



Purchasing Policy

For forms referenced in this Policy, please refer to:
<https://www.berea.edu/vpf/office-of-purchasing>.

Table of Contents

Bidding Guidelines	5
Blanket Order.....	7
Cancellation/Closing of Purchase Orders.....	8
Change Order	8
Computer Purchases	8
Conflict of Interest	9
Contracts.....	9
Departmental Purchasing Responsibility	10
Educational & Institutional Cooperative Service, Inc.	10
Emergency Purchase Order	11
Fair Trade Procurement	11
Gratuities and Kickbacks	12
Green Purchasing	13
Energy Star® Procurement	13
Hazardous and Radioactive Materials	13
Invoicing of Purchased Goods and Services	14
Local Business Support	14
Material Safety Data Sheets	14
Office Supplies	14
Printing Services	14

Purchase Requisition	15
Purchase Order	15
Purchasing Card	15
Receiving and Returning Merchandise	15
Risk Management (Certificates of Insurance from Suppliers)	16
Security Surveillance/Alarm Systems	16
Sole Source Justification	16
Supplier Relationships and Selection	17
Supplier Diversity, Equity, Inclusion.....	17
Surplus – Disposal of College Property	17
Tax Exemption Certificates	18
Unauthorized Purchases	18
Vehicle Procurement	18

Purpose

The purpose of this statement is to outline Berea College policies relating to the purchase of goods and services. This policy is to be followed by all College departments and personnel involved in the procurement of goods and services with Berea College funds.

Objectives

It is the function of the Purchasing Department to ensure that purchasing decisions are made which best serve the College, and to ensure that quality goods and services are procured efficiently and in a timely manner, at the most competitive costs and to the satisfaction of campus departments. The Purchasing Department will function to ensure the procurement activity is carried out in a professional and ethical manner.

Purchasing Ethics

Berea College endorses the following Code of Ethics of the National Association of Educational Procurement:

1. Give first consideration to the objectives and policies of my institution.
2. Strive to obtain the maximum value for each dollar of expenditure.
3. Decline personal gifts or gratuities from vendors.
4. Grant all competitive suppliers equal consideration insofar as state or federal statute and institutional policy permit.
5. Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
6. Demand honesty in sales representation, whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
7. Receive consent of originator of proprietary ideas and designs before using them for competitive purchasing purposes.
8. Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier; and/or be willing to submit any major controversies to arbitration or other third party review, insofar as the established policies of my institution permit.
9. Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.
10. Cooperate with trade, industrial and professional associations, and with governmental and private agencies for the purposes of promoting and developing sound business methods.
11. Foster fair, ethical, and legal trade practices.
12. Counsel and cooperate with NAEP members and promote a spirit of unity and a keen interest in professional growth among them.

Bidding Guidelines

Good business practice and the responsibility for good stewardship of College funds dictate that the College follows a policy of competitive bidding. The College will generally receive greater discounts and better service through competitive bidding. Bids can be requested from vendors whether or not the vendor is on the approved vendor list of the College, which can be accessed in Banner. If the vendor is currently not on the approved vendor list, the vendor may be asked to complete the Berea College Vendor Information Form to be submitted to the Purchasing Department before a purchase order is issued to the vendor. Use of pre-negotiated Educational & Institutional Cooperative Service (E&I) contracts, when possible, waives the bidding requirement. The Purchasing Department will utilize these price agreements when they are determined to be in the best interest of the College. For more information on E&I, see www.eandi.org. Pricing offered on Kentucky State contracts and other qualified purchasing cooperatives may be accepted without further bids if deemed appropriate by the Purchasing Manager.

Other examples where competitive bidding is not required include: 1) sole source items where a Competitive Bid Waiver has been approved; 2) emergency situations approved by the Purchasing Department; 3) travel; 4) registrations; and 5) professional contractual services provided by professionals holding specialized degrees or licenses (such as accountants, auditors, architects, engineers, lawyers, and IT consultants).

