

Virginia State University  
Policies Manual

Title: Procurement of Goods and Services Policy

Policy: 5508

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**Purpose**

This policy outlines the rules for purchasing goods and services from outside vendors as well as the specific purchasing methods that must be used.

**Definitions**

**Contract:** A binding agreement enforceable by law, between two or more competent parties, to do or not to do something, not prohibited by law, for consideration. A contract is any type of agreement or order for the procurement of goods or services (i.e. Memorandum of Understanding (MOU), Memorandum of Agreement (MOA)).

**Goods:** all material, equipment, supplies, printing and automated data processing hardware and software.

**Memorandum of Understanding (MOU):** a quasi-contract generally entered into between government agencies and private sector contractors who may be providing services to the government.

**Proprietary Specifications:** A proprietary specification restricts the acceptable products to those of one or more specified manufacturers.

**Purchase Order:** a document used to execute a purchase transaction with a vendor. It serves as notice to a vendor that an award has been made and that performance can be initiated under the terms and conditions of the contract.

**Purchase Order Changes:** a document used by DGS/DPS to execute changes to an approved purchase transactions with a vendor. It serves as a notice to a vendor of the approved changes.

**Purchasing Director:** Chief Procurement Officer responsible for managing the University's procurements

**Rider:** A contract rider is a fully binding legal document that may be attached to a contract. Riders arise from the vendor, or the University may use a standard rider. Departments may work with University Legal Counsel in developing a rider. All riders should be attached at the time the contract is submitted to University Legal Counsel for review.

**Services:** work performed by an independent contractor.

**Standard Contract:** A standard contract is a simple, routine contract generated by the University for regular and routine use. A Commonwealth of Virginia Standard Contract may be used as a **two-party award** document issued to a contractor resulting from a competitively or noncompetitively negotiated spot purchase or term contract.

**University:** Virginia State University

**Authority, Responsibility and Duties**

- A. These regulations apply to all procurements for the University by faculty, staff, students and administrators, regardless of the sources of funding, including purchases charged to educational and general, auxiliary enterprise, grants and local funds accounts.
- B. The University Purchasing Director shall manage and administer the University's procurement transaction by recommending policy and developing, publishing and enforcing appropriate procedures; delegating procurement authority to departments as appropriate; comparing requisitions for purchase with regulations; and reviewing

Virginia State University  
Policies Manual

Title: Procurement of Goods and Services Policy

Policy: 5508

---

the procurement delegation and activity/records of departments for legality and compliance.

- C. All procurement of goods and services must be made according to applicable Federal, State, Local and University regulations, policies and procedures as established by the *Virginia Public Procurement Act (VPPA)* and the *Agency Procurement and Surplus Property Manual (APSPM)*, as well as, guidelines established by the Purchasing Director. All purchases will be made in a fair and ethical manner without impropriety or the appearance of impropriety.
- D. In accordance with the Agency Procurement and Surplus Property Manual, authority to sign contracts for the University is delegated from the University President to the Vice President for Administration and Finance and the Purchasing Director; each may further delegate the authority in writing, as appropriate. Dollar thresholds shall be outlined for each signature authority. Each individual must comply with provisions of *The Virginia Public Procurement Act*. Intentional violations could subject the responsible party or parties to suspension or removal from office under the provisions of Code of Virginia, § 2.2-1115.

### **Policy Statement**

It is the Purchasing Director's responsibility to organize and administer the procurement function for all departments of the University, in accordance with the *Code of Virginia* and the applicable policies and procedures. The Purchasing Department shall provide an exchange of information between the University, vendors, firms, or contractors concerning the goods or services offered while (1) seeking competition to the maximum practical degree, (2) conducting all procurements in an open, fair and impartial manner, (3) avoiding any impropriety or the appearance of an impropriety, (4) providing access to all qualified vendors, firms and contractors, (5) ensuring that specifications for purchases are fairly drawn and (6) preserving the confidentiality of propriety information.

Transactions charged to University accounts must be made in accordance with Federal and State laws, Federal, State and University regulations, policies and procedures.

