OVERVIEW

CSU PURCHASING MANUAL
PURPOSE OF THE MANUAL

- Manual developed and maintained by representatives of the (4) CSU schools and the system office.
- CSU System-wide manual.
- The purpose of the manual is to:
  - Provide Purchasing policies and procedures reflecting best acquisition practices.
  - Comply with governing State of Connecticut Statutes
  - Support the important objective of serving CSU’s customers and stakeholders to the maximum extent possible.
LOCATION OF THE MANUAL

- Purchasing Manual can be found within the Purchasing area of the WCSU website.
- www.wcsu.edu/purchasing
PURCHASING DEPARTMENT

- Part of the Administrative Services Department
  - Esther Boriss: Associate Director – Administrative Services (Purchasing)
  - Karen Muffatti: Purchasing Assistant
  - Mark Case: Director – Administrative Services (Contracts/PSA’s/Honorarium)
STRUCTURE OF THE TRAINING

- Section I: General Purchasing Overview
- Section II: Purchase Orders
- Section III: Personal Service Agreements
- Section IV: CSUS2020 Bond Funds
- Section V: Purchasing Cards
- Section VI: Glossary, Appendices and Exhibits
SECTION I: GENERAL PURCHASING
OVERVIEW

Details include the following:

- Role of the Purchasing Department.
- Definition of bidding procedures and thresholds.
- Overview of regulations concerning agency administered Department of Public Works projects and CHEFA projects.
Serve and guide WCSU through its acquisition processes with the goal of maximizing value while meeting State of Connecticut compliance standards.
## BIDDING PROCEDURES

<table>
<thead>
<tr>
<th>Dollar Threshold</th>
<th>Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquisitions &lt; $10K</td>
<td>• Formal competitive public sealed bidding not required.</td>
</tr>
<tr>
<td></td>
<td>• Purchasing Department retains the right to seek competitive bids.</td>
</tr>
<tr>
<td>Acquisitions &gt; $10K</td>
<td>• Formal competitive sealed bidding required</td>
</tr>
<tr>
<td></td>
<td>• Competitive bid process to be executed and managed by the Purchasing Department.</td>
</tr>
<tr>
<td></td>
<td>• Bid to be posted publicly on the Department of Administrative Service’s Bid Portal.</td>
</tr>
<tr>
<td></td>
<td>• Option to advertise in newspapers</td>
</tr>
</tbody>
</table>
Sealed bidding is not required when:

- Product or service is obtained via available standing contracts issued through the following organizations:
  - Department of Administrative Services (DAS)
  - Connecticut State University System (CSU)
  - University of Connecticut (UCONN) (If no existing DAS contract is available)
  - Connecticut College Purchasing Group (CCPG)

**Note:** WCSU Purchasing Department reserves the right to competitively bid a product/service instead of utilizing a standing contract if competitively bidding the requirement is in the best interests of WCSU.
DEPARTMENT OF PUBLIC WORKS (DPW) PROJECTS

- Agencies currently authorized through DPW to administer up to $2M/project for campus improvements.
- While DPW acquisition regulations and criteria are utilized for DPW projects administered by WCSU, CSU bid threshold guidelines prevail for WCSU administered DPW projects.
- Any DPW related project is coordinated through the WCSU Planning and Engineering office.
- Similar guidelines prevail for CHEFA (Connecticut Health and Education Facilities Authority) projects.
- Any renovation or furnishing requirements must be routed through the Planning and Engineering Office.
SECTION II – PURCHASE ORDERS

- Defines Purchase Requisition creation.
- Details Purchase Order creation.
- Identifies a process to request a change to the Purchase Order.
The **Purchase Requisition** initiates the Purchasing process.

Key components:
- Prospective vendor(s)
- Price (if available)
- Department and Banner charge number
- Authorized Signature (Budget Authority)
- Items ordered
- Contract or Bid Award Number if applicable

**Note:** Paper requisitions or Banner on-line requisitioning can be used. For on-line requisitioning training, please contact the Purchasing Department.
Purchase Orders are created by the Purchasing Department via the banner system.

Only the Purchasing Department can create a Purchase Order.

Orders created from the purchase requisitions received from campus personnel.

Purchasing Department reserves the right to reject requisitions or perform further bidding activity if deemed in the best interests of WCSU.
TYPES OF PURCHASE ORDERS

- Regular (Product)
- Service
- Emergency

Notes on Emergency Orders:

- An emergency is defined as a situation where the normal operation or portion thereof of WCSU would cease or be seriously impaired if immediate action was not undertaken to correct the contingency.
- Any emergency situation must be declared as such by the VP for Finance and Administration.
Defined as an agreement which covers services by a corporation, partnership, or individual of a technical or professional nature (ie; athletes, entertainers, consultants, etc).