Purchase requisitions presented without documentation of proper competitive bidding or an approved “Competitive Bid Waiver” form will be returned to the requesting party.

The two types of competitive bidding used at Berea College are formal and informal. Formal competitive bidding means that a sealed bidding process will be used. Informal means that phone or email quotes may be obtained. Bidders will be clearly notified of which type of bid is being solicited.

Competitive bidding is required as follows and the Purchasing Department reserves the right to acquire additional bids and/or grant written exceptions to the bidding process. Purchases are not to be segmented in order to circumvent bidding thresholds.

For purchases:

Less than \$3,000 - use Purchasing card or Berea College Check Request.
(See **Purchasing Card Policy** for further information)

\$3,000 - \$4,999 – minimum of two verbal or written quotes. For verbal quotes, the “Documentation of Verbal Quote” form must be completed.

\$5,000 - \$9,999 – minimum of three written quotes

\$10,000 or more – A Request for Proposal (RFP) or Request for Quotation

(RFQ) may be sent by the Purchasing Department, with the requestor providing adequate specifications and scope of work. Bids are to be returned to the Purchasing Department. Any bid or quotation in this category that is delivered or mailed directly to the requesting department without prior Purchasing Manager approval may be disqualified.

The Purchasing Department will review the documentation to ensure compliance with the Purchasing Policy and consult with the requesting department to select the vendor. The function of the Purchasing Department is not to solely determine which vendors to use, but instead, work with requisitioners to engage the best overall vendors for the College.

NOTE: All verbal quote documentation or written quotes must be submitted to the Purchasing Department *before* a requisition is authorized as a purchase order.

All bids of \$5,000 or more must be:

- 1) Complete and submitted on company letterhead, or official company email, preferably with the bid/quote as a pdf attachment.
- 2) Signed by a duly authorized representative of the offering company (electronic signature, as evidenced by the individual's email login, is acceptable on electronic submissions)
- 3) Dated within the active date of the bid/quote.
- 4) Submitted prior to the bid deadline

Adequate time for obtaining quotations should be given, generally a minimum of 7-14 working days. The requisitioning department is responsible for defining the requirements regarding quantity, delivery dates, technical specifications, or scope of work. Specifications should not be unduly restrictive and should assist in the competitive process by being fair, equitable, and not prejudicial for or against a specific supplier. Bidders are to quote items exactly as specified, or alternatives should be clearly noted and bid as separate items. If a lower cost item is bid other than the one specified, it is the responsibility of the bidder to prove that the alternately bid product meets all the specifications originally set forth in the bid document.

A supplier qualification evaluation, pre-bid conference, or site inspection may be conducted if it is determined that the complexity or risks associated with the purchase warrants these steps. It will be stated in the bid invitation if the pre-bid meeting is mandatory for vendors.

When Purchasing has issued a request for proposal or quote, employees/departments from Berea College shall not directly communicate with bidders unless authorized by the Purchasing Department. A challenge or bid protest to the College bid process can occur when requesters interact with suppliers during the competitive bid process. If communication to bidders is advisable or needed during the bid process, it is to be coordinated by the Purchasing Department.

Supplier responses to requests for bid/quotation at or above \$10,000 are to be returned directly to the Purchasing Department. All other quotations may be sent to the requestor, who will send

copies to the Purchasing Department. This policy serves to protect confidential pricing information provided by the supplier and to ensure bid awards are consistent with established guidelines. Any bid received after the specified due date will not be considered unless prior approval is granted by the Purchasing Department, in which case all vendors will be given the same opportunity to submit by the extended deadline. Awarding of bids over \$10,000 will be a joint decision between the requisitioning department and the Purchasing Manager.

It is the responsibility of the requesting department to determine all requirements for the installation of new equipment. When there are special needs for utilities, floor-loading capacity, building accessibility, etc., the department should work closely with Facilities Management to work out the details prior to submitting the requisition. See the Requisition Request Form for notification requirements for acquisitions that affect other campus departments.

