

## **HERITAGE UNIVERSITY: PROCUREMENT POLICY**

All purchases made by Heritage University involving the expenditure of University Funds will be made in accordance with the following procurement standards. Where applicable, Grant Purchasing and Heritage University Purchasing policy will be aligned.

Procurement transactions, regardless of method or dollar value, will maximize open and free competition. Heritage will avoid procurement practices which may be considered arbitrary or restrictive.

Purchases are initiated by either a Purchase Order (paper version or on-line) or via a check request. All Purchase Orders or Check requests must contain the correct vendor name, payment terms, budget coding, a description of items purchased, relevant dollar amounts and other documentation supporting the request for payment. Where possible, Heritage should use existing vendors. New vendors require additional backup, including a current IRS W9 form. Approvals are completed based upon the guidelines below. The Accounts Payable staff will assist with the review, coding, and input into the Jenzabar- EX-AP system.

### **I. METHODS FOR PROCUREMENT**

For review purposes, Procurements are grouped by the following criteria - (A) Small Purchase (Micro- Purchases, \$3,000 or less), (B) Purchases of \$3,000 - \$5,000, (C) Purchases of \$5,000 - \$10,000, (D) Purchases of \$ 10,000 or more. Purchases involving Grant funding shall, at a minimum, be made in accordance with procedures set forth at 24 CFR § 84.44 (a)(1) through (a)(3) and CFR 200.320 at a minimum. All Contracts, including Personal Service Contracts between Heritage University and Consultants and/or Contractors will utilize the Heritage Personal Service Contract found at MYHERITAGE /Support Services- Personal Service Contract.

All contracts need the approval of the CFO.

Small Purchases (also known as Micro Purchases for Grants): Purchases with costs that are \$3,000 or lower may be awarded without soliciting competitive quotation if Heritage University (a non-Federal entity) considers the price to be reasonable. These purchases need the approval of the Department Manager/Budget Officer, and a review by the AP Staff. These purchases may be also reviewed by one or more of the following: Controller, Grant Accountant, (if Grant related), Vice President of Department, CFO, and President of Heritage. Grant Purchases will follow Grant Purchasing Guidelines.

Purchases of \$3,000 - \$5,000: Small Purchases- Price and rate quotes should be obtained from an adequate number of qualified sources (two or more). Any purchases \$5,000 or over will be reviewed and approved by the Department Manager and/or the Budget Manager, VP of the Department, Controller, CFO and the Grant Accountant (if Grant related). Additional review may be completed by the President of the University. Grant Purchases will follow the Grant Purchasing process.

Purchases of \$5,000 - \$10,000: Price and rate quotes should be obtained from an adequate number of qualified sources (two or more). Any purchases \$10,000 or over will be reviewed and approved by the Department Manager and/or the Budget Manager, Vice President of the department, and the CFO and can include the signature of the Controller and Grant Accountant (if Grant related).

Additional review may be completed by the University President. These purchases should be pre-approved via the Heritage Purchase Order process (On-Line or Paper version) before the purchase is made. Grant Purchases will follow the Grant Purchasing process.

Purchases of \$10,000 - \$250,000: Price and rate quotes should be obtained from an adequate number of qualified sources (two or more). Any purchases \$25,000 or over will be reviewed and approved by the Department Manager and/or the Budget Manager, Vice President of the department, CFO, and the President of the University. Additional review may be completed by Controller and the Grant Accountant (if Grant related). These purchases should be pre-approved via the Heritage Purchase Order process (On-Line or Paper version) before the purchase is made. Grant Purchases will follow the Grant Purchasing process.

Policy Effective Date: July 1, 2019

Last Review Date: June 30, 2020

By:



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Controller/Interim CFO