University resources shall be used for official University purchases only. All purchases of goods or services made with University funds must be necessary, reasonable and directly related to the goals, objectives and mission of the University. Under no circumstances may University financial resources be used for personal expenditures.

University employees who make an unauthorized purchase may have their purchasing responsibilities suspended or revoked, may face additional administrative disciplinary action in including termination of employment, and may be held personally liable for any charges incurred.

Procurement regulations and laws require that specific types of purchases be handled in different ways to ensure the integrity of the procurement process. The main factors determining how a procurement is handled are the anticipated dollar amount of the purchase, the type of good or service being sought, the circumstances surrounding the incident and the time frame in which a particular item or service must be obtained.

### **Purchase of Goods and Services**

Departments may not split a purchase costing \$5,000 or more into a series of smaller individual purchases for the purpose of circumventing the rules governing competition. When the total of any procurement is anticipated to be \$5,000 in goods and/or services for a specific commodity within a 12 month period, the purchase shall be forwarded to the Purchasing Department.

Virginia State University  
Policies Manual

Title: Procurement of Goods and Services Policy

Policy: 5508

---

**The Purchasing staff shall utilize the following to secure goods and services:**

**Quick Quote** an informal bid process generally used for procurements with a projected value up to \$100,000.

**Invitations for Bids (IFB)** used when the commodity or service can be clearly defined and price is the determining factor to make the final award.

**Request for Proposals (RFP)** used when the commodity or services cannot be clearly defined and/or when factors other than the price have a greater value in the outcome and negotiations are necessary.

**Best Value Acquisition (BVA)** a process similar to RFP in allowing negotiations and multiple evaluation criteria and is effective in consideration of useful life or ongoing maintenance costs that may not be readily visible in the initial purchase price.

**Sole Source Procurement** is authorized when there is only one source practicably available for the goods or services required. Competition is not available in a sole source procurement. Sole source goods or services are provided or manufactured by a specific manufacturer and are only sold directly to the University without distributors. When the requesting department believes that only one source exists for a specific item or services, a completed Sole Source Form must be submitted to the Purchasing Department. Sole source justification based on a single vendor's capability to deliver in the least amount of time is not considered a valid basis for determining sole source procurement.

**Emergency Procurement** is authorized when the need for supplies and/or services will cause serious operational disruption or where life and property must be protected. Emergency purchases can cover only that which is necessary to cover the emergency. Purchasing is required by state law to obtain such competition as is practicable under the circumstances.

In all emergencies, the requesting department is required to prepare a written determination indicating the nature of the emergency and the reasons. This written determination from the requesting department must be included in the procurement file.

If an emergency occurs at a time outside the normal work-day, the department shall contact the University Safety Officer. The department will obtain competition as is practicable under the circumstances. As soon as practicable, the department must submit an eVA requisition and an attached written determination stating the basis of the emergency and for the selection of the particular contractor.

In a catastrophic system failure, the departments shall use their existing corporate purchasing cards.

Potential loss of funds at year end is not a valid reason for requesting an emergency. Failure to plan does not constitute an emergency.

**Reverse Auctioning** is a procurement method wherein bidders are invited to bid on specified goods or nonprofessional services through real-time electronic bidding, with the award being made to the lowest responsive and responsible bidder.

Virginia State University  
Policies Manual

Title: Procurement of Goods and Services Policy

Policy: 5508

---

**Contracting**

This section outlines the authority and responsibilities of University personnel with regard to executing and reviewing contracts. As contracts may originate from a vendor or from a department within the University, this policy establishes the guidelines for establishing a contract on behalf of the University.

An individual employee of the University has no authority to execute a contract, purchase goods and services on behalf of the University. If an individual employee executes a contract, purchase goods and services on behalf of the University without proper express written authorization, the individual employee can be held personally liable for financial obligations as set forth in the agreement.