Please note the following key points when working through the bid process:

- All vendors must be provided with the same information and deadlines to avoid advantages for any vendor. Vendors who have concerns with the bid process are to contact the Purchasing Department. Vendors who have concerns regarding a bid award should contact the Controller.
- No information on the bids submitted may be disclosed to other competing vendors except for the name of the company.
- Requestors are not to disclose information to vendors about the bid ceilings, available budgets, etc.
- Vendors will not be allowed to resubmit a bid unless requested by the Purchasing Department for reasons of clarity or to correct an error.
- Purchases of books for the College Visitor and Shoppe and the Library are exempted from the bidding guidelines.
- All other exceptions must be approved in writing by the Purchasing Department.

Blanket Order

To reduce repetitive p-card purchases, the Purchasing Department may issue a blanket purchase order 1) to facilitate the repeated purchase of frequently used, low value supply items or routine services such as vehicle maintenance, or 2) for items that will be expensed over time as goods or services are received and invoiced, i.e., lighting supplies, copy paper. Blanket orders are issued with an amount not to be exceeded during the contract period and automatically close on a predetermined termination date, typically one year from date of issue. Blanket orders do not encumber funds at the time of order entry, but at the point of invoice approval. A blanket purchase order may be approved for administering payments of Time/Material (T/M) agreements with established vendors. Blanket purchase orders for T/M agreements are for an initial two-year period, then a possible renewal, if agreed to by both parties.

Cancellation/Closing of Purchase Orders

The person responsible for the original purchase requisition is required to notify the Purchasing Department immediately when a purchase order is to be cancelled. They are also expected to notify the vendor immediately so any impending shipments can be stopped. The Purchasing Department will cancel the purchase order in Banner, thereby releasing encumbered funds, and send a cancellation notice to the supplier.

All purchase orders that remain open at the end of the fiscal year must be either closed or rolled into the new fiscal year. The Purchasing Department will review all open purchase orders at least semi-annually and will work with the requesting department to determine the status of open purchase orders, closing inactive purchase orders.

Change Order

In cases where changes in specification, quantity, or cost to an existing purchase order warrant an adjustment, a request is to be made to the Purchasing Department for a revised purchase order. Requests for purchase order adjustments must document the reason for the change, the specifics of the change, and the referenced Purchase Order number. Requests must be signed by the person responsible for the account to be charged and approved by the Purchasing Department, Controller, or Vice President for Finance. The change should not be implemented prior to the issuance of a revised Purchase Order.

For Capital Projects, change orders will be administered and approved in accordance with the Capital Project Administration Procedures.

Computer Hardware/Software Purchases

In order to sustain system capabilities, requisitions for computer hardware and software must be approved by the Department of Information Systems and Services. The Chief Information Officer, in coordination with the Purchasing Department, will manage all Campus requests for computer hardware and software.

Prior to the purchase of software, the requestor is to complete a Software & Services Checklist. Please visit <https://www.berea.edu/iss/resources-and-documents/> to determine which checklist is applicable.

Technological compatibility will be a consideration in the frequency of competitively bidding most computer purchases. Thus, competitive bidding will be done at the end of multi-year contracts, not with each purchase. Renewals of existing software are exempt from the bidding process; however, an updated SaaS Renewal Checklist is required at the time of renewal.

Berea College will purchase personal computers, notebook computers, and monitors that meet at least the Electronic Product Environmental Assessment Tool (EPEAT) Bronze/Silver standard, with a preference for the Silver or Gold standard wherever practical and/or possible. EPEAT is a procurement tool designed to help large volume purchasers evaluate, compare, and select electronic products based upon their environmental attributes as specified in the consensus-based IEEE Standard for the Environmental Assessment of Personal Computer Products (IEEE 1680.1)

Conflict of Interest

Employees of Berea College will avoid situations in which a conflict of interest may occur. Conflict of interest may occur while conducting College business with suppliers in which College employees own or control a financial interest or in which College employees' family members or relatives are employed. Under no circumstances should an employee engage (authorize or influence) the hire or contracting of a family member or business in which they control a financial interest to provide goods or services without the written approval of the Administrative Committee.

