

Virginia State University  
Policies Manual

Title: Procurement of Goods and Services

Policy: 5508

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**Purpose**

This policy prescribes regulations for the procurement of goods and services. The policy is designed to comply with State regulations.

**Definitions**

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

*Services*- means any work performed by an independent contractor.

**Authority, Responsibility, and Duties**

- a. These regulations apply to all procurement for Virginia State University by faculty, staff, students and administrators, regardless of the sources of funds, including purchases charged to educational and general, auxiliary enterprise, grant and local fund accounts.
- b. The University Purchasing Director shall administer the University's procurement program by recommending policy, and developing, publishing and enforcing appropriate procedures; delegating procurement authority to departments as appropriate; comparing requisitions for purchase with reasonable standards; reviewing the procurement delegation and activity/records of departments for legality and compliance with this policy.
- c. All procurement of goods and services must be made according to applicable state laws, regulations, policies and procedures as established by the *Virginia Public Procurement Act* and the *Agency Procurement and Surplus Property Manual* 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 §1.2 of the *Agency Procurement and Surplus Property Manual*, authority to sign contracts for Virginia State University is delegated from the University President to the Vice President for Administration and Finance and the Purchasing Director; each may further delegate that authority in writing as appropriate. A list of such delegations and the dollar limit of authority shall be maintained in the Purchasing Office. Such delegations shall include the training needed to assure compliance with applicable laws and regulations and to uphold the integrity of the University.

**Policy Statements**

- a. The Commonwealth and the University award term contracts for the procurement of goods, supplies and services to obtain more favorable prices through volume purchasing and to reduce procurement lead-time and administrative effort. Items available on term contracts must be procured from the contracted vendor in accordance with provisions of the contract. Another vendor may not be used.

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- b. All persons involved in the procurement process shall effect proper planning so as to obtain the quantity, quality, and timeliness of delivery of procurement at the least cost to the University. Emergency procurement procedures shall be implemented only to protect personal safety or property, not to compensate for improper planning.
- c. No goods or services may be ordered without the issuance of a purchase order by the University's Purchasing Office except for those individuals with delegated procurement authority through the Small Purchase Charge Card program.
- d. Employees should not use their personal funds for the purchase of University related goods and services and will not normally be reimbursed.
- e. Contracts and purchase orders issued by the Purchasing Office may only be changed or canceled by that office. Requests for needed changes or cancellation are to be submitted to the Purchasing Office for issuance of a formal change order. Communication of needed changes or cancellations to vendors by other departmental personnel is not authorized.
- f. Receiving Goods and Services
  - 1. Generally, all goods are shipped to Central Receiving. In instances where goods or services are delivered directly to the department, the actual receipt, and acceptability, of such goods and services must be communicated by the department to the Central Receiving unit of the University within two (2) days of actual receipt.
  - 2. Persons who receive delivery of goods, supplies and services are responsible for the prompt inspection for shipping damage and completion of a receiving report. Items that are damaged or unacceptable will be returned by the receiver to the vendor for credit; the receiver shall also notify Invoice Processing so that any invoice may be returned to the vendor. Prompt reporting of unresolved problems to the Purchasing Office is essential for the University to avail itself of legal remedies.
- g. All invoices received by the University that do not reference a valid University purchase order number will be promptly returned to the vendor. Such rejected invoices shall be considered to be "in dispute." The University's Invoice Processing unit will provide the Purchasing Director with a copy of any correspondence related to the return of invoices to the vendors.
- h. University employees who make unauthorized purchases may have their purchasing responsibilities suspended or revoked, may face additional administrative disciplinary action including termination of employment, and may be held personally liable for any charges incurred.

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**References**

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

*Agency Procurement and Surplus Property Manual, September 1998, latest revision.*

**Approved by:** Eddie N. Moore, Jr., President

**Date:** September 29, 2006