



Seattle University Procurement Office Policy Statement

For the university to maintain its financial integrity, it is imperative that it continually strive to ensure all purchases are cost-effective in every area of campus. The Procurement Office mission supports this financial integrity by maximizing value, maintaining appropriate service levels and garnering cost savings across the university. In order to attain these results, products that the university purchases or takes title to as well as services to be performed in the university's name should be requested, authorized, received and paid in accordance with stated university policies and procedures.

Commitments for goods or services for which Seattle University is financially responsible must be authorized through university procedures prior to commitment. Individuals making unauthorized commitments or purchases are at risk for personal liability for any incurred expense.

To achieve the overall objective and to facilitate the procurement process the responsibilities, authorization guidelines and controls set forth in this policy, and related policies and procedures apply to *all* university employees.

MISSION OF THE PROCUREMENT OFFICE

The Procurement Office provides a strategic, campus-wide purchasing function that will save the University both time and money, while carrying out its values. This office is authorized to manage purchasing campus-wide as well as recommend and implement changes to purchasing policies and/or procedures.

Generally the Procurement Office, led by the Procurement Director, under the leadership of the Chief Financial Officer, will be responsible for the following functions:

- Oversee the purchasing process for routine and major purchases
- Manage strategic sourcing for the University, which includes contracted sources and purchasing consortia memberships, to take advantage of economies of scale
- Negotiate, execute and manage vendor contracts that are in the best interest of the university
- Partnering with campus stakeholders to establish standardized goods and services
- Prepare an annual spend analysis assessment and related reports
- Document policies and procedures and monitor their compliance
- Review current policies and procedures, and develop and implement recommended improvements
- Communicate and build awareness among campus stakeholders of procurement policies and procedures

EXPENDITURE AUTHORITY

To ensure a consistent approach in reviewing both budget and appropriateness of purchase, the following are the expenditure authorization approval levels:

ADMINISTRATOR LEVEL	CUMULATIVE EXPENDITURE AUTHORIZATION LEVEL
ACTIVITY MANAGER	Under \$5,000
REPORTING UNIT	\$5,001-\$20,000
SCHOOL/COLLEGE/MAJOR AREA	\$20,001-\$50,000
DIVISION	\$50,001-\$100,000
SENIOR EXECUTIVE	\$100,001-\$1,000,000
PRESIDENT	Over \$1,000,000

WHEN IS A PURCHASE ORDER REQUIRED

A purchase order is a legal document that communicates an order for goods or services to a supplier. By utilizing a purchase order to place orders, the university is able to clearly and explicitly communicate not only what is being ordered but the Terms & Conditions of the sale which are in the best interest of the university.

A purchase order is required *before* a purchase or commitment has been made for the following:

- Orders totaling over \$500 (including shipping and handling, delivery and tax)
- Any Technical/IT or furniture purchase (regardless of dollar amount) to allow us to maintain the established standards
- To obtain a blanket purchase order for the Campus Store
- When a vendor requires a purchase order regardless of the dollar amount
- For service agreements or contracts with a predetermined payment; a blanket purchase order can be issued for the annualized amount

We encourage you to contact the Procurement Office for any non-routine purchases to help with sourcing/vendor selection. Travel expenses, conference fees, meals/catering, utilities and employee payroll and related expenses do not require a purchase order.

CONFLICT OF INTEREST

Seattle University prohibits any conduct or activity that places a staff or faculty member's personal, professional, financial, familial, proprietary, or other interests in conflict with the University's best interests or contractual obligations. In addition, the University prohibits any conduct or activity that compromises a staff or faculty member's decision-making in pursuit of the University's mission, strategies, goals, or objectives. For further details, please reference the University's formal Conflict of Interest policies.

COMPETITIVE BIDDING

To ensure that the University continues to obtain goods and services at the best value, the following methods of competitive bidding are required for all new contracts or non-contracted purchases. It is recommended to engage the Procurement Department early in the bidding process.

Dollar Amount	Bidding Requirements	Bidding Process
\$0 - \$3,000	Verbal Quote Required	If pricing is considered reasonable, there is no requirement to solicit a competitive quote/proposal.
\$3,001 - \$25,000	A Written Quote Required	A written quote is required as long as the pricing is considered reasonable. There is no requirement to solicit a competitive
\$25,001 - \$50,000	2 Written Quotes Required	Obtain a quote/proposal from at least 2 qualified sources for supplies or services. Include documentation from both sources with the requisition.
\$50,001 - \$150,000	3 Written Quotes Required	Obtain a quote/proposal from at least 3 qualified sources for supplies or services. Include documentation from both sources with the requisition.
Over \$150,000	RFP/RFQ Competitive Proposals	The University will evaluate the proposals received and award the contract to the responsible firm whose proposal is most advantageous to the program, with service levels, price and other factors considered.

Sole Source

If only one source is qualified to provide the goods and services, it is an emergency purchase or required by a federal awarding agency, the purchase may be made without competition. The Sole Source Justification form (SSJ-1) must be completed.

GRANT RELATED PROCUREMENT

For grant, related purchases please contact the Office of Sponsored Projects (OSP) for updated policies. Information regarding OSP can be found [here](#).