Additionally, any Berea College employee who has outside employment must disclose said employment on the Conflict of Interest form. Due consideration is to be observed when doing business with such companies, so that facts are evident to support fair and ethical purchasing practices are being followed. College employees found to be in violation of the Employee Conflict of Interest policy are subject to disciplinary action, up to and including dismissal. See the **Employee Conflict of Interest Policy** for more complete details.

Contracts

The Purchasing Department seeks to ensure legally sufficient and valuable contractual relationships for all departments supporting Berea College's strategic initiatives. By definition, contracts include, but are not limited to, letter agreements, cooperative agreements, memorandum of understanding, interagency contracts, grants, loans, easements, licenses, leases, permits, non-disclosure agreements (NDAs), construction and professional services contracts. Officers of the College are to sign contracts unless the Administrative Committee grants contract signature authority. Any Berea College faculty or staff member who signs a contract without proper authorization may be held personally liable and/or face disciplinary action.

Each department, as authorized by the respective Administrative Committee member, is responsible to:

- Comply with the requirements of the contract
- Provide oversight of both parties' obligations
- Uphold that there are no conflicts of interest related to the contract
- Ensure that there is or will be sufficient funding throughout the term of the contract (if required)
- In the case of revenue contracts, ensure Berea College receives all revenue required by the contract

For contracts requiring an expenditure of payment from Berea College that requires a Purchase Order, the department must submit a requisition to encumber either full payment (if required) or the first years' payments (for multi-year agreements) and electronically attach a draft contract along with an approved Purchase Requisition demonstrating it has adequate funding and department approval. A Purchase Order, when required, must be issued prior to the full execution of the contract. The PO should be issued to the vendor before the vendor receives the signed contract. The authorized Berea College employee may sign the contract before the vendor signs the contract; however, all signatures must be completed before the contract is legally binding, and the College must receive an executed copy of the contract. The College has no obligation until the vendor has signed the contract.

Departmental Purchasing Responsibility

Departments are responsible to:

- Ensure that purchases are reasonable, appropriate, and necessary in order to achieve the expected goals or outcomes of the particular program, project, or task.
- Ensure that the account(s) charged have sufficient funds available to cover the purchase during the budget period or project period and that the appropriate account code is used.
- Support Purchasing in limiting, to the maximum extent possible, sole and single source supplier procurements.
- Involve Purchasing as early as possible in the developmental stage of complex or large dollar procurement of goods or services.
- Provide complete detailed description/specifications that clearly establish the technical requirements and/or expectations of the purchase.
- Notify specific campus departments (see Purchase Requisition form) when an acquisition may affect other areas of campus.
- Ensure only authorized signers approve purchases/contracts.

Educational & Institutional Cooperative Service, Inc.

Berea College is a member of the Educational & Institutional Cooperative Service, Inc., a not-for-profit buying cooperative established by members of the National Association of Educational Procurement (NAEP) to provide goods and services to members at the best possible value. The Cooperative is owned by its membership of more than 1,500 tax-exempt colleges, universities, prep schools, hospitals, medical research institutions, and hospital purchasing organizations located throughout the United States and Canada. E&I Cooperative Purchasing, in collaboration with the purchasing community and NAEP, strives to be the primary conduit for inter-collegiate group purchasing activities by aggregating knowledge, spend, and technology to lower costs for its Member Institutions and Business Partners by providing high quality, cost-effective, and timely solutions through a diverse portfolio of competitive contracts and value-added services. To view a list of the competitively bid contracts, refer to www.eandi.org. See Purchasing Office for further information and to set up a login for eandi.org.

Emergency Purchase Order

An Emergency Purchase Order is defined as the need for supplies and/or services to the extent that, if not procured immediately, serious safety, financial, or operational loss will occur. Emergencies can be caused by breakdown of essential equipment, damage caused by weather, sudden illness, etc. To initiate an emergency purchase during regular business hours, requisitioners must obtain approval from the appropriate Vice President, Controller, or Purchasing Manager stating the nature of the emergency, vendor's name, and the approximate price. A confirming requisition must be received in the Purchasing Department no later than one business day after the emergency event. The confirming requisition must indicate that it is "Confirming" and reference the Emergency Purchase Order number if available.