Different from a Purchase Order in development and authority.
KEY POINTS – PERSONAL SERVICE AGREEMENTS

- PSA’s with a value of $3,000 or above must be forwarded to the State of Connecticut’s Attorney General’s Office for approval.
- The honorarium form can be used for agreements less than $3,000.

**Note:** All PSA’s and honorariums must be forwarded to the Purchasing Office prior to submittal to the office of the VP for Finance and Administration.

**Note:** All PSA’s, Honorariums, and Contracts must be signed by the VP for Finance and Administration or an authorized signatory. This includes facilities use agreements and memorandum of understandings.
State employees may not execute a contract with a relative (as defined in the manual). Such action may be in violation of the State Code of Ethics.

PSA’s may not be used to contract with any individual, corporation, or other business entity in which the requester may have a financial interest.

In accordance with C.G.S. 1-84(i), a State employee and his/her immediate family are prohibited from entering into contracts with the State with a value of $100 or more unless the contract has been awarded through an open and public process.

The PSA must clearly reflect reimbursement for travel expenses (as required). Travel expenses for a State Employee contracted under a PSA are subject to reimbursement in accordance with the Standard State of Connecticut travel regulations and/or collective bargaining agreements for travel.
Section IV: CSUS 2020 Bond Funds

- Section 10a-91d(f) of the C.G.S requires approval from DPW for any purchase of equipment, furniture or personal property using CSUS 2020 funds. All initial requests must be sent to your Chair/Dean or VP for approvals.

- Approved acquisition requests must be sent to Fiscal Affairs using a CSUS-EQUIP-1 form. A quote from the supplier that includes all costs and shipping/handling information must be included with the form.

- The request is then sent to CSU and then forwarded to DPW for final approval. This approval process takes a minimum of 30 days. Once DPW has approved the request, the funds are wired to WCSU. Fiscal Affairs will request the final requisitions from the department, and forward all the paperwork for final purchase order processing.
WCSU has implemented a Purchasing Card (P-Card) program.
Currently (40) active cards.
Designed to support product and service acquisitions valued at less than $999.
Infrastructure evolving to allow for the issuing of more cards in the future.
Purchasing Office retains generic P-Cards for the acquisition of low dollar goods from local establishments.
Provides definitions of key purchasing terms.

Detailing of CGS 10a-151b.

Defines the CSU System Wide Information Technology Protocol Program.

Identifies Resolutions issued by the CSU Board of Trustees/Board of Regents pertaining to Purchasing procedures and contract approval.
KEY PURCHASING TERMS

Includes:

- **Equipment**: An article retaining a useful life of at least (1) year and a value of at least $1K. Supply budget money cannot be used to acquire an item defined as equipment.
- **Budget Authority**: Person designated as having responsibility of the funds for the department, cost center, grant, or their designee.
- **Encumbrance**: Reservation of funds for a particular purchase. Funds are considered encumbered when a Purchase Order or On-Line Requisition are created in the Banner System.
Connecticut General Statute 10a-151b which provides acquisition authority for the Connecticut State University System.

As a State Agency, WCSU is governed by this statute in terms of its acquisition processes.
CSU has opted to consolidate some purchasing for the entire system, primarily in the area of information technology (hardware, software, etc) to realize economies of scale.

For all procurements estimated at or above $10,000, CSU Chancellor decides if System Office Purchasing or University Purchasing executes and manages the acquisition.

**Note:** Any request for hardware or software regardless of dollar value must be forwarded to and approved by University Computing at WCSU.
Resolutions issued by the Board of Regents are to be adhered to by the CSU schools.

Resolutions include:

- Granting of Purchasing authority
- Contract signatory levels

Note: Summary of Board Resolutions are posted on the Board of Regents website.
Budgets are tracked and managed through the Banner system.

For acquisitions to occur, appropriate fund must be identified with monies available.

Banner training is available; please contact Pete Rosa in fiscal affairs at 7-8376.
<table>
<thead>
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<th>Account</th>
<th>Type</th>
<th>Title</th>
<th>Adjusted Budget</th>
<th>YTD Activity</th>
<th>Commitments</th>
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Net Total: 266,183.00  149,256.19  68,895.24  48,031.
WCSU subject to audits by a number of organizations, including:
+ Auditors of Public Accounts (State of CT Auditors)
+ PricewaterhouseCoopers (Private Auditing Company)
+ Connecticut State University System Auditors

**Most Common Finding:** Late submittal of requisitions and honoraria. Creates inefficiencies and audit findings for the University.

**Key Point:** Requisitions, honoraria, and accompanying paperwork must be submitted in a timely fashion.
The acquisition process is dynamic and complex in nature and greatly influenced by a wide range of variables and events both internal and external to CSU.

This manual is a “living document” and is subject to revision and amendment.

This training is meant to provide an overview; please read the manual for further details on policies and procedures.

Questions? Contact:
- Esther Boriss (ph. 7-8758)
- Karen Muffatti (ph. 7-8660)
- Mark Case (ph. 7-8657)