

Introduction to Purchasing at Austin Peay State University

The following policy and procedures, Minimum General Bid Conditions (www.apsu.edu/purchasing), Code of Ethics in Procurement and Contracting are adopted as minimum standards for the exercise by the president of Austin Peay State University, governed by the Tennessee Board of Regents, of their delegated authority to purchase materials, supplies, equipment and services. Except as specifically provided in this policy or other TBR policies or guidelines, the authority of the president of Austin Peay pursuant to these policies and procedures shall not include the purchase or lease of real property, data processing equipment over \$249,999, the purchase of insurance, or purchases for capital outlay projects from any fund source whatsoever.

Goods and services may be procured without competitive bidding only if such purchases are justified in writing and approved by the president or chancellor as required by TBR policies and guidelines. In cases where the TBR policies and procedures do not address a specific procedure for purchase of a particular item, the department of general services' rules and regulations will govern, if applicable. The chancellor, president, director, vice president of finance and administration, or Director of Purchasing may delegate approval authority as specified in this policy to their designees. Time periods specified in this policy shall be calculated by excluding the first day and including the last, unless the last day is a Saturday, a Sunday, or a legal holiday, and then it shall be excluded also.

Applicability - Source of Funds – The purchasing policies set forth herein and the purchasing procedures cited herein are applicable in all cases, including funds expended that arise from state or federal appropriations, student fees, grants, sales of services of educational departments, gifts and other sources.

Authority of Departments Restricted - Only purchases authorized pursuant to the terms of Policy 4:015 and the Policy and Procedures Manual will be recognized for payment from the University's funds. Employees who make unauthorized purchases may be held liable by the vendor for payment for goods purchased outside this policy. Emergency purchases approved by an appropriate University authority and subsequently certified according to this policy shall become a liability of the University. **No employee may obligate the University for materials, equipment, supplies or services except through this policy manual and the policy and procedures cited herein.**