In the event an emergency order is required after business hours, the department handling the emergency is to work with the supplier(s) to secure products and/or services needed to ensure continuous operation of the College and follow-up with Purchasing as soon as possible on the next business day.

Emergency Purchase Orders should be used only when absolutely necessary as they preclude opportunities to obtain competitive pricing and often force the College to pay premium shipping charges, both of which are poor business practices and do not allow the College to obtain maximum value per dollar.

In no circumstances, except valid emergencies, should a vendor begin work on campus without a purchase order and documentation of insurance.

Fair Trade Procurement

- 1) In recognition of Berea College's commitment to being a sustainable campus, this policy will guide our purchasing decisions as a Fair Trade College.
- 2) Definitions:
 - a) ***Fair Trade Certified status is achieved when all business practices have been inspected and approved by a Fair Trade USA employee in accordance with the standards set forth below:***
 - (1) ***Fair price:*** Democratically organized farmer groups receive a guaranteed minimum floor price and an additional premium for certified organic products. Farmer organizations are also eligible for pre-harvest credit.
 - (2) ***Fair labor conditions:*** Workers on Fair Trade farms enjoy freedom of association, safe working conditions, and fair wages. Forced child labor is strictly prohibited.
 - (3) ***Direct trade:*** With Fair Trade, importers purchase from Fair Trade producer groups as directly as possible, eliminating unnecessary intermediaries and empowering farmers to develop the business capacity necessary to compete in the global marketplace.
 - (4) ***Environmental sustainability:*** Harmful agrochemicals and genetically modified organisms (GMOs) are strictly prohibited in favor of environmentally sustainable

farming methods that protect farmers' health and preserve valuable ecosystems for future generations.

b) A Fair Trade College is:

- (1) A university, college, or school that harnesses the power of higher education to 1) raise awareness among students and staff about Fair Trade and the benefits it offers to producers and workers in developing countries, while 2) ensuring that Fair Trade products are sold & served at university-owned and operated outlets.

3) Fair Trade Practices:

- a) Dining Facilities: The College will work with its food service contractor to make Fair Trade certified coffee, tea, rice, fruit, etc. available in its dining facilities, consistent with the terms of the food service contract and where the resulting costs do not significantly jeopardize board rate costs.
- b) Catered Events: The College will work with its food service contractor to make available Fair Trade certified coffee, tea, and (where available) rice and fruit at catered meetings hosted by the College.
- c) Offices: The College will work to make Fair Trade certified coffee, tea, and other items available to College offices whenever possible.
- d) Stores: The College will include Fair Trade food products, clothing, handicrafts, jewelry, and other gift items at College stores whenever possible and subject to the terms of the College's contracts with other vendors.

4) Information and Advertising

Signage will be displayed wherever Fair Trade products are offered.

5) Employee Training:

The Fair Trade Advisory Committee (FTAC) will help with initial training and develop programs for future trainings to sustain continued education.

6) New Products

The FTAC will make purchasers aware of newly available Fair Trade products and encourage their inclusion in the range of Fair Trade products already offered.

Gratuities and Kickbacks

The College strictly adheres to the policy of prohibiting the acceptance of gratuities, with the exception of small value items such as candy, cups, hats, pens, occasional meal, etc. Items of greater value are known as "kickbacks." If any vendor offers an employee of Berea College a kickback in the form of cash or benefits (e.g., items or trips) of more than de minimis value, it is the responsibility of the employee to decline the offer and to notify their supervisor, the Purchasing Manager, and the appropriate Vice President. The identified vendor will be removed from the approved vendor list of Berea College. Any College employee found to be guilty of violating this policy is subject to disciplinary action up to and including dismissal.

