

## Policy Register

**Policy Details**

5 -12.3

**Administrative policy regarding purchasing, sales and disposal of property and inventory control**

- (A) Responsibilities of the procurement department. All procurement activities involving the university shall be coordinated through the procurement department. Specific purchasing procedures are available online at [www.procurement.kent.edu](http://www.procurement.kent.edu). The procurement department has been given the following primary responsibilities:
- (1) Coordinating the purchase of all equipment, supplies, printed materials, or related services required by the requisitioning department, as economically as possible and consistent with desired quality;
  - (2) Establishing primary vendor contracts where appropriate (e.g., contracting with a single vendor for the procurement of a commodity such as food products, paper products, etc.); participating in inter-university, state of Ohio term contracts, or other joint purchasing contracts, when it has been determined to be in the university's best interest;
  - (3) Contracting for all rented or leased equipment, whether for a definite or indefinite period of time, with review by university counsel or procurement prior to execution of contracts;
  - (4) Performing the procurement function in compliance with applicable laws and university regulations;
  - (5) Applying principles of value analysis to the purchase transaction;
  - (6) Recommending standard specifications for equipment and materials of common use throughout the university;
  - (7) Administering the sale and/or disposal of all surplus property.
- (B) Implementation and procedures.
- (1) Competitive bidding.
    - (a) The purchase or lease of any equipment, material, and supplies when the cost is twenty-five thousand dollars or greater, the procurement of services when the cost is fifty thousand dollars or greater, and construction contracts when the cost is fifty thousand dollars or greater shall be awarded to the lowest and/or most responsive bidder pursuant to competitive bidding procedures. Competitive quotations may also be solicited for procurements below the established limits, whenever it would best serve the interests of the university.
    - (b) Formal quotations for all purchases or leases will be obtained by the procurement department based on written descriptions or specifications.

Informal quotes below competitive bidding limits are encouraged and may be obtained by the requisitioning department.

- (c) Any purchase or lease of any material, equipment, supplies, or services in excess of minimum bidding limits will be advertised in a way that is most beneficial to the university. Possible methods could include but not be limited to electronic advertising through the procurement department website, advertising in newspapers or trade publications, or direct solicitation of bids from vendors. Any procurement falling below the minimum bidding limits may also be advertised in any way that is determined to be in the university's best interests.
- (2) Waiver of competitive bidding. Competitive bidding requirements may be waived for the purchase or lease of equipment, materials, supplies, and service in the following instances:
  - (a) Whenever the board, the president, or the vice presidents have determined that an emergency situation exists requiring such action;
  - (b) Whenever, in the judgment of the responsible purchasing officer of the university, it is impossible or impractical to obtain more than one bid because the item is obtainable only from a single source, or for other sufficient economic reason; or
  - (c) Whenever existing federal, state, inter-university council, or Kent state university contracts are used as a source for establishing price.
- (3) Other procurement options. Responsible business principles require the purchase of any goods or services to include cost and value considerations prior to final selection.
  - (a) Purchases requiring purchase orders. Any purchase of goods or supplies greater than two thousand five hundred dollars requires a purchase order to be requisitioned from and issued by the procurement department.
  - (b) Permissible payments via check request. Payment of any purchase totaling less than two thousand five hundred dollars that can not be accomplished via use of the procurement card may be accomplished via a check request.
  - (c) Payments via procurement card. Any purchase totaling less than two thousand five hundred dollars and not restricted by other policies may be transacted using the university's procurement card. Specific procedures applicable to obtaining and proper use of the procurement card are available on the procurement department website.
- (2) Personal purchases. No personal purchases are permitted to be made, either via purchase order, check request, or the university's procurement card. In addition, no employee may use the university's name or present him/herself as an agent of the university when making personal purchases.

- (3) Equal employment opportunity. Kent state university requires that a supplier, in bidding and/or filling a purchase order, agrees not to discriminate against any employee or applicant for employment, with respect to higher tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, religion, gender, sexual orientation, national origin, disability, or identity as a disabled veteran or veteran of the Vietnam era to the extent required by law. The supplier must further agree that every subcontract or order given for the supplying of this order will contain a provision requiring nondiscrimination in employment, as herein specified. This covenant is required pursuant to Executive Order 11246 and Executive Order 11357 and any breach thereof may be regarded as a material breach of the contract or purchase order.
  - (4) Minority business. Chapter 125.081 of the Ohio Revised Code stipulates that Kent state university shall attempt to set aside a specified percentage of the estimated value of all purchases per year for competition by certified minority business enterprises. The university promotes purchases from minority business enterprises, woman-owned enterprises, and from suppliers from economically disadvantaged groups through its supplier diversity initiative.
- (C) Inventory control and the sale or disposal of university equipment
- (1) Inventory control. Equipment purchased with university funds shall be subject to university inventory control procedures. All equipment with a value in excess of 2500 dollars with a life expectancy of more than one year must be tagged and assigned an inventory control number by university inventory control. Each department head is responsible for such equipment and shall perform a physical equipment inventory every two years in order for the university to maintain compliance with applicable federal and state regulations.
  - (2) The procurement department, working with receiving and distribution services, has the sole responsibility for the sale or disposal of property by one of the following methods:
    - (a) Redistribute onto other departments in the eight-campus system through listings on the procurement department website;
    - (b) An advertised public auction with the property being sold to the highest bidder;
    - (c) Pursuant to competitive bidding procedures with the award being made to the highest bidder;
    - (d) In advertised public sale with the property having a price assigned to each item and sold to the public at a stipulated time and place; or
    - (e) Surplus property of minimal (salvage) value may be disposed of in the way most economical for the university.
- (D) Ineligible bidders. No employee of the university who has participated in the determination to dispose of property, participated in the preparation of property for sale, participated in determining the method of sale, or acquired information not otherwise available to the general public regarding usage, condition, quality, or value

of property may bid on or purchase any property offered for sale by the university. To qualify as a purchaser of such property, an employee of the university must certify in writing that he/she has not participated in any of the activities or acquired information as specified herein above.

- (E) Buy Ohio. Chapter 125.11(B) of the Ohio Revised Code requires state agencies and universities give preference in their purchasing activities to products that are produced or mined in Ohio, and to bidders that qualify as having a significant Ohio economic presence. This requirement may be waived when compliance would result in the university paying an excessive price for the product or acquiring a disproportionately inferior product.
- (F) Buy America. Chapter 125.11(B) of the Ohio Revised Code stipulates that state agencies and universities give preference in their purchasing activities to products produced, mined, or manufactured in the United States. This requirement may be waived when a determination has been made that the products to be purchased are not mined, produced, or manufactured in the United States in sufficient and reasonably available commercial quantities and of a satisfactory quality.

**Effective:** August 22, 2008

**Prior Effective Dates:** 11/4/1977, 8/31/1979, 3/11/1982, 4/14/1989, 7/27/1990, 8/16/1991, 3/4/1994, 6/4/2003, 6/1/2007

**Related Forms:**