

3362-4-01 Purchasing authority.

(A) General purchasing rule

- (1) Pursuant to section 3362.04 of the Revised Code, the board of trustees of Shawnee state university has statutory authority to make and enter into all contracts and agreements necessary or incidental to the operation of the university.
- (2) The board of trustees has delegated, to designated positions within the university, the authority to sign contracts on behalf of the university as outlined in Rule 5.27.

(B) Procurement services department

- (1) ~~The Procurement services department~~ is charged with the responsibility of organizing and administering procurements for all departments of the university in accordance with this rule-, state law, and where applicable, the rules and programs of the department of administrative services.
- (2) University departments may purchase supplies or services from external vendors, using a requisition/purchase order (preferred), a request for payment form, a blanket order, or a petty cash voucher.
- (3) Procedures related to this rule describe the established processes that are to be followed for university procurement, including but not limited to, competitive bidding, minority set asides, conditions required for bid waiver, use of a university credit card, and disposal of surplus property.

(A) Unauthorized purchases

Except as noted in this Rule, no individual has the authority to enter into purchase contracts or to in any way obligate the university for procurement indebtedness unless specifically authorized to do so by the vice president for finance and administration. Individuals who make or participate in making unauthorized purchases or contracts may be personally liable to the vendor. Exclusive of the petty cash procedures, the

university will not reimburse officers or employees for the cost of any such purchases unless approval is received.

- (B) Ethical and legal issues related to the purchasing process
- (1) Conflict of Interest; university personnel will not enter into contracts for the purchase of materials or services which would constitute an unlawful interest in a public contract as addressed in Ohio's ethics statutes and advisories from the ethics commission.
 - (2) Personal gifts; some vendors, particularly vendors of office and computer supplies, may offer free gifts (such as video games, briefcases, and accessory items) with an order. Acceptance of such gifts by any university employee is inappropriate and prohibited.
 - (3) Personal purchases; purchases for personal use or in the name of the university are prohibited.
 - (4) Purchases by individuals for university use; purchases by individuals for university use, whether by cash, credit card, or check are strictly prohibited, except when approval by the budget manager is obtained prior to the purchase being made. Recurring exceptions for the benefit of the same individual/department also requires the approval of the director of procurement services or designee.
 - (5) Promotional items; Shawnee state university regulates and controls the use of the university's name or other marks, logos, and symbols. All requests for use of the university's name or other marks, logos, and symbols must be forwarded to the director of communications and the director of procurement or the designee of the vice president for finance and administration for prior approval. The procurement of all promotional and award related items on behalf of the entire university ~~are~~ is to be handled through the department of procurement. The items

include but are not limited to "printed" items; "marketing" items such as pens, pencils, bookmarks, balloons, and t-shirts, ~~ete.~~; and "award" items such as plaques and trophies.

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CERTIFIED ELECTRONICALLY

Certification

07/23/2020

Date

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