Green Purchasing

Berea College endorses “Green Purchasing” and is committed to the use and purchase of socially and environmentally responsible products and services. Departments are encouraged to support this effort and to adhere to a standard of sustainability in bid solicitations.

Sustainability Initiatives in Procurement

Suppliers may be asked to provide information on their company’s green initiatives, and environmentally preferable purchasing practices will be incorporated into contracts when feasible. Purchasing decisions will consider recycled content, waste minimization, and energy efficiency as integral components of the decision-making process. Basic qualities for consideration include:

- Cost-effectiveness
- Recycled content
- Energy efficiency
- Durability
- Solid waste (packaging, etc.)
- Total life cycle impact (manufacturing process, disposal)

Purchasing policy requires purchase of Energy Star® certified products and EPEAT registered computer products wherever practical and/or possible.

Energy Star® Procurement

The selection of all products procured for Berea College must carefully consider the anticipated energy use and available energy-saving devices. Further, all products, appliances, and equipment purchased by Berea College shall be Energy Star® qualified wherever practical and/or possible. Energy Star® is a joint program of the U.S. Environmental Protection Agency and the U.S. Department of Energy helping to protect the environment through energy efficient products and practices.

Electronic Product Environmental Assessment Tool

See Section on “Computer Hardware/Software Purchases” above.

Hazardous and Radioactive Materials

The purchase and/or disposal of radioactive and hazardous materials must be coordinated with the Department of Environmental Health and Safety, who is responsible for overseeing the proper handling of these types of materials.

Invoicing of Purchased Goods

To facilitate a three-way match with 1) purchase order, 2) receiving, and 3) invoice, the receiving process must be completed in Banner for all purchase order items before payment will be issued. The requesting department is responsible for verifying receipt of goods and services and managing the receiving process in Banner.

A copy of the purchase order bearing payment authorization signature (or signed check request for those invoices below \$3,000) must be attached to the invoice submitted for payment. Invoices presented as requests for payment to vendors that are \$3,000 or more and not accompanied by a Purchase Order number may be considered non-binding and possibly denied.

Local Business Support

Berea College desires to support Berea businesses whenever possible by purchasing locally if feasible and in compliance with this Policy. Whenever satisfactory goods and services are available locally, Berea businesses will be invited to provide quotations to supply these needs.

Material Safety Data Sheets

Vendors are to supply Material Safety Data Sheets (MSDS) for all chemicals purchased by any campus department to the Environmental Health and Safety Director. Copies are also to be maintained at the site of the specific department using or storing the chemical. It is the responsibility of the requesting department to ensure that MSDS sheets are on file as required.

Office Supplies

Berea College has a competitively bid contract with Hurst/NOS Business Supply and Furniture Solutions for the purchase of office supplies and furniture. This contract affords substantial discounts based upon volume purchases due to Berea College's participation in a national consortium. Departments are to place orders under \$3,000 for office supplies on the Hurst Business Supply website at <https://shop.hurstgroup.net/> (see the Purchasing Manager for login information and instructions).

Printing Services

All campus requisitions for printed materials and production services, to include design, layout, proofing, editing, etc., are to be directed to Printing Services. The Director of Printing Services will determine the best method (in-house or outsource) of fulfilling the request, coordinate with the Purchasing Department to facilitate bidding, and process a Purchase Order if appropriate. Departments that require unique printing needs outside the capabilities of the campus Printing Services department are authorized to secure them through off-campus vendors, with adherence to established bidding guidelines outlined in this Purchasing Policy. When soliciting bids for printing jobs, Berea College Printing Services must be included as a source of supply.

Purchase Requisitions

Purchase requisitions can be prepared and transmitted electronically through the Ellucian Banner Finance System, through the myBerea portal, via DocuSign, or submitted on a written requisition form available at <http://www.berea.edu/vpf/office-of-purchasing>. Requisitioners are to suggest sources of supply, when known, and the Purchasing Department will assist in finding sources if needed. The Purchasing Department has a supply of supplier catalogs and information files available to all departments. It is the responsibility of the requisitioner to: 1) provide detailed specifications of goods and services to be purchased, particularly for unusual or non-standard items, 2) provide documentation of competitive bidding where required, and 3) ensure that the funds are available in the designated account before a request for purchase is made.