- A. **Department Responsibilities:** It is the responsibility of the department generating the contract to ensure that the commitment of all resources (funding, personnel, facilities and space) is met. If resources are not available to the generating department, the person responsible for generating the contract must ensure through the appropriate level (dean or vice president) that resources will be made available. Requests to enter contracts should not be submitted unless the commitments of all resources are met.
- B. **Material Management Department Responsibilities:** The Purchasing Department is the primary repository for contracts, agreements, riders and related legal documents as a result of a competitive procurement or sole source process when goods and services are obtained in accordance with established University procurement policies and procedures and the Commonwealth of Virginia, Department of General Services, Agency Procurement Manual.
- C. **University Legal Counsel's Responsibilities:** All contracts, including memorandums of understanding/agreement, collaboration agreements, and affiliation agreements, must be reviewed by University Legal Counsel before they are executed. The generating departments must send all University contracts, MOU's/MOA's to the Purchasing Department for routing to University Legal Counsel for review before obtaining signatures for any party to enter into a contractual arrangement. University Legal Counsel reviews all contracts for legal form and sufficiency in accordance with Virginia law. University Legal Counsel will sign all legal contract review forms to indicate that they have been reviewed. University Legal Counsel is the final authority on interpretation of the law. The University Legal Counsel, at his/her discretion, may exempt certain categories of contracts from the review process. Such exemptions must be in writing. University Legal Counsel will return contracts to the Purchasing Department or the generating department if there are questions about the contract or if the contract is incomplete. All necessary deletions, insertions, or changes to contractual terms and conditions, in compliance with Virginia law, will be noted in a memorandum or on the draft submitted for review and returned. It is the Purchasing Department's or the generating department's responsibility to make the required changes to the contract in accordance with University Legal Counsel's instructions.
- D. **Contract Language and Review Procedures**
  1. All contracts should read as follows:
    - i. The University should be referred to in all contracts as Virginia State University.
    - ii. Wording changes, deletions, and insertions must be made on the original contract and to all copied on the contract. In the Commonwealth of Virginia, copies of the original contract are as equally binding as the original.
  2. Deletions should be made by striking the text. Do not remove or use "white out" for deletions.
  3. Every change, insertion, and deletion to the contract and all copies must be initialed or approved by the buyer.

**Virginia State University  
Policies Manual**

**Title: Procurement of Goods and Services Policy**

**Policy: 5508**

4. The buyer is responsible for maintaining a signed original for all contracts. Contracts not going through the proper channels shall be considered null and void. The signed contracts must be retained in accordance with the Library of Virginia schedule.

E. The authority to sign a vendor contract and obligate the University to certain terms and conditions is limited to the President, Vice President for Administration and Finance, Associate Vice President for Administration and Finance and the Purchasing Director.

|    | <b>Position</b>   | <b>Contract Type</b>  |
|----|---|---|
| 1. | President   | All Contracts   |
| 2. | Vice President for Administration and Finance           | All contracts for the purchase of goods, services, real property and construction.  |
| 3. | Associate Vice President for Administration and Finance | All contracts for the purchase of goods or services resulting from competitive solicitation, emergency, or the sole source procurement process where goods or services are obtained in accordance with the Virginia Public Procurement Act as outlined in delegation letter.  |
| 4. | Purchasing Director                                     | All contracts for the purchase of goods or services resulting from competitive solicitation, emergency, or the sole source procurement process where goods or services are obtained in accordance with the Virginia Public Procurement Act as outlined in delegation letter. Delegate limited authority to University staff in accordance with established regulations. |

Authority is also delegated to make commitments as follows:

|    |   |  |
|----|---|--|
| 1. | Provost/Vice President for Academic Affairs | All grants and subsequent sub-awards. This authority does not include purchase of goods or execution of service contracts outlined in the grant. |
| 2. | Vice Presidents                             | All travel authorizations as outlined in delegation letter   |
| 3. | Charge Card Holders                         | Authority to purchase goods and identified services up to \$1,000 via identified process.  |
| 4. | Account Managers                            | Authority to purchase goods and services via the eVA system up to \$1,000.   |
| 5. | Procurement Pricing Analyst                 | Approves change orders for Capital Outlay and Facilities   |

Unless noted above, individuals and department do not have the authority to sign vendor contracts (i.e. hotel contracts, maintenance agreements, speaker/presenters agreements, etc. If an individual signs a contract, he or she may be held personally liable for its terms and conditions.

