



Kutztown University Policy A&F-012

Purchasing of Goods and Services

A. Purpose

This policy outlines and provides guidance for the procurement of goods, services and construction in compliance with regulatory requirements. Purchasing procedures are designed to focus the centralized procurement efforts of the Purchasing Unit in areas where the greatest gain may be achieved in terms of cost and quality, while using decentralized procurement methods for small dollar items.

B. Scope

This policy applies to all University employees: faculty, staff, and temporary employees. It is applicable to all purchases made on behalf of the University, regardless of the type of the procurement, total cost of the purchase, or source of the funding.

C. Definition(s)

1. Act 57 – The Commonwealth Procurement Code. Dictates how Commonwealth entities purchase goods and services.
2. Contracting Officer – A person authorized to enter into and administer contracts and authority either directly from Act 188 or from written delegation by a person authorized to have and delegate this authority.
3. Purchasing Card – Is a commercial credit card issued by the University to an authorized individual for the purpose of procuring necessary goods for the University and paid for directly by the University.
4. Purchase Order - A purchase order (PO) is a type of contract document issued by a buyer to a seller, indicating types, quantities, and agreed prices for the purchase of products. Acceptance of a purchase order by a seller forms a contract between the buyer and seller, so no contract exists until the purchase order is accepted. The first step of the Purchase to pay process.
5. Contract – A type of written agreement for the procurement or disposal of supplies, services or construction.
6. Commodity – something that is bought and sold; a tangible item.
7. Service – Labor or other action performed by a contractor; an intangible item.

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D. Policy

1. General Policy:

All procurement of supplies, services and construction for Kutztown University will conform to the policies, provisions and statutory limitations as outlined in the Commonwealth Procurement

Code (Act 57 of 1998) which establishes the statutory limitations and provisions for all procurement activities for the Commonwealth of Pennsylvania. The provisions of the Act apply to the University as a state-affiliated agency and have been adopted by Kutztown University.

2. Authority:

The President of Kutztown University alone has the authority to enter into or sign contracts that bind the University to any rights and obligations unless the President delegates this authority, in writing, to third parties. No one outside of the written delegates may enter into or sign contracts involving the University.

Individuals who procure commodities or services or sign contracts without authorization do so outside the scope of their employment and may be subject to disciplinary measures in line with the terms of their respective employment agreements.

E. Effective Date

November 17, 2006

Reviewed 8/2007

Revised: August, 2012

Revised: January 2014

F. Approved By

Administrative Council – November 17, 2006

F. Javier Cevallos – December 11, 2006

G. Amendments

2/07/14: Updated language to revise Purpose and Scope paragraphs; Added definitions of key terms within the policy; updated language to revise Authority paragraph.

H. Last Review

August, 2009

August, 2010

August, 2011

August, 2012

August, 2013