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**Responsible University Office:**  
Procurement & Payment Services

**Responsible University Administrator:**  
Vice Chancellor for Business and Finance

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## Purchasing Policy

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### Scope

This policy applies to employees making a purchase on behalf of the University of Nebraska at Kearney.

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### Policy Statement

#### **Authorization and Approval**

*Cost Object Responsible Person.* Every University purchase must be approved by the person responsible for the cost object being charged.

*Delegated Authority.* Approval authority may be delegated if the person responsible for the cost object performs a post audit review using the SAP financial reports. Any delegation of authority should be formally adopted in writing, and filed in the University department. Accountability for all approvals lies with the person responsible for each cost object charged regardless of whether his/her approval authority has been delegated or not.

*Signature Stamps.* The use of signature stamps is prohibited.

## **Purchasing Requirements**

***\$10,000 to \$149,999 Requires Quotations:*** Purchases greater than \$10,000 and less than \$150,000 will be processed on a competitive basis, although in an informal manner – by verbal or written quotations.

***\$150,000 or more Requires Formal Bids:*** Except as otherwise provided in the purchasing policy, any purchase committing the University to an expenditure of \$150,000 or more shall be made to the lowest responsible bidder, taking into consideration the best interests of the University. A formal sealed bid process is used in securing pricing using an “Invitation to Bid” or “Request for Proposals.” A minimum of fifteen (15) days shall elapse between the time formal bids are advertised or called for, and the time of their opening. Contact Procurement to initiate this process.

***Over \$400,000 Requires BOR Approval:*** Formal Board of Regents action for purchases of personal property and/or services is not required except in those cases when the purchase price **exceeds \$400,000**. Contact Procurement to initiate this process.

### *Sole Source Purchase*

In the rare event that a requesting unit elects not to solicit competitive pricing, a written justification for a sole source purchase signed by the unit head is required at dollar levels equal to or above \$10,000. The Sole Source Justification form, instructions and an example can be found in SAPPHIRE › Business Forms › UNK › Business Services / Procurement › Purchasing. The form should be turned in to the Procurement and Payment Services office when completed.

### *Unique Items*

If you are purchasing any of the following items, contact Procurement before contacting a vendor or making a purchase. Procurement will assist you in finding the best quality and price available.

- Furniture
- Copiers/Printers/Multifunctional Device's/Multifunctional Printers'
- Computer Equipment/Technology Purchases: contact your IT Coordinator or the ITS Help desk for assistance with configuration and pricing.

### *Purchasing from University Employees*

No article or service may be purchased from any University faculty or staff member without prior written approval by the Vice Chancellor of Business and Finance. The written approval must be attached to any request for payment submitted to Accounts Payable and made on behalf of a University employee.

## **Purchasing Methods**

## *eSHOP*

This e-procurement solution is called Nebraska eSHOP. eSHOP offers an online shopping experience allowing you to search and compare pricing, and to place orders to multiple suppliers with a single shopping cart.

Central Supply – this is a UNK internal store. Procurement purchases in bulk and resales to departments at a reduced cost compared to purchasing directly from suppliers. Items include standard white copy paper and a variety of envelopes (University address pre-printed) including return envelopes.

### Non-Catalog Order Form

items that is not available via a hosted catalog, punch-out catalog or internal catalog. These items must have a description and price added manually on the Non-Catalog Order Form.

### Hosted Catalog

An electronic form of a supplier's printed catalog. Suppliers provide information for the items that they sell which is then loaded into the system where it can be viewed by Shoppers and Requestors in eSHOP. Items in hosted catalogs can be easily searched for and/or compared and can also be added to Favorites lists.

### Punch-Out Catalog

Integrated external links to a supplier's web-based catalog. From within eSHOP, a user clicks a link to the external supplier's site to search and select products from their web catalog, and then returns the items to eSHOP's shopping cart. The selected items are then submitted through the standard requisition/order.

### Direct Payment Form

A form used to initiate a direct Accounts Payable payment not associated with a purchasing card purchase or an existing purchase order.

## *Contract*

The Board of Regents define a contract in RP 6.3.1.3 (b), as “Any deliberate written or oral engagement between the University and one or more parties, upon legal consideration, to do, or abstain from doing some act.”.

The State of Nebraska defines a contract as having: a) at least two signatures, b) compensating service(s) for a fee of \$.01 or more.

The university generally considers the nature of its contracts to be either:

- An expenditure of funds, through the use of a Standard Agreement.
- Revenue generating, through the use of a Fee for Service Agreement.

A contract can only be signed by individuals authorized by the Board of Regents Signature Authority Policy.

### *Procurement Card (University Credit Card)*

Purchases less than \$5,000 should be made with the purchasing card if the purchase is a nonrestrictive commodity and not available through eSHOP.

[Click here to download the purchasing card policies and procedures](#) (PDF)

Amazon.com purchases are made through the University of Nebraska Business Account and with a University Procurement Card.

### *Charge Accounts*

Certain vendors allow purchases of goods and services on open account. University personnel making such purchases must be authorized to do so.

### *Purchasing from Other State Agencies*

Interagency Billing Transactions (IBT) are invoices that represent purchases from other agencies of the State of Nebraska. (See [Transactions between UNK Departments and NE State Agencies](#).)

### *Purchasing from Other University of Nebraska Campuses*

(See [Transactions between UN Campuses](#).)

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## Reason for Policy

This policy provides the framework for making purchases on behalf of the University of Nebraska at Kearney.

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## Procedures

### *Tax Exempt*

The University is sales tax exempt. The University's tax-exempt number is 05-0279064 and can only be used if the purchase will be paid from a University issued check or payment process. Contact Procurement & Payment Services for tax documentation.

### *Bidding Opportunities*

Bidding opportunities will be posted at the following website by Procurement & Payment Services: [www.unk.edu/offices/business\\_services/purchasing/bidding\\_opportunities.php](http://www.unk.edu/offices/business_services/purchasing/bidding_opportunities.php).

### *Charge Accounts*

The purchaser will be responsible for retaining the original purchase receipt or charge slip and for transmitting it to the department personnel responsible for payment processing. Care must be taken to give appropriate information to the vendor at the time of purchase:

- Sales tax exempt information
- Name of purchaser
- University department address and contact information.

### *Contracts*

All expense contracts will be executed through Business Services via DocuSign. All requests to begin an expense contract should be sent to [contracts@unk.edu](mailto:contracts@unk.edu).

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## History

This policy replaces the prior version in the Business & Finance Policy & Procedure manual.