

POLICY: POL120

TITLE: OTHER METHODS OF PROCUREMENT

EFFECTIVE DATE: JANUARY 2000

UPDATED: AUGUST 2009

GENERAL

All requests for the purchase of goods and services must be presented by use of the University purchase requisition form whenever possible. It is recognized that a variety of circumstances may preclude the use of a requisition and therefore established alternatives have been developed to meet these needs. These alternate forms of purchasing are described below.

EMERGENCY PROCEDURES

Because emergencies or contingencies can occur at any time during non working hours at the direction of department heads emergency services may be ordered on a verbal basis. The Purchasing department must be notified of such arrangements the next working day.

BLANKET PURCHASE ORDERS

Blanket purchase orders are used to purchase **like or similar** items that are requested on a **regular basis** from a **single vendor**, i.e. electrical and mechanical parts, art supplies, housekeeping and dining supplies, promotional items, etc.

STOCKLESS OFFICE SUPPLY ORDERS

Day to day office supplies such as pens, note pads calendars, etc. are not stocked by the University. Such supplies may be ordered through the approved vendor contracted by the University for the provision of such items. Orders may be placed using a preprinted requisition form, by telephone, by fax, on line, or by placing an order through the vendor's representative. Some **restrictions** apply to the ordering of office furniture, bulletin boards, computer accessories, and capital equipment.

COLLECT ON DELIVERY (C.O.D.)

Only on extremely rare conditions will COD payments be permitted, No one except Purchasing Department personnel are allowed to authorize COD payments.

RETURNING MERCHANDISE

If the goods are found to be unacceptable, or the user wishes to return the merchandise, he or she should contact the Purchasing Office within **two (2)** work days after receipt of the goods so proper action can be taken most

suppliers require some form of "**Return Authorization**" before any materials can be returned.

Usually a control number, or a return authorization number, must be provided by the supplier and this number must appear on the outside of the container. Goods which are received in damaged condition must be reported to the supplier within **five** (5) work days. It is the responsibility of the end user to notify the Purchasing Office so inspection of the goods by a professional investigator can be filed within the allotted time frame. The vendor will issue a return authorization after receipt of the inspector's report. Goods to be returned must be kept in the original shipping container.