

NORTHERN STATE UNIVERSITY  
PURCHASING POLICY

**QUICK REFERENCE**

1. Complete Requisition in SDezBuy.

**Include the following information:**

- Complete Description
- Travel or Event Information - WHO, WHAT, WHERE, WHEN and WHY
- Any special instructions
- Use “New Vendor” if vendor is not in SDezBuy (give complete address information in Internal Notes or “Vendor Unknown” if item is to be bid.

2. Allow at least 1 to 2 working days to process the Requisition. Possible delays:

- Omission of vendor address
- New vendor requiring Federal ID#
- Omission of any necessary information
- Insufficient funds in Index Code

3. A copy of the PO will be in your My Purchase Orders file in SDezBuy. **The Original PO will be distributed to the vendor automatically from the SDezBuy System, unless otherwise noted on the requisition or marked Manual PO.**

**LOCAL PURCHASING PROCEDURES**

This guide is intended as a reference of procedures for purchasing at Northern State University. Help and additional information is available in the Purchasing Office, Room 212 Krikac Administration Building, calling 2529 or 2533, Purchasing Folder on E-mail Public Folders or the Purchasing Web Page at <https://portal.sdbor.edu/nsu-student/purchasing/Pages/default.aspx> or <http://www.northern.edu/about/Pages/default.aspx> and click on MyNSU, login with SNAP ID, click on Employee Resources, click on Purchasing. The State of South Dakota Statutes & Law, Bureau of Administration (BOA) and Board of Regents (BOR) local purchasing policies govern the University and Purchasing Office.

All Requisitions are to be completed in SDezBuy. An Internal Requisition form is to be used for vendors on the Internet that require credit card payment, conference registrations, or standing orders etc. The Internal Requisition form is available in the Purchasing Folder on E-mail Public Folder, or Purchasing Web Page. The Internal Requisition is to be filled out completely with Index Code, Account Code, Commodity Code and the department head signature is required prior to submitting to the Purchasing Office.

**\*\*No purchases shall be made without a purchase order.**

## Purchases from \$0 to \$25,000 Total or Per Unit Cost

**\*\* Purchases may not be split to avoid provisions of the University Purchasing Policies.**

Local bidding procedures that will assure competitive procurement procedures and follow the guidelines governed by the Purchasing Office shall be adopted. All purchases are subject to approval of the Finance and Purchasing Office and all purchases shall be made in accordance with the following guidelines: **[For any technical equipment or computer item purchase see section on Technical Equipment & Computer Software/Hardware]**

Items with a purchase cost of:

\$0 - \$999 Obtain from the source that will provide the highest quality at the most competitive price.

\$1000-\$3,999

The end user is required to have one (1) quote to accompany the SDezBuy requisition. The Shared Buyer Purchasing Specialist for the Commodity reserves the right to solicit quotes in the best interest of the university and SDBOR.

\$4,000-\$25,000

The Shared Buyer Purchasing Specialist for the Commodity item will solicit quotes through SDBOR Sourcing Manager web based bidding system. Lowest bid meeting specifications will be honored. Approval by Office of Procurement Management (OPM) is required. Approval from OPM will be completed by the Buyer Specialist.

\$25,000 over If the total cost of purchase is greater than \$25,000 contact the Purchasing Office for further instructions. The purchase will be sent to the OPM in Pierre for a scheduled bid.

**State Contract Purchases:** Items purchased from an existing state contract. Purchase orders can be issued for state contract items. Some State Contracts are on SDezBuy or all contracts can be accessed on the Purchasing Web Page, SNAP Portal Finance Tab or State Office of Procurement Mgmt Web Page at <http://www.state.sd.us/boa/opm/>. To purchase, complete a requisition in SDezBuy, include the item number, descriptive and in the Quote/Contract field indicate the State Contract number.

**Extreme Emergency Purchases:** Items purchased locally because of an immediate need due to an unforeseen occurrence, you should first contact the Purchasing Office for guidance. If more than \$4,000 but less than \$25,000 submits requisition and three (3) written quotes along with a written justification of the emergency. Lowest bid meeting specifications will be honored.

**Printing/Duplicating:** SDezBuy Requisitions for printing or duplicating must have a sample or artwork. Contact the Director of University Relations, 124 Graham Hall, phone 7747 to obtain artwork or graphic design. All print jobs will be approved by University Relations thru workflow in SDezBuy.

Administrative Rule 10:02:02:01 & 10:02:05:09 are to be followed, (1) Green Seal Certified as defined in ARSD 10:02:05:04, (2) Ecologo certified as defined in ARSD 10:02:05:05 or (3) Comply with the minimum requirements for recycled content as published in the United States Environmental Protection Agency Comprehensive Procurement Guidelines. The State may consider alternative (virgin paper) products for award if the environmentally preferable product does not exceed the price of the alternate product by more than five (5) percent (%).