Please allow a minimum of ten (10) business days for contracts to be processed and returned.

**Ethics in Public Contracting**

The University has a Conflict of Interest Policy which establishes parameters for individuals involved in procurement transactions. The policy precludes individuals from participating in the procurement process under certain circumstances (i.e. the employee is contemporaneously employed by a company involved in the procurement

Virginia State University  
Policies Manual

Title: Procurement of Goods and Services Policy

Policy: 5508

transaction; the employee's immediate family holds a position with a company involved in the procurement transaction; the employee or any member of the employee's immediate family has a pecuniary interest arising for the procurement transaction, etc.). Because of the extraordinary trust and responsibility exercised by University employees conducting procurement transactions and because of the legitimate expectation by the public that this trust and responsibility be exercised properly, state laws dictate a higher standard of conduct for employees involved in the procurement process. Employees and vendors must be cognizant of these laws which include the *Virginia Public Procurement Act*, the State and Local Government Conflict of Interests Act, and the Governmental Frauds Act. All University employees having responsibility for procurement transactions shall conduct business with vendors in a manner above reproach in every respect. Transactions relating to the expenditure of public funds require the highest degree of public trust.

University employees having administrative or operating authority, whether intermediate or final to initiate, approve, disapprove, or otherwise affect a procurement transaction, or any claim resulting therefrom:

1. Shall not solicit, demand, accept or agree to accept from a bidder, offeror, contractor or subcontractor any payment, loan, subscription, advance, deposit of money, services, gifts, transportation, lodging, meals, tickets to events or shows or anything else of value.
2. Shall not accept employment with any bidder, offeror or contractor with whom the employee or former employee dealt in an official capacity concerning procurement transactions for a period of one year from the cessation of employment by the state unless the employee or former employee provides written notification to the head of the state agency prior to commencement of employment by that bidder, offeror or contractor *Code of Virginia, 2.2-4370*.

In some situations it may be necessary for University personnel to make site visits to evaluate vendor capability and equipment. If site visits are required for evaluation purposes the University and not the vendors being evaluated should pay for such visits. University employees making such visits will incur and recover travel costs from the University in accordance with state travel regulations. No direct reimbursement of individual by a vendor is permitted. The University will determine all costs incurred by University employees in connection with the site visit and handle in accordance with Commonwealth procedures.

University employees having official responsibility for procurement transactions may attend vendor sponsored seminars or trade shows where they will benefit from receiving product information and learning of new techniques and product or service trends. Food, drinks and give-away items offered to all participants at such functions may be accepted by University employees attending.

All personnel having official responsibility for procurement transactions shall be knowledgeable about the provisions of Article 6, Sections 2.2-4367 through 2.2-4377 of the *Code of Virginia*, entitled "Ethics in Public Contracting." No public employee having official responsibility for a procurement transaction shall knowingly make any false, fictitious or fraudulent statements or representations; or make or use any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry (*Code of Virginia*, Section 2.2-4376). "Any person convicted of a willful violation of any provision of this article shall be guilty of a Class I misdemeanor. Upon conviction, any public employee, in addition to any other fine or penalty provided by law, shall forfeit his employment" *Code of Virginia*, Section 2.2-4377.

Questions regarding the Ethics or Conflict of Interest shall be forwarded to the University Legal Counsel's Office.

**Exemption**

The Purchasing Department is the University's authorized office to secure procurement exemption from Virginia Correctional Enterprises, Virginia Industries for the Blind and Office of Graphic Communication.

Virginia State University  
Policies Manual

Title: Procurement of Goods and Services Policy

Policy: 5508

---

**Gifts and Donations**

Vendors or alumni may want to give or donate goods or services to the University. Any donation exceeding a \$5.00 value will require departments to contact the Office of Institutional Advancement. Gifts and donations must be coordinated with and approved by the Office of Institutional Advancement prior to the department's acceptance of the gift or donation.

