Responsibilities

Bethlehem University Purchasing Office is responsible for all procurement activities of the University except for purchases related to new constructions, which falls under the responsibility of the University Engineer. The Office is also in charge of monitoring and supervising the Auxiliary Enterprises of the University. Purchasing is centralized for efficiency and is designed to relieve the faculty, research personnel and departmental staff of certain duties and responsibilities connected with procurement. The office serves as coordinator between the requisitioner and the supplier.

The Office reports to the Finance Office represented by the Financial Vice President through a weekly meeting.

Department’s Responsibility

Departments are responsible for following the proper purchasing procedure. Department’s are also responsible to inform new department members of the University Purchasing system.

General Information

Unauthorized Purchases

Departments are liable for purchases that are made contrary to the University purchasing regulations. The Finance Office will not approve the payment of any unauthorized purchase unless it is approved by the Financial Vice President and the Purchasing and Auxiliary Enterprises Manager.

Purchases Near Close of Fiscal Year

Purchase Requisitions for supplies and equipment at or near the close of a fiscal year are to reflect essential requirements. All requisitions for equipment and supplies should be submitted during the month of June to allow enough time to receive and pay before the end of the University fiscal year (August 31).

Procurement Procedure

Purchase Requisition

The Purchase Requisition is used to request the Purchasing and Auxiliary Enterprises Office to acquire materials, parts, supplies, equipment or services. The Requisition Form which is available at the Purchasing and Auxiliary Enterprises Manager’s Office (see attachment 1) should be filled by the requestor and signed by the department head the requestor belongs to. The department head should review the requisition form and make sure that all information requested is filled on the form (date, account
number, full description). After filing all required information the requisition should be forwarded to the Purchasing Office.

Departments should anticipate their requirements to allow adequate lead time for order processing and delivery. Item description should be complete and accurate to allow bidders to bid the requirements expeditiously.

Requests for Bids/Quotations

Requests for bids, quotations for the purchase of all goods according to the following guidelines:

- $1 - $500 quotations are recommended but not required
- $501 - $2,500 two written or faxed quotations at least are required depending on the availability of the goods requested.
- $2,501 - $10,000 three written bids are required. Faxed bids can be accepted if the supplier gives reasonable justification for sending it by fax.
- $10,001 – and over three or more written bids are required, faxed bids will not be accepted.

Purchase requests for goods sold through one agent are only possible after receiving a justification letter from the department requesting the purchase and confirming that the agent is the only supplier for the requested material.

Purchase Order

Purchase Orders can only be issued by the Purchasing and Auxiliary Enterprises Office only after the approval of the requisition by the Purchasing Manager and the Financial Vice President. The Purchase Order is used to place orders with vendors for all materials, parts, supplies, and equipment. The establishment of a Purchase Order is required for all purchases over $300. The P/O is also used as a tool for the Finance Office to verify and control payments made to vendors. When a Purchase Order is issued, a copy is transmitted to the vendor to become as a binding document between the university and the vendor. A copy is also generated to the department to use for verifying the goods received and for record keeping. Each Purchase Order included a serial number, order date, delivery date, account number, name of vendor, detailed description (see attachment 2).

Receiving and Inspection Form

The R&I Form (see attachment 3) is designed to assure that items received from vendors are consistent with the Purchase Order in terms of specification and quantity. It is the Department's responsibility to designate a person from the department to receive the Department orders. The information on the R&I Form should include the name of the vendor, date of delivery, purchase order number, description and serial number if available of items received, and the name and signature of the person receiving the order. For large equipment purchases the R&I Form should be filled by
the Purchasing and Auxiliary Enterprises Manager with the department representative to assure that serial numbers are taken and documented.

**Emergency Purchase Order**

An emergency shall be defined as any situation which, if not corrected immediately, would cause damage to persons or property or result in a hazard situation to the employees and students or in any other fashion if not acted upon. Emergency orders are generally used for maintenance repairs. Failure to anticipate a need by any department is not, of itself considered as emergency and will not be acted upon.