Printing jobs from \$1000 to \$3,999 require one (1) quote to be attached to the requisition. All printing jobs over \$4,000, attach artwork and specifications to SDezBuy requisition. All print jobs will be bid through SDBOR Sourcing Manager Web Based system or sent to Office of Procurement Management (OPM) in Pierre to be bid. Some print jobs may be printed at NSU Print Shop.

**Food Purchases:** Food purchases must be included in the Department's pre-approved budget. A Purchase Order is required prior to making a food purchase, including purchases from **Aramark.**

**Petty Cash \$50.00 Maximum:**

\***Prior** to making purchase, submit Internal Requisition to Purchasing Office for approval and to receive Petty Cash Form.

\*Notify vendor purchase is for NSU and Tax Exempt.

\*Submit store receipt, approved requisition, and completed petty cash form to the Finance Office for reimbursement.

**Capital Asset Purchase:**

This includes any single item with a unit cost greater than \$5,000 or total purchase is over \$5,000. Items costing in excess of \$250,000 require Board of Regents Exec Director approval and for purchase in excess of \$500,000 Board approval is required. The Purchasing Office will obtain BOR approval. **A justification of how the item will be used and its benefit to the university will be required. All purchases greater than \$5,000 will be approved by VP of Finance through workflow in SDezBuy.**

**Purchasing of Exempt Items:**

Exempt items may be exempt from state bid laws SDCL 5-18A-22. Some items included in this exemption are: computer hardware & software; computer peripherals; communication technology items; published books; perishable foods; equipment repair; chemical & biological products; medical supplies; works of art; animals; and printing for student organizations if funded with student fees. (see SDCL 5-18A-22 for complete list). Equipment & Supplies purchased with externally funded research funds for research projects are exempt.

BOR Policy requires competitive quotes for exempt items exceeding \$10,000 in cost.

### **Non-Professional Services:**

Contracts for non-professional services in excess of \$25,000 must be awarded through a competitive bid process. The process may include a sealed bid or request for proposal. Non-professional services include services which are typically physical or manual labor in nature. Construction and public improvement are governed by BOR Policy 6.

### **Professional Services:**

Contracts for professional services in excess of \$50,000 must be awarded through a Request for Proposal process. The requirements as listed in SDCL 5-18D-17 thru 5-18D-22 shall be followed.

Professional services are classified as: Services arising out of a vocation, calling, occupation, or employment involving specialized knowledge, labor, or skill, and the labor or skill involved is predominantly mental or intellectual, rather than physical or manual.

### **Technical Equipment & Computer Software/Hardware Purchase:**

The Help Desk prior to submitting a requisition must approve all purchases for technical equipment or computer software/hardware.

Submit requisition in SDezBuy. The Shared Buyer Purchasing Specialist for any technical equipment or computer software/hardware will require if necessary Bureau of Information & Telecommunications (BIT) are not on State Contract if the purchase is greater than \$10,000, is non-standard personal computer from State Contract and software purchases of more than 10 licenses; BIT must approve these purchases. The Non-Standard Computer System Request Form is available on the SNAP Portal, Finance Tab, Business Form section.

### **Airline Ticket Purchases**

1. Obtain approval for out of state Travel via e-mail from your VP or VP of Academic Affairs.
2. Secure your reservations with a local travel agent.
3. Submit a requisition in SDezBuy the same day. (WHO/WHAT/WHERE/WHEN/WHY)
4. Purchase Order will be created and the PO number will be faxed or called to the travel agency.
5. The travel agents will **deliver all tickets to the Purchasing Office.**
6. The Purchasing Office will notify you to pick up ticket when received.
7. Turn in your ticket stub with your travel payment detail to VP Fin & Administration Office after your return.
8. **Option**, airfare can be paid on-line by the Purchasing Office. Follow step 1 and submit an Internal Requisition to the Purchasing Office with details. It is required that the individual be present at the time of the reservation. Contact our office to set up an appointment.

**Conference Registration/Memberships/Order Forms**

Attach the filled out registration with an agenda, order or membership form to an Internal Requisition and submit to the Purchasing Office. The purchasing office staff will register on internet, fax or mail the form with the Purchase Order or payment if required. Include Who/What/When/Where/Why details.

In order to pay for your conference registrations prior to a conference, we must have your signature on the following statement.

"I understand that if I do not attend the conference/workshop for any reason other than through no fault of my own, that I am responsible for reimbursing Northern State University for any portion of this registration fee which is non-refundable."

\_\_\_\_\_Signature

Form #70193

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