**Fiscal Year End**

Departments have the responsibility to ensure that requisitions to purchase goods and services which are to be paid from the current fiscal year funds are submitted to the Purchasing Department to allow for processing, vendor delivery and payment prior to fiscal year-end close out. There is no date to guarantee bidding, delivery and invoicing prior to the year-end close out since external factors such as product availability and manufacturing time have a major influence on the delivery and receipt of material.

Whenever work is to be performed on state owned or leased property or facilities, the contractor shall be required to have Worker's Compensation, Employer's Liability, Commercial General Liability and Automobile Liability, and in certain types of programs Professional Liability/Errors and Omissions insurance coverage. The Commonwealth of Virginia must be named as an additional insured when requiring a Contractor to obtain Commercial General Liability coverage. Prior to the commencement of work to be performed, at a minimum, the contractor must certify to the agency that they possess the appropriate insurance coverage and documentation concerning the contractor's insurance shall be included in the procurement files. It is the responsibility of Virginia State University Procurement Buyers to obtain the most recent copy of the license and insurance documentation and validate the insurance coverage. These documents must be placed and maintained in the Procurement file.

**Special Approval**

It is important to note that the following procurements require additional approvals:

1. Hardware/Software
2. Goods requiring installation or connectivity to servers, IT platforms, or the such like
3. Memberships
4. Printing/Banners
5. Goods that will be attached to buildings, floors or have any electrical work
6. Renovations or painting
7. Copiers/Printers

**Contract Administration**

Contract Administration begins after award of a contractual document. Contract Administration assures that the relationship between the contractor and agency are in accordance with the terms and conditions for the contractual agreement. Contract Administration includes all actions taken by the State relative to a specific contract after award to include goods or services being furnished, received, invoiced and paid as specified.

The University assigns Contract Administration in accordance with the rules and regulations outlined in the Agency Procurement and Surplus Property Manual. Administrators are required to complete initial one-on-one training and subsequent annual training.

Government-to-Government Purchases to other Government entities, except Mandatory Sources, are processed in accordance with VSU's rules and regulations and the Agency Procurement and Surplus Property Manual. Government-to-Government purchases are excluded from eVA processing.

**Procurement Planning**

Purchasing personnel will interact on a weekly basis to gain knowledge on the request for procurements received in the department. As a standard process, when possible, like procurements will be competed together. The University will, as much as possible, enter into term contracts for like services for the University.

The Purchasing Director will meet semi-annually with all Vice Presidents to gather their needs and to discuss their forecasts for the next fiscal year.

**Advance Payments**

Are those that are made prior to receipt of goods or services. After an agency or institution makes an advance payment, there is no absolute guarantee that the vendor will deliver the goods or perform the requested services, placing the Commonwealth's assets at risk. The following is a list of those payments, which under certain terms and conditions, may be prepaid, organization memberships, publication subscriptions, convention and educational services, travel public carriers, mail order purchases, U.S. Postal service purchases, hotel/motel deposits, film acquisitions or rentals, advertising expenses, telecommunications services and internet purchases. These lists are not all inclusive. **All allowable miscellaneous advance payments are subject to a maximum prepayment period of 90 days.**

**Contractor License**

State statutes and regulatory agencies require that some contractors be properly registered and licensed, or hold a permit, prior to providing goods or performing specific types of services. These services include, but are not limited to, construction, pesticide application, security, and fire alarm system installation. License documents must be verified prior to the work commencing. Contractor license verification may be reviewed on the Virginia Department of Professional and Occupational Regulation's website. These documents shall be maintained in the procurement files.

**Electronic Procurement (eVA)**

eVA encompasses vendor central registration and source selection, requisitioning, solicitation development, soliciting and receiving formal and informal bids and proposal, bid/proposal tabulation and evaluation, electronic ordering, public posting, electronic receiving, electronic invoicing, electronic data record keeping and various reporting capabilities. All purchase transactions, regardless of funding source, governed by the *Virginia Public Procurement Act* shall be processed through eVA to eVA registered vendors.

1. Account managers
  - i. shall identify employees approved to have eVA access
  - ii. certify that all requisitions include items for official University use and funds are available.
  