To initiate an emergency purchase, the authorized person in the department must call the Purchasing and Auxiliary Enterprises Manager’s office and explain the situation in details. If the Purchasing Office approves the situation as emergency an immediate authorization for acquiring all items needed to fix the emergency will be granted. After the emergency is corrected a requisition Form should be filled and sent to the Purchasing Office. The Requisition must state on it the nature of the emergency and must include a description of the goods and services requisitioned.

**Change or Modification of Purchase Order**

Only the Purchasing and Auxiliary Enterprises Manager’s office is authorized to change or modify a previously issued Purchase Order.

The change may refer to price, quantities ordered. As a result of these changes a new Purchase Order is issued under the pervious serial number. The adjustments should be approved and signed by the Financial Vice President.

**Lease Purchase and Rental Agreement**

Regardless of the time period involved in these agreements, a formal contract will be issued. All lease or rental contracts must be signed on behalf of Bethlehem University by the Financial Vice President and the Purchasing and Auxiliary Enterprises Manager.

**Suggested Source**

When completing the Purchase Requisition, departments may list a suggested source for the procurement of needed supplies or equipment. The Purchasing and Auxiliary Enterprises Manager will contact the suggested suppliers among others to obtain enough price offers.
Issuance of Bids/Quotations

After receiving the Requisition Form and identifying the suppliers the Purchasing and Auxiliary Enterprises Manger fills the Bid Form. The form includes a date of issuance, time of issuance, bid number, full description of the requested items, and a dead line for date and time for receiving the bid/quotation.

Confidentiality of Bids/Quotations

All information supplied by vendors in their bid or quotation must be held in strict confidence by persons evaluating the bid or quotation, and may not be revealed to any other vendor or unauthorized individual.

Evaluation of Bids/Quotations

All official bids or quotations are evaluated by a committee of three members. In most cases the committee is composed of the Purchasing and Auxiliary Enterprises Manager, Financial Vice President, and a member of the department requesting the purchase.

Late Bids/Quotations

All bids or quotations should be received prior to the deadline for submission. It is the responsibility of the vendor to ensure that their bids are received by the responsible person no later than the appointed hour and date stated on the Bid Form. Late submissions will not be considered unless a fair exception is granted to the supplier with the permission of the Purchasing and Auxiliary Enterprises Manger and the Financial Vice President.

Errors in Bids/Quotations

Vendors are responsible for the accuracy of their quoted prices and specifications. In the event of an error between the unit price and its extension, the unit price will govern. Quotations may be amended or withdrawn by the bidder up to the bidding opening date and time, after which, in the event of an error, bids may not be amended but may be withdrawn prior to the issuance of the order. After the order has been issued no bid may be withdrawn or amended unless the Purchasing and Auxiliary Enterprises Manger and the Financial Vice President considers the change to be in the University’s best interests.
Single Source Procurement and Justification

The procurement of supplies or equipment without competition is done under exceptional and limited circumstances. When departments require the purchase of a specific brand name sold by one specific agent, the department must fully justify in writing the reason for choosing this specific brand. The Purchasing and Auxiliary Enterprises Manger reserves the write to reject the request and demands general specifications to the required item to obtain several offers.

Daily Purchases from Sole Suppliers

Purchases made for the Cafeteria and Maintenance on daily bases are usually obtained for limited suppliers. All daily purchases must pass through the Purchasing and Auxiliary Enterprises Manger for approval before its purchase. It is the responsibility of the Purchasing and Auxiliary Enterprises Manger to monitor the prices of each item to avoid overpricing by the sole suppliers. Every six months the Purchasing and Auxiliary Enterprises Manger must request prices for all items used daily to assure that the University is getting the best prices possible at all times.

Travel

All arrangements for ticket should be done through the Purchasing and Auxiliary Enterprises Manger’s Office. All travel information should be placed on the Requisition Form and sent to the Purchasing and Auxiliary Enterprises Manger four weeks prior to the traveling date. Two prices must be obtained to chose the lowest.

Purchases Through Grants

All Departments requesting purchases through Grants must fill the University Requisition Form and sign it by the person in charge of the Grant and the Finance Officer in charge of all Grants. After the Form is fill with all information and proper signatures the Purchasing and Auxiliary Enterprises Manger follows the normal purchasing procedure.