

# Purchasing Approval Policy

## Summary

The Vice President of Business and Finance designates the Director of Purchasing as being responsible for the day to day management of all purchasing activities. This designation includes the capacity to obligate the institution for the costs of goods and services (i.e., to purchase). The Director of Purchasing may authorize other positions or areas on campus to purchase if it is in the best interest of CSU.

Each designated or delegated individual is personally responsible for meeting all [DOAS](#), [Board of Regents](#), [Office of State Accounting](#), and other external requirements for the specifying, bidding, and purchasing for the items and services under their responsibility. In addition, these individuals are responsible for the duties to meeting all applicable institutional purchasing and accounting requirements.

Departmental procedures to implement these delegated or designated duties are the responsibility of the respective office. Designees cannot obligate the institution without proper funding authorization from an official who has budget responsibility for the funds to be obligated.

Generally, the purchasing policies and procedures of the State of Georgia address how or where an item can be ordered. The budgeting and accounting, directives of the state Department of Audits, State Accounting Office, and Board of Regents generally regulate what can be ordered with funds. For purchasing at the institutional level these various sources of policy are applied as procedures by a combination of the type of item or service being purchased, the source of funding, and the total cost to meet a need.

Specific policies in Purchasing exist if there are either exceptions or exemptions from the requirement to follow state laws and regulations; otherwise everything is subject to the same process.

## Purpose

The purpose of this document is to outline the approval policies.

## Policy

### Commodity Sourcing Locations

State Contracts, Agency Contracts, and State Mandatory Sources: When the items or services needed are on contracts authorized by the State Purchasing Office then these are to be used by the campus. Lists of these contracts are available on the State Purchasing web sites.

- Mandatory Statutory Sourced Items: [Georgia Enterprises for Products and Services](#)
  - Statewide Mandatory Contracts: [DOAS Statewide Mandatory Contract Commodity List](#)
2. Open Market Sources: Items and services not available from State approved sources are considered to be open market purchases. You may make Open Market purchases from the supplier that you deem most responsive and responsible in delivering your required commodities.
  3. Agency Contracts: Agency Contracts are open contracts that have been solicited and

awarded by CSU. The commodities that each Agency Contract provides must be used if your department is in need of the commodities that the Agency Contracts cover. Below are current and open contract amount Agency Contracts.

- Uniform Cleaning and Rental Services- Cintas Corporation
- Mat Cleaning and Rental Services- Wade Linen

- Data Voice Answering Services- Voice Link of Columbus
- Pest Control- Pesty Johns
- Diplomas and Certificates and Their Cases- Jostens

## **Approval to Authorize Use of Departmental Funds**

Budget managers authorize the use of funds. If a higher level of authorization is required by internal policies of a college or division it is the responsibility of the budget manager to know those requirements and to obtain the authorizations.

1. When submitting a Purchase Request the budget manager is authorizing use of their budget funds but is not committing the university to pay for the items on the request. The authorization to use funds does not normally commit the university to expend funds for the items or services. After it has been verified and all the required regulations have been followed then expenditure of funds is authorized.
2. In the event the department's budget does not indicate an adequate balance to cover estimated costs at the time a purchase request is submitted, the budget manager is responsible to work with the CSU Budget Office to resolve budget issues before a purchase order can be dispatched by the Purchasing Office.

## **Additional Approvals Required**

There can be many State or Board of Regents level approvals required for items. These change frequently and can be found on the DOAS Website. Campus policy requires additional approval for the following purchases:

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- Advertising for faculty and staff positions must be approved by the [Office of Human Resources](#).
- Information technology items must be approved by [University Information and Technology Services](#).
- Printing, typesetting, or designs must be approved by the [University Relations Office](#) prior to either the Purchasing department contracting for any services that is visible to the general public.
- Telecommunications items such as cellphones, 2-way radios, PDAs with wireless capability, and regular desk top telephones require [University Information and Technology Services](#) approval.
- Vehicle and cart purchases for use on and off the road require the [Transportation Department](#) to approve the purchase

## **Related USG Policy**

N/A

## **Last Update**

N/A

## **Responsible Authority**

Office of the Vice President for Business and Finance