

## Procurement Process Policy and Procedures

Policy Number: 3401

### PURPOSE:

Establish a policy and procedures for the procurement process for all goods and services for Liberty University and related subsidiaries.

### SCOPE:

This policy and procedures document applies to Liberty University and its subsidiaries.

### POLICY:

All financial commitments or obligations related to Liberty University or its subsidiaries must be executed through the procurement process in compliance with the policies and procedures issued by the Director of Procurement. Failure to comply with this and related policies may result in disciplinary action, including termination.

#### **Purchases \$2,500 or less**

Purchases equal to or less than \$2,500, excluding items specifically prohibited, can be made using the Liberty University Purchasing Card as per the Liberty University Purchasing Card Policies and Procedures.

#### **Purchases greater than \$2,500**

Purchases in excess of \$2,500, or those prohibited from use on a Purchasing Card, must be obtained through the Requisition/Purchase Order process.

### RESPONSIBILITY:

**Director of Procurement** is responsible for the day to day administration of this policy, establishing and maintaining University procedures associated with procurement functions, and providing training for all procurement personnel.

**Buyers** provide the business skills, and when necessary coordinate appropriate technical skills, required to purchase all goods, supplies, equipment, and services essential for the continuous operation of the University. Within the parameters designated by the Director of Procurement, the Buyers will:

- communicate with suppliers in matters of price, quality and delivery at both the quotation stage and ordering stage of procurement;

- identify alternative sources of supply through regular commodity reviews;
- negotiate with suppliers;
- communicate with major organizational users to stay current with planned needs;
- help organizations develop specifications for the required product services; and
- provide acceptable terms and conditions for procurement.

**Division Leaders** are responsible for ensuring compliance within their organizations concerning all aspects of this policy.

## **PROCEDURES:**

### **Requisition/Purchase Order Process**

1. Departments must submit purchase order requests to the Procurement Department via a requisition. Individuals needing access to originate requisitions must successfully complete PDFN 100, 102, and 210. These [Finance training courses](#) are available to register for using the Course Registration tool available through the MyLU portal and done on Canvas. Once these classes have been completed, the requesting user must submit a [BuyLU Permissions Request](#) to have the permission added.
  - Once submitted, each requisition must be approved by the organizational approval chain.
  - A written or e-mailed quote, if available, must be supplied to the Procurement Department at [procurement@liberty.edu](mailto:procurement@liberty.edu), or by fax at (434) 522-0424.
  - All related contracts and agreements must follow the University's [Contracts Policy and Procedure](#) and must be forwarded to the Procurement Department for review.
2. After final approvals have been obtained, the Procurement Department will review all requisitions for completeness and compliance. Once all requirements have been satisfied, Procurement will issue the Purchase Order to the vendor. VENDORS MUST NOT BE GIVEN AUTHORIZATION TO START ANY WORK OR SHIP ANY PRODUCTS PRIOR TO RECEIVING AND CONFIRMING THE PURCHASE ORDER.
  - Multiple formal bids are required for all requisitions over \$10,000 in value. This threshold is reduced to \$2,500 for print and promotional products and services. However, at their discretion, Procurement may require multiple bids for any purchase.
  - The Procurement Department will issue the Purchase Order to the vendor that provides the greatest combination of value and service to the University, regardless of vendor submitted on the Requisition.
3. Once the vendor has fulfilled the order, the department physically receiving the goods or services will complete the receiving process.
4. Payment will be issued as stated in the Purchase Order terms and conditions.

### **Purchasing Card**

Any purchases made with a Liberty University Purchasing Card must be made in accordance with the policies and procedures as stated in the Liberty University [Purchasing Card Policies and Procedures](#).