To the extent such information is known, Berea College staff shall identify products available with recycled content and vendors from whom such products are available.

Purchase Order

The Purchase Order is the standard instrument used to procure goods and services and must be signed by the Purchasing Manager, Purchasing Associate, Controller, or Vice President for Finance. Purchase Orders are created in the Purchasing Department following submission of a purchase requisition and sufficient accompanying documentation. The Purchasing Department will submit the purchase order to the supplier via mail or email.

In no circumstances, except valid emergencies, as defined in the Emergency Purchase Order section of this Policy, should a supplier begin work without a properly executed purchase order.

Examples of transactions that do not require a purchase order include honorariums, travel expenses, dues and membership fees, and small-dollar purchases under \$3,000. In these cases, end users may make contact with suppliers without prior approval from the Purchasing Department. Payment is to be made by submitting a check request to Accounts Payable or by use of a College purchasing card. See **Purchasing Card Policy**.

Purchasing Card

The Berea College purchasing card is to be used for purchases of goods or services less than \$3,000 and for college-related travel/conference expenses (e.g., airfare, hotel, and registration fees), greater than or equal to \$3,000. Exceptions may be made in an emergency or if pre-approved by the Controller or Vice President for Finance. See the **Purchasing Card Policy** for all guidelines regarding the use of the purchasing card.

Receiving and Returning Merchandise

It is the responsibility of the department purchasing the goods to verify shipments immediately for correctness, completeness, and physical condition of merchandise. The employee is responsible

for promptly unpacking and carefully inspecting all shipments. When returns are necessary, departments should secure authorization and shipping instructions from the supplier before making returns and inform the Purchasing Department so that the Purchase Order can be revised or canceled if needed.

In the case of damage or shortage upon receipt, it is extremely important that all containers, packaging materials, wrappers, etc., be retained for the carrier's inspection. Failure to keep this material may void any chance of obtaining a claim from the shipper. Every effort should be made to have the driver making the delivery indicate on the freight ticket that shortage or damage has occurred, and sign and date the delivery ticket.

Upon receipt of goods or services, and prior to presenting an invoice for payment, the department receiving the goods or services must complete a "Receiving Document" in Banner. See Receiving Instructions in Purchasing Procedures Manual and at <https://www.berea.edu/vpf/office-of-purchasing>. Departments must retain receiving documents (i.e., packing slips) until the end of the following fiscal year.

Risk Management (Certificates of Insurance from Vendors)

Suppliers who perform services on campus, provide products that may be potentially dangerous, or operate vehicles on campus must provide certification of workers compensation coverage (statutory) and have at least \$1,000,000 of general liability insurance coverage. Some jobs/projects may require more than \$1,000,000 of liability coverage as determined by the Purchasing Department in consultation with the Controller and/or Project Manager.

A certificate of insurance listing the College as additional insured must be submitted to the Purchasing Department *prior to* the commencement of any job contract, or the operation of vehicles on campus by outside contractors.

Security Surveillance/Alarm Systems

All security surveillance and alarm systems for campus facilities must be approved by the Director of Public Safety prior to procurement or installation.

Sole Source Justification

A supplier is considered a Sole Source in cases where only one product or service can meet the specification described by the requisitioner and only one supplier can provide that product. Grant-funded projects in which a specific supplier has been identified, and the grant was approved on the basis of said vendor being the provider, are considered approved sole source purchases. A Sole Source justification must include sufficient detail to fully defend the position that the substitution of product or supplier is not possible or feasible. Reasons of convenience and/or expediency alone are not sufficient reasons to bypass the competitive bidding process. Requests for sole source

purchases must be accompanied by a “Request for Competitive Bid Waiver” form approved by the Purchasing Department.

