

# Purchasing Policy

## Summary

The Columbus State University Purchasing Office follows Policies established by the Board of Regents (BOR) of the University System of Georgia (USG) and the Official Code of Georgia Annotated (OCGA).

## Purpose

The purpose of this document is to list the BOR USG policies by which the purchasing office adheres.

## Policy

### 7.7 Purchasing

Purchasing regulations will be published and distributed periodically to the various operating units in Section 3.0, Purchasing and Contracts, of the Business Procedures Manual.

#### 7.7.1 General Policy

The USG shall utilize the sources of the Georgia Department of Administrative Services (DOAS) rather than establish a separate control purchasing office. In doing so, the Board directs that each of its institutions comply with the various statutes, rules, and regulations governing purchases with state-appropriated funds. In addition, the same regulations shall apply to purchases from funds to which the USG has title.

All purchasing by USG institutions will be centralized under the direct management and control of the chief business officer of the institution concerned.

Funds held by USG institutions in an agency capacity are not subject to the rules and regulations of the central purchasing agency of the State, although the services of that agency may be used for purchasing from agency funds at the election of the chief business officer.

Refer to Section 14.0, Agency Funds, of the Business Procedures Manual for more information on agency funds.

When purchases are made by a USG institution, as opposed to being made by the central purchasing agency of the State, professional practices for purchasing in the

public environment are to be employed at all times.

#### 7.7.2 Employee Purchasing

Absent a specific and approved exemption in state law or as approved by the Chancellor, USG employees shall not purchase goods or services for personal use through channels used in the

purchase of goods and services for USG operation (BoR Minutes, 1955-56, pp. 254-55; October 2013).

### 3.1 Requests For Purchase (RFPs)

- 3.1.1 Cost Limits and Related Processing Rules
- 3.1.2 Exemptions from the Competitive Procurement Procedure
- 3.1.3 Background Checks of Vendor Employees

### 3.2 Vehicles

- 3.2.1 Purchasing Vehicles
- 3.2.2 Disposing of Vehicles
- 3.2.3 Transferring Vehicles
- 3.2.4 Assigning Vehicles
- 3.2.5 Using Vehicles To and From Employee's Residences
- 3.2.6 Record Keeping Requirements

### 3.3 Purchasing Cards

- 3.3.1 Authorized Uses of Purchasing Cards
- 3.3.2 Prohibited Uses of Purchasing Cards
- 3.3.3 Program Administration
- 3.3.4 Purchasing Card Account Code
- 3.3.5 Purchasing Card Reports
- 3.3.6 Purchasing Card Program Objectives and Internal Controls
- 3.3.7 Purchasing Card Program Compliance
- 3.3.8 Purchasing Card Program Safeguarding of Assets
- 3.3.9 Purchasing Card Program Effectiveness and Efficiency

### 3.4 Contracts

- 3.4.1 Authority to Execute Contracts
- 3.4.2 Dining and Catering Contracts

### 3.5 Personal Use of Institutional Procurement Channels

### 3.6 Sales Taxes on Institutional Purchases

## **Related USG Policy**

N/A

## **Last Update**

N/A

## **Responsible Authority**

Office of the Vice President for Business and Finance