

CALIFORNIA STATE UNIVERSITY
BAKERSFIELD



DELEGATION OF PURCHASING
AUTHORITY HANDBOOK

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INTRODUCTION

In accordance with Executive Order 775, purchasing authority continues to be delegated to the campus administrators by the President subject to the guidelines in this Delegation of Purchasing Authority Handbook, Procurement Credit Card Handbook and Direct Pay Handbook. California State University, Bakersfield defines campus administrators as the individuals assigned to the positions of Cabinet Officers, Management Personnel Program, Deans and Department Chairs. Campus administrators must complete a Purchasing Delegation Form, http://www.csub.edu/BAS/fiscal/procurement/forms/Campus_Administrator_Delegation.pdf obtain signature of the appropriate Cabinet Officer and forward to the Director of Procurement for final review and approval. This delegation shall be revoked upon termination of the position.

To assist with their department's procurement needs, Campus Administrators can approve Direct Pay requests or recommend campus members under their authority for the Procurement Credit Card Program (ProCard).

It is the intent of this handbook to familiarize and assist all campus members with University purchasing processes. The Delegation outlined below is designed to promote departmental autonomy, thus giving the departments control of their low dollar purchases. As always, the Office of Procurement is available for assistance and order processing. Should you need our help, please do not hesitate to call the Office of Procurement, ext. 3181.

OFFICE OF PROCUREMENT

The Office of Procurement is the purchasing and contracting department of the University. As such, this Office is responsible for ensuring that all purchases of commodities and services are made within the guidelines set forth by the California State University, Bakersfield Procurement Operations Manual, <http://www.csub.edu/BAS/fiscal/procurement/documents/CSUBPO.pdf>, CSU Policy Manual for Contracting and Procurement (CSUPM), <http://www.calstate.edu/CSP/crl/policy/Policy.shtml>, the State Administrative Manual (S.A.M.), <http://sam.dgs.ca.gov/default.htm> , and the laws of the State of California. The University has established the following alternatives that give campus administrators options for low dollar purchases.

DELEGATION OF PURCHASING AUTHORITY

A standard Delegation limit of \$2,500 for purchases of commodities and \$1,000 for low risk services was approved by the CSUB Cabinet effective June 26, 2006. Total cost of purchases of commodities made under the Delegation **must not exceed** \$2500 including tax and shipping fees (if applicable). Total cost of services made under the Delegation **must not exceed** \$1,000 including tax. Special consideration for increased Delegation limits may be approved by the Director of Procurement for campus administrators whose department's daily activities may require a higher purchasing limit. Requests for increased Delegation limits will not be allowed for one time occasional purchases that may exceed the delegated limits described herein. The scope of this Delegation does not allow any campus member to execute contracts of any kind, order Public Works, purchase insurance, "sensitive" equipment or equipment over \$2,500. See restrictions noted under "Prohibited Use".

PAYMENT OPTIONS

The University offers the following two payment options under the Delegation; ProCard for commodities and low risk services and Direct Pay for non-tangibles and low risk services. The ProCard should be used as the first payment option to achieve cost savings and improve processing time.

I. PROCARD

The Procurement Credit Card program (ProCard) offers campus members a credit card that can be used for low dollar value purchases in place of petty cash, direct pay or requisitions. Campus members must complete a ProCard Application, http://www.csub.edu/BAS/fiscal/procurement/forms/ProCard_Application.pdf obtain signatures of the appropriate approving administrators and forward to the Director of Procurement for final review and approval.

The ProCard must be used for the purchase of commodities and services within the Procurement Credit Card Handbook guidelines, http://www.csub.edu/BAS/fiscal/procurement/forms/Procard_Handbook.pdf. The ProCard may be used to purchase items in person, by telephone, facsimile, internet or mail order. Contact the Office of Procurement, extension 3181, with any questions. Special consideration for increased Delegation limits may be approved by the Director of Procurement for campus administrators whose department's daily activities may require a higher purchasing limit.

