide assistance in all equipment matters covered by this policy. The assistance may include, but not be limited to, the following duties:

- a. Assisting the Procurement Inventory Analyst in locating, accessing, and tagging equipment;
- b. Verifying equipment inventory lists;
- c. Reporting donations or other acquisition of equipment not processed via a UNA Purchase Order.
- d. Reporting all relocation of equipment from one permanent location to another;
- e. Reporting equipment transferred to another department / cost center; and
- f. Reporting lost, stolen, or broken & scrapped equipment.

The department / cost center head and “Accountable” person will be responsible for:

- a. Responding to equipment audit findings; and
- b. Enforcing the UNA equipment policy

#### **4.3 EQUIPMENT ACQUISITIONS**

For purposes of equipment inventory and reporting, UNA capital equipment information is maintained by the Procurement Inventory Analyst in the University ERP system, Banner. Capital equipment purchased by the University is identified as such through the Purchase Order data entry process. At that time capital items are identified and systemically assigned a permanent tag number. The tag number and tag is given to the department / cost center and applied to the equipment. Other acquisition, including donation, of capital equipment should be promptly reported in writing with a full description to the Procurement Inventory Analyst. These items will be manually added to the UNA ERP system and a tag created for identification.

#### **4.4 EQUIPMENT DISPOSAL**

Disposal of UNA equipment is strictly regulated by state law and also controlled by donor or sponsor restrictions when applicable. Capital equipment may not be loaned, given away, sold, traded, scrapped/ cannibalized, or otherwise disposed of by any UNA department or cost center, except with written permission from the Procurement Inventory Analyst, as authorized by the University’s Director of Procurement and Vice President of Business and Financial Affairs.

#### **4.5 STOLEN EQUIPMENT**

Stolen equipment must be reported immediately by the department / cost center head to the UNA Police Department and the Procurement Inventory Analyst. A detailed report of how and when the equipment was stolen must accompany the notice of loss.

#### **4.6 LOST EQUIPMENT**

Equipment which has not been stolen but cannot be located by the departments’ equipment clerk is considered to be misplaced or “lost”. A report of the loss should be made promptly to the Procurement Inventory Analyst with complete details of the equipment including the tag number and assumed date of loss. If the equipment cannot be located the budget of the accountable



department / cost center will be assessed for full replacement cost if replacement is deemed necessary by the Vice President or Dean of that department or school.

#### **4.7 EQUIPMENT INVENTORY**

Each year the Procurement Inventory Analyst sends each department / cost center a list of equipment assigned to the respective department. In turn, the department / cost center is to conduct a physical inventory and verify the accuracy of the list. Any changes not previously communicated should be updated at that time.

#### **4.8 SURPLUS INVENTORY**

All property owned by the University of North Alabama, whether acquired or donated, is considered state property. Therefore, anything identified as surplus property is subject to the Alabama Bid Law regarding surplus property (Code of Alabama; Title 41; Chapter 16; Article 6). Surplus property cannot be donated, traded, gifted, or otherwise disposed of without written approval from the Director of Procurement or the Vice President of Business and Financial Affairs to ensure handling compliance with the appropriate laws. Contact the Procurement Office for assistance in the disposition of surplus property.

#### **5.0 MOBILE PHONE POLICY**

##### **I. Purpose and Overview**

The purpose of this policy is to establish guidelines for authorization, purchase and/ or use of mobile telephones for University business.

##### **II. Options**

Employees required to carry mobile phones may either participate in the university wireless phone plan or receive a stipend to compensate for the requirement.

On occasion, reimbursement of charges for the use of a personal mobile phone for university business may be approved. The request for reimbursement should occur within 30 days of occurrence via a Payment Request Form found on the Controllers' website. The request must be presented with a highlighted bill detailing the use and must be authorized by the department head and Dean or Executive Council Member as appropriate.

##### **III. Authorization**

Authority to approve the legitimate business need by position and either a stipend or the purchase of a mobile phone with a service contract obligating University funds rests with the appropriate Executive Council Member and the Vice President of Business and Financial Affairs.

The authority noted here may not be delegated further.

##### **IV. Approval Process and Responsibilities**

###### **A. Approval process for stipend support to employee for mobile phone requirement:**

Justification of need by position and stipend amount must be submitted for approval by the supervisor to the appropriate executive council member and the Vice President of Business and Financial Affairs.

Upon approval, stipend requests will be routed to Human Resources by means of a Personnel Action Form (PAF) found on the Human Resources Website.

**B. Approval Process of University Purchase of a Mobile Telephone and Contract**

A department considering the acquisition of a mobile telephone and service contract with University funds should initially contact the Procurement Office for appropriate contract information. All phones and wireless plans funded by the