2. University Security Officer
  - i. activate, deactivate and re-activate user accounts
  - ii. maintain list of active accounts
  - iii. manage the eVA Access Request Documentation ensuring all users have read and agree to use of the system
  - iv. maintain eVA Access Request Documentation
  - v. conduct quarterly and annual audit of users
  - vi. serve as liaison with DGS staff to maintain compliance
  - vii. manage workflow



Virginia State University  
Policies Manual

Title: Procurement of Goods and Services Policy

Policy: 5508

---

3. Purchasing Director
  - i. manage eVA process
  - ii. develop policies and procedures
  - iii. authorize use
  - iv. establish workflow

**Freedom of Information Act**

The Virginia Freedom of Information Act (FOIA), located at § 2.2-3700 et seq. of the *Code of Virginia*, guarantees citizens of the Commonwealth and representatives of the media access to public records held by public bodies, public officials, and public employees.

A public record is any writing or recording – regardless of whether it is a paper record, an electronic file, an audio or video recording, or any other format – that is prepared or owned by, or in the possession of a public body or its officers, employees or agents in the transaction of public business. All public records are presumed to be open, and may only be withheld if a specific, statutory exemption applies.

All requests for University-related information, utilizing provisions of the FOIA, must be directed to the Office of Institutional Advancement. Requests from the news media will be researched and answered by this office. Requests for information from non-media sources will be logged by the Office of Institutional Advancement and referred to the appropriate campus office for immediate response and resolution.

**Information Technology (IT) Purchases**

The purchases of IT items are governed by the Virginia Information Technology Agency (VITA) procurement policies and procedures. Information Technology is an all encompassing term that refers to the devices used for creating, storing, using, or exchanging information, and to the design and practical application of the devices themselves.

**Mandatory Sources**

The University is required to use these mandatory sources under the conditions outlined herein. While the University encourages the use of the non-mandatory sources identified, it is not required. It is important that for use of non-mandatory sources, special emphasis is placed on Virginia vendors and DMBE certified small, women-owned and minority-owned business, and should also specifically include those eVA registered vendors. (*ASPM Chapter 2.1*)

1. Virginia Correctional Enterprises
  - i. Printing
  - ii. Office Furniture
  - iii. Digital Imaging
  - iv. Office Systems
  - v. Clothing, t-shirts, shirts, etc.
2. Virginia Industries for the Blind
  - i. Writing Instruments
  - ii. Mattress
  - iii. Mops (not required for use by VSU contract vendor)
3. Virginia Distribution Center
  - i. US Flags
  - ii. State Flags
  - iii. Food (not required for use by VSU contract vendor)
  - iv. Janitorial supplies (not required for use by VSU contract vendor)
  - v. Paint and painting supplies (not required for use by VSU contract vendor)

Virginia State University  
Policies Manual

Title: Procurement of Goods and Services Policy

Policy: 5508

4. Office of Graphics Communications
  - i. Publication design work
5. Virginia Information Technologies Agency (VITA)
6. State Contracts
  - i. View listing at [www.eva.virginia.gov](http://www.eva.virginia.gov)
7. University Contracts
  - i. View listing at [www.vsu.edu](http://www.vsu.edu) (purchasing section)

**Order Lead Time**

Various methods are used to procure goods and services. Each method has special components that must be followed and documented. Use of the Request for Proposals (RFP) will add significant order lead time. Therefore the times are approximate and are to be used as a guide to assist in procurement planning.

| Estimate Cost        | Estimated Order Lead Time (Business Days) |
|----------------------|---|
| \$0 - \$1,000        | 3 days                                    |
| \$1,000 - \$5,000    | 5 days                                    |
| \$5,000 - \$50,000   | 10 days                                   |
| \$50,000 - \$100,000 | 20 days                                   |
| >\$100,000           | 40 to 90 days                             |

The following will add additional processing time

1. Insufficient budget
2. Incomplete specifications
3. Inaccurate funding source
4. Evaluation team delays

**Printing Purchases In Accordance with APSPM 2.1 b. (1); APSPM 4.20 a - g; Vendor's Manual 3.8. 3.9**

All printing must have prior approval by the Office of Institutional Advancement before orders can be approved. This includes, but is not limited to, seals, logos and trademarks. The printing or use of the seal is limited to specified vendors licensed to do so. Printing requested shall be processed in accordance with state regulations. Virginia Correctional Enterprise (VCE) is the mandatory source for all printing. If there is a critical need, contact the VCE Digital Works (Corprint) at (804) 225-3574 to discuss product availability and delivery.