II. DIRECT PAY

The Direct Pay may be used in place of requisitions for the purchase of non-tangibles and low risk services within the guidelines found at http://www.csub.edu/BAS/fiscal/procurement/forms/direct_pay_instructions.pdf. Campus members must complete a Direct Pay form, <http://www.csub.edu/BAS/fiscal/accounting/directpay/index.shtml>, obtain signature of the approving administrator, and forward to Accounts Payable for processing. Contact the Accounts Payable Office, extension 6209, with any questions.

PURCHASING RESPONSIBILITY

When a campus member places an order for commodities or services, that member is assuming the role of a University purchasing agent. It is the responsibility of the campus member to track these orders and process returns. As such, the member placing the order is subject to the laws, rules, policies and procedures of the CSUB Procurement Operations Manual found at <http://www.csub.edu/BAS/fiscal/procurement/documents/CSUBPO.pdf>. Campus members who purchase

commodities or services outside the purchasing guidelines assume the risk of personal liability for payment of the commodities or services. Failure to adhere to the Delegation of Authority Handbook may lead to the revocation of the purchasing privilege.

PURCHASING PROHIBITED USE

Campus members do not have the authority to procure any of the following:

Advertising except Faculty recruitment and display advertising under delegated \$ limit with Provost prior approval. Staff recruitment advertising **must** be handled through HR.

Animals except for instructional purposes.

Capitalized Property (Property which has a normal useful life of at least one year, has a unit acquisition cost of at least \$5000 and has use in the course of University business.)

Cash Advances

Cellular or Satellite phones, pagers, portable radios (including services)

Computer Equipment: All laptops and any CPU with a total acquisition (including tax, shipping and handling) cost of at least \$2500.

Construction (Alterations to campus structures including painting, remodeling, carpet installation, etc.)

Equipment: Non-Capital Equipment defined as tangible, non-consumable property with a total acquisition (including tax, shipping and handling) cost of at least \$2500, subject to restrictions on Sensitive equipment.

Firearms, Ammunition, Explosives

Food except as authorized under University's Hospitality Policy

http://www.csub.edu/BAS/fiscal/policies/food_policy.shtml and under the delegated \$ limit.

Furniture

Rentals/Leases/Maintenance Agreements/Service or Consulting Agreements or Any Other Contractual Documents

Narcotics and other Hazardous Chemicals

Outside Storage Containers

Personal Purchases (Gifts, Portable Heaters and Fans, Refrigerators, Freezers, Microwaves, Coffee Makers, etc.) Campus members using the University Delegation for personal purchases are subject to prosecution under Penal Code provisions.

Postal Services

Respiratory and Hearing Protection

Security Systems

Sensitive Equipment (Equipment required to be tagged by the Asset Management found at http://www.csub.edu/BAS/facilmgt/asset_mnmgt.shtml)

Services except "low risk < \$1000 services" as defined in the ProCard Handbook.

Signage (Please contact the Office of Procurement for our signage policy.)

Software Licenses (Contractual)

Travel except for local conference registration fees where per diem will not be claimed.

Vehicles

In addition, the following restrictions will apply:

- Receiving personal compensation for order placement – Receiving personal compensation including receiving (directly or indirectly) gratuities, commissions, personal profit or any other kind of personal

compensation for placement of a University order with a vendor or contractor is not allowed.

- Splitting of purchases to circumvent the dollar limitation or the competitive bidding requirements - Splitting purchase transactions by preparing two or more purchase transactions to the same vendor to avoid bid process or dollar limitation, or preparing two or more purchase transactions to different vendors for the same items to avoid the bid process or dollar limitation is not allowed.
- On-Campus Operations – The purchase of commodities and services that are normally supplied by on-campus operations, such as Runner Bookstore, Mail Services, and Reprographics (including Print Shop) are restricted. Contact these departments if you have any questions about a particular service. If circumstances merit, they will provide written authorization to obtain these services off campus.