

SOG TITLE:	Purchasing Guidelines
SOG NO.:	AF-02-500
REVISION NO:	0

1. **Purpose:** To obtain quality products and services in a prudent and economical manner that advances the mission of the University by spending public funds in accordance with applicable laws and regulations. These Standard Operating Guidelines are applicable to all University accounts including research, grant, gift, activity and state appropriated fund sources

2. **Applicability:** These Standard Operating Guidelines (SOG) are applicable to all Kutztown University employees using accounts that include research, grant, activity and state appropriated fund sources.

3. **Related Documents:** University Policy A&F -012

4. **Definitions:** Bid Threshold. The annual amount set by the Pennsylvania Department of Labor and Industry that is applicable to all procurements, including construction. The current amount will be reflected on the Procurement Services Office website to incorporate any change to the bid threshold.

5. **Guidelines:**

A. **General:**

All dollar thresholds indicated are based on the total aggregate amount per requisition and not per line item or unit price. Submission of multiple requisitions will be considered “serial contracts/purchase” and doesn’t meet our responsibility under Act 57 (PA state law). The Procurement Services Office reserves the right to obtain competitive pricing at any dollar threshold dependent on the product and service being requested.

B. **Thresholds:**

1. Purchases greater than \$1,000 and less than or equal to \$5,000. It is the responsibility of the requester to seek quotes for all purchases to obtain the best value at the most competitive price. The requester must obtain telephone quotes or online price comparisons. Although not required, documentation for seeking quotes is encouraged.

2. Purchases greater than \$5,000 and less than or equal to \$10,000. It is the responsibility of the requester to obtain three written quotes. These are required in order to secure the best value at the most competitive price. The three written quotes are required when submitting the requisition(s). Although the requirement is on state contract(s) or is an approved vendor three quotes are still required.
 3. Purchases greater than \$10,000 and less than or equal to \$19,400 (bid threshold). The requester will submit the Purchase Requisition (PR) to ensure funds are available and for approval prior to the Procurement Services Office seeking competitive quotes. Ideally, three quotes are sought to facilitate the competitive quotation process to obtain the best value. Departmental assistance is required during the purchase to provide expertise in correctly identifying and scoping the requirement. Departments can also help in this process by providing the Procurement Services Office with the names of potential vendors based on expertise and familiarity with the commodity or service.
 4. Purchases greater than \$19,400. All requirements that exceed the bid threshold require a public advertisement, bid and award unless state contracts are in existence or the requester can provide justification for directing the requirement to a sole source. The requester will submit the Purchase Requisition (PR) to ensure funds are available and for approval prior to initiating a public advertisement, bid and award unless state contracts are in existence or the requester can provide justification for directing the requirement to a sole source. Occasionally, requirements on state contract exceed market prices. In these cases phone quotes or online price comparisons may garner significantly more savings than the state contract. The Procurement Services Office may elect to obtain quotes from these contracted vendors accordingly.
7. **Revision History:** 0 Approved.
8. **Approving Authority:** The Vice President for Administration and Finance and the Assistant Vice President for Administration and Finance reserve the right to waive the requirements as outlined in paragraphs 5.B.1-3 predicated upon the appropriateness of the situation.
9. **Point of Contact:** The point of contact for this SOG is the Procurement Services Office.