**Purchase Card**

Charge cards offer the University the opportunity to streamline its procedures for procuring and paying for small dollar goods and services. The card program reduces the volume of invoice processing transactions and the associated administrative costs by eliminating vendor invoices and consolidating multiple vendor payments into one monthly payment to the charge card vendor. Vendors are paid directly by the purchasing card contractor. ( *VSU Policy: 5504*)

**Real Property Acquisition and Lease**

Acquisition of real estate, whether by gift, purchase or lease (any duration) shall include:

1. Purchase of land
2. Lease office space
3. Lease warehouse

Virginia State University  
Policies Manual

Title: Procurement of Goods and Services Policy

Policy: 5508

---

4. Lease of land
5. Lease of dedicated parking spaces
6. Any agreements for the installation or placement of telecommunications facilities and equipment.

Agency has delegated authority for routine lease arrangements.

**Sustainability**

Departments are to be pro-active in identifying opportunities to reduce the environmental impact of everyday business activities. Departments should purchase recycled and environmentally preferable products to the maximum extent practicable.

For major contracts, the buyers will include language requiring vendors to provide information for evaluation purposes on the company's sustainability initiatives and recommendations to reduce the environmental impact and create efficiencies.

Purchases must evaluate using the following criteria:

1. Energy star-rated appliances and equipment;
2. New copiers, fax, printer and other office equipment must be recycled paper compatible;
3. Recycled paper must be purchased;
4. Document the need of individual service plastic containers;
5. When selecting sites for conferences and meetings, use "Virginia Green" certified facilities, select locations that avoid disposable materials that are not biodegradable or recyclable;
6. Publications should be in electronic form, unless there is a statutory or regulatory requirement to the contrary, or a substantial portion of the intended recipients cannot be reached electronically
7. Travelers are to carpool to meetings; use video conferencing; webcast; conference calls
8. Purchase surplus items (Federal and State)
9. Negotiate extended warranties on equipment and ensure routine maintenance is performed.

**Small, Women-Owned and Minority Business**

Procurements shall be made in accordance with policies and procedures outlined by the Commonwealth's SWaM regulations and/or guidelines. The University shall provide participation to all qualified vendors with an objective to comply with the 40% aspirational goal.

**Taxes**

Sales to the Commonwealth of Virginia are normally exempt from State sales tax. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request. Deliveries against contracts shall usually be free of Federal excise and transportation taxes.

**Travel Card**

Travel charge cards provide employees who are traveling 3 or more times with a means of charging expenses incurred while conducting official State business only, thereby reducing the need to issue cash travel advances. The University will not issue travel advances unless the travel includes 2 or more students. (Refer to Policy 5506)

**Unauthorized Purchases**

No goods or services may be ordered without the issuance and approval of the proper documents and/or purchase order by the Purchasing Department.

Virginia State University  
Policies Manual

Title: Procurement of Goods and Services Policy

Policy: 5508

**Used Equipment Purchases**

That which has been previously owned and used, offered for sale "where is, as is" and does not include demonstration or factory rebuilt items marketed through distribution outlets, may be negotiated by agencies within their delegated authority.

**Vehicle Purchases**

Higher Education is exempt from DGS/Office of Fleet Management. All vehicles must be approved by Administrative Services prior to submission of any requisition. All purchases/leases must be in accordance with Fleet Management Services (Form OFMS - 1).

**References**

*Code of Virginia, §2.2-4300, Virginia Public Procurement Act*

*Agency Procurement and Surplus Property Manual (APSPM), latest edition*

*Commonwealth of Virginia, Vendors' Manual*

VSU Policy 5504, Small Purchase Charge Card Policy

VSU Policy 5506, Travel Policy

Approval By: \_\_\_\_\_

  
President

Date: \_\_\_\_\_

8/22/13