



2.10.2 Purchasing

The University of San Diego is subject to and complies with all applicable laws and regulations governing procurement practices. This policy governs the use of university resources to make purchases from any third party vendor.

All purchases from third party vendors must be made for appropriate business purposes only, and the expenses incurred must be reasonable and competitive. Prior to entering into a contract that exceeds the designated threshold amount, the Office of Procurement Services may obtain or require that the procuring party obtain multiple bids from potential third party vendors. The requesting department is responsible for ensuring that it has the appropriate budgeted funds to pay for the costs and fees associated with the purchase from the third party vendor.

Use of university resources to purchase goods or services from third party vendors for personal reasons is strictly prohibited. In many instances, approval and authorization is required before a purchase can be made from a third party vendor. It is the employee's responsibility to obtain advance approval whenever required before the purchase is made. The supervisor and the employee will be held accountable that the purchase incurred was reasonable and incurred in connection with an appropriate business purpose.

The Office of Procurement Services is responsible for administering requests for purchases from third party vendors. Purchase requisitions must be completed and approved by the requesting party, the supervisor/budget administrator, and the Office of Procurement Services before any of the purchases described below may be made:

- Supplies or services that are in excess of the purchase order threshold established by the Office of Procurement.
- Computers, laptops, printers, and any other device that contains a hard drive. For these purchases, advance approval by Information Technology Services also will be required.
- Furniture or furnishings of any kind. For these purchases, advance approval from University Design also will be required.
- Construction or remodel of any university facilities, buildings, rooms or space.
- The engagement of any independent contractor, unless the relationship with the independent contractor is governed by a separately negotiated agreement signed by the President, an authorized Vice President, or the President's or authorized Vice President's designated representative.

- Leases and maintenance agreements for equipment or facilities.
- Other purchases from outside vendors as established by the Office of Procurement Services.

Upon approval of the purchase requisition, the Office of Procurement Services will complete the purchase order with the third party vendor.

The Office of Procurement Services may permit certain authorized individuals to use designated cards as a method for purchasing qualifying business-related goods or services from third party vendors. Those cards must be used in strict conformance with the procedures that govern the use of those cards. Authorization to use the designated cards is not a benefit of employment, and can be rescinded or denied at any time by the university in its sole and complete discretion.

Under some circumstances, depending on the nature of the purchase from the third party vendor, a separately negotiated written contract will be required in lieu of the use of a purchase order.

All purchasing-related documentation is university property. The university may audit or review any and all payments or requests for payment for purchases from any third party vendor at any time and for any reason. An individual need not retain records for more than seven years.

For more information about purchases from third party vendors, please contact the Office of Procurement Services.

(June 26, 2007)