Supplier Relationships and Selection

The Purchasing Department recognizes marketing professionals as valuable sources of information. Sales representatives who offer quality products and services are welcome in the Purchasing Department as well as appropriate departments on campus.

Prospective suppliers who wish to do business with Berea College must be approved by the Purchasing Department. All new vendors are required to submit a Berea College Substitute W-9, available from the Purchasing website, prior to being placed in the vendor database. Suppliers are encouraged to become familiar with the Berea College Purchasing Policy, which can be accessed at <http://www.berea.edu/vpf/office-of-purchasing>. A completed Vendor Information Form may be required of new vendors who are considered as possible sources for expenditures (individual or cumulative) in excess of \$10,000.

Supplier Diversity, Equity, and Inclusion

Berea College is committed to increasing its spend with minority-owned businesses by identifying and engaging diverse suppliers as sources of supply when it is mutually beneficial in ways to positively affect the economic impact of certified minority business enterprises.

Surplus - Disposal of College Property

Surplus property is equipment, vehicles, furniture, etc., for which the department no longer has a use. The disposal of College property must be expressly authorized by the Purchasing Department. No one individual has the authority to dispose of College property and no items will be sold to individuals for personal use, except by sealed bid or public auction. The department should contact the Purchasing Manager to discuss disposition of property no longer needed, and together with the Controller, they will decide if it is valuable as a trade-in, is to be sold by sealed bid or public advertisement, can be donated to a non-profit entity or should be moved to the surplus property warehouse. Items deemed to be of extremely low or no value may be donated to non-profit agencies to reduce waste going to a landfill. Donations of low or no value items must be approved by the Purchasing Manager or Controller. All other donations of College property must be approved by the Administrative Committee.

The department disposing of an asset bearing a fixed asset tag must complete a fixed asset disposal form and submit it to the Purchasing Department.

Departments are encouraged to make selections from the surplus property for use on campus in lieu of purchasing new items whenever possible. Property which is not otherwise disposed of shall be sold at public auction, either physical or electronic. All property is College property and not the property of any single department, therefore, proceeds obtained from the disposal of surplus

property shall be credited to the general fund. For disposal of all College computer and audio visual equipment, contact IS&S. For disposal of items containing hazardous waste, contact Environmental Health and Safety.

Tax Exemption Certificate

Berea College is exempt from Kentucky state sales tax, and has been issued Exemption Certificate number F00198. The College has also been granted exemption from state sales and use tax in several other states. Printable copies of all available tax exemption certificates are available at <http://www.berea.edu/vpf/office-of-purchasing>. It is the responsibility of each Berea College employee involved in purchasing activities to provide available sales tax exemption certificates whenever possible, including tax exemption for hotels, car rentals, etc., when traveling on College business.

Unauthorized Purchases

Individuals shall not enter into purchase contracts, personal service agreements, such as consulting, etc., or in any way obligate Berea College funds (or any funds for which the College serves as fiscal agent, such as federal or state grants), without the prior approval of the President, the appropriate Vice President, Associate Vice President, or their designee. Unauthorized purchases, contracts, or other agreements/promises to purchase by any individual may be determined to be a personal obligation between that individual and the vendor. The College reserves the right to deny reimbursement to any employee for the cost of unauthorized purchases.

Vehicle Procurement

The Purchasing Manager will work with requesting departments when there is a need to purchase or lease a vehicle for College business use. Given the difficulty of acquiring available used vehicles with identical features/specifications, the normal bidding procedures are not required when purchasing *used* vehicles, but comparable prices will be obtained using Edmunds.com or a similar site.

All vehicle purchases must be communicated to the Office of Operations and Sustainability so that insurance adjustments can be made. No vehicle purchases or leases are to be made without the advance approval of the appropriate Vice President or Associate Vice President, the Vice President for Operations and Sustainability, or the Vice President for Finance and the Purchasing Manager.

General Provisions

Failure to comply with the policies outlined herein constitutes grounds for disciplinary action, up to and including dismissal. Routine audits of required documentation will be performed. The Purchasing Department will maintain documentation for Policy exceptions.