

PURCHASING POLICY

Policy for Items Costing over \$500:

Purchases of items over \$500.00 require two bids before the item may be purchased.

Excepted from the above policy are:

- Items purchased on MHEC, E & I or COWC contracts
- Books & Periodicals
- Conference Hotels
- Meals
- Gas
- Conference Registration Fees
- Membership Fees
- Honorariums
- Speaker Fees
- Nichols Logo Items from the Bookstore
- Referee Fees
- Copier Maintenance when the contract is part of the copier purchase
- Airline Tickets purchased through a Travel Agency
- Train Tickets
- Advertising, but NOT Ad Agencies
- Sodexo Catering
- Postage, but NOT Mailing Services
- Specialized Professional Services
- Rental of external sports facilities
- Rental of classroom space
- Contracted services related to specialized or proprietary building services

All contract services should be bid at least once every five years.

Employees who violate the following procedures will have a letter sent to their supervisor, with a copy placed in their personnel file.

Procedure:

1. The first step in the purchasing process is completion of the purchase requisition. Requisitions can be created in Datatel if you have been given access to & training for the REQM module from the I.T. Dept at Nichols. Otherwise you must use the Microsoft Excel version of our requisition*. Complete all parts of the requisition (including the shaded right corner), get it signed by your budget officer**and then forward it with applicable attachments (see below) to the Purchasing department. We are exempt from sales/use tax. Electronic or paper Certificate of Exemption 04-2104778 is available from A/P or Purchasing.
2. The Purchasing department is available to complete the required bid work for you. However, if you prefer to obtain your own bids, you may do so. The "Phone Quote for Products or Services" form* should be used for telephone quotes. Attach copies of the vendor submitted and/or phone quotes to the requisition, if you do not want the Purchasing department to obtain bids for you.
3. The Purchasing Department may contact you regarding alternative sources of supply if you have not indicated a specific vendor for your products/services.
4. After the best value has been determined, the Purchasing Department will create a purchase order (PO) in Datatel (which will encumber the funds in your budget line) and then issue a hard copy of the PO back to you to use for processing the payment in the future. A purchase order will also be sent to the vendor at this time if that is what you requested on the requisition.
5. The College may refuse to accept financial responsibility for items purchased without a valid purchase order number, unless the item is on the exception list above.
6. Emergency exceptions to these procedures must be cleared with the Associate VP for Finance before the item is purchased. This should be done via an emailed request to patricia.hertzfeld@nichols.edu.

Policy for Items Costing less than \$500:

As an employee of Nichols College, the purchaser should always strive to obtain the best value available for the college. Whatever the means of procurement; college credit card, phone, fax, internet, or in person the employee should know their budget allowance and must always stay within those limits. Please remember that we are exempt from sales/use tax. The Certificate of Exemption 04-2104778 is available from A/P or Purchasing in electronic or paper form.

Procedure:

1. If the item was purchased using a College credit card, retain all supporting documentation to attach to the credit card statement when it arrives. Statements with all supporting paperwork and budget officer signature should be forwarded to A/P each month as timely as possible after they arrive in the mail.
2. If the item was purchased without a credit card **you must obtain an invoice** that clearly indicates the item(s) purchased and the total amount due.
3. Attach the invoice to a completed Check Request Form*. If this vendor is new to NICHOLS, you **must** attach a completed new vendor application* (Federal W-9) to the check request. Please record the cost center to charge and the date received on the invoice before attaching to the request, and then forward it to your budget officer for their signature.** The items/services must be received prior to submission for payment.
4. Forward the completed Check Request Form to Accounts Payable in the Business Office.

***All forms related to Purchasing and/or A/P are available in Public Folders in the AP/Purchasing Folder.**

****If the proper Budget Officer signature is not on the submitted Purchase Requisition, Check Request or Travel Expense Reimbursement Form then the request will be returned to the requester and no payment will be made.**

PERSONS AUTHORIZED TO SIGN REQUISITIONS AND CHECK REQUEST FORMS

Authorized Signer

Authorized to Sign For:

Albert, Laurie	Graduate & Professional Studies, Online Programs
Becker, Andrea	Faculty accounts, Academic Support, Academic Resource Center, and Registrar
Brassard, Kevin	Information Technology, Telecommunications, and Library
Brindle, Denise	Financial Aid
Brown, Cindy	President's Office and Board of Trustees accounts
Cafaro, Tom	Public Relations & Marketing, Admissions, Financial Aid
Douglas, Jim	Library
Hertzfeld, Pat	Business Office, Student Accounts.
LaVigne, Robert	All Physical Plant accounts
McCoy, Brian	Career Services, Student Services, Student Activities Residential Life, Health Services, Fischer Institute, and Athletics.
Reinhardt, Alan	Faculty accounts, Academic Support, Academic Resource Center, and Registrar
Robert, Charlie	Athletics
Tellier, Sue	Physical Plant, Public Safety, Facilities, Dining, HR, and Business Office
Pieczynski, Bill	College Advancement and Alumni Relations
Townsley, Debra	Personal invoices for Sue Tellier, Tom Cafaro, Alan Reinhardt, Laurie Albert, Brian McCoy, Kevin Brassard, and Bill Pieczynski.