

NORTHERN STATE UNIVERSITY
PURCHASING POLICY

QUICK REFERENCE

1. Complete Requisition in SDezBuy.
Include the following information:
 - Complete Description
 - Travel/Event Information - **WHO, WHAT, WHERE, WHEN and WHY**
 - Any special instructions
 - If vendor is not in SDezBuy (give complete address information and email address) and email to nsupurchasing@northern.edu to initiate the vendoring process through PaymentWorks. If item is to be bid, enter into SDezBuy and use “Vendor Unknown” in the vendor field.

2. Allow at least 1 to 2 working days to process a requisition. Possible delays include:
 - Omission of quotes/documentation
 - Additional approvals such as Marketing or IT
 - Omission of any necessary information
 - Insufficient funds in Index Code

3. A copy of the PO will be in your My Purchase Orders profile in SDezBuy. The Original PO will be distributed to the vendor automatically from the SDezBuy System, unless otherwise noted on the requisition or marked Manual PO.

LOCAL PURCHASING PROCEDURES

This guide is intended as a reference for procedures for purchasing at Northern State University. Additional information is available in the Purchasing Office, Room 212 Krikac Administration Building, calling 2529 or 2533, or Purchasing Web Page <https://portal.sdbor.edu/nsu-student/purchasing/Pages/default.aspx> click on MyNSU, login with SNAP ID, click on Menu, click on Campus Resources, click on Employee Resources and click on Purchasing. The State of South Dakota Statutes & Codified Law, Bureau of Administration (BOA) and Board of Regents (BOR) local purchasing policies govern the University and Purchasing Office.

All Requisitions are to be completed in SDezBuy. An Internal Requisition form is to be used for vendors on the Internet that require credit card payment, conference registrations, or standing orders etc. The Internal Requisition form is available in the Purchasing Web Page. The Internal Requisition is to be filled out completely with Index Code, Account Code, Commodity Code and the department head signature is required in wet ink or time stamped signature prior to submitting to the Purchasing Office. All documents are to be printed and delivered to the Purchasing Office. Please note that all purchases made on behalf of faculty or staff for continuing education, conferences or workshops, including virtual will require a signed conference signature form. This is found on the MyNSU Purchasing page.

****No purchases shall be made without a purchase order.**

Purchases from \$0 to \$50,000 Total or Per Unit Cost

**** Purchases may not be split to avoid provisions of the University Purchasing Policies.**

Local bidding procedures that will ensure competitive procurement procedures and follow the guidelines governed by the Purchasing Office shall be adopted. All purchases are subject to approval of the Finance and Purchasing Office and all purchases shall be made in accordance with the following guidelines: **[For any technical equipment or computer item purchase see section on Technical Equipment & Computer Software/Hardware]**

Items with a purchase cost of:

\$0 - \$999 Obtain from the source that will provide the highest quality at the most competitive price.

\$1000-\$3,999

The end user is required to have one (1) quote to accompany the SDezBuy requisition. The Shared Buyer Purchasing Specialist for the Commodity reserves the right to solicit quotes in the best interest of the University and SDBOR.

\$4,000-\$49,999

The Shared Buyer Purchasing Specialist for the Commodity item will solicit quotes through SDBOR Sourcing Manager web-based bidding system. Lowest bid meeting specifications will be honored. Approval by Office of Procurement Management (OPM) is required. Approval from OPM will be completed by the Buyer Specialist.

\$50,000 over If the total cost of purchase is greater than \$25,000 contact the Purchasing Office for further instructions. The purchase will be sent to OPM in Pierre for a scheduled bid.

State Contract Purchases: Items purchased from an existing state contract. Purchase orders can be issued for state contract items. Some State Contracts are on SDezBuy or all contracts can be accessed on the Purchasing Web Page, SNAP Portal Finance Tab or State Office of Procurement Mgmt Web Page at <https://boa.sd.gov/central-services/procurement-management/default.aspx> To purchase, complete a requisition in SDezBuy, include the item number, descriptive and in the Quote/Contract field indicate the State Contract number.

Extreme Emergency Purchases: Items purchased locally because of an immediate need due to an unforeseen occurrence, you should first contact the Purchasing Office for guidance. If more than \$4,000 but less than \$25,000 submits requisition and three (3) written quotes along with a written justification of the emergency. Lowest bid meeting specifications will be honored.

Printing/Duplicating: SDezBuy Requisitions for printing or duplicating must have a sample or artwork. Contact the Director of University Relations, 102 Graham Hall, phone 7747 to obtain artwork or graphic design. All print jobs will be approved by University Relations thru workflow in SDezBuy.

Administrative Rule 10:02:02:01 & 10:02:05:09 are to be followed, (1) Green Seal Certified as defined in ARSD 10:02:05:04, (2) Ecologo certified as defined in ARSD 10:02:05:05 or (3) Comply with the minimum requirements for recycled content as published in the United States Environmental Protection Agency Comprehensive Procurement Guidelines. The State may consider alternative (virgin paper) products for award if the environmentally preferable product does not exceed the price of the alternate product by more than five (5) percent (%).

Printing jobs from \$1000 to \$3,999 require one (1) quote to be attached to the requisition. All printing jobs over \$4,000, attach artwork and specifications to SDezBuy requisition. All print jobs will be bid through SDBOR Sourcing Manager Web Based system or sent to Office of Procurement Management (OPM) in Pierre to be bid. The NSU Print Shop should be utilized if possible.

Food Purchases: Food purchases must be included in the Department's pre-approved budget. A Purchase Order is required prior to making a food purchase, including purchases from **Sodexo**. **NOTE:** Aramark has first right of refusal for all food purchases. A completed Sodexo Off Campus Food Request Form must be attached to the requisition in order to purchase food from another vendor.

Petty Cash \$50.00 Maximum:

- ***Prior** to making purchase, submit Internal Requisition to Purchasing Office for approval and to receive Petty Cash Form.
- *Notify vendor purchase is for NSU and Tax Exempt.
- *Submit store receipt, approved requisition, and completed petty cash form to the Finance Office for reimbursement.

Capital Asset Purchase:

This includes any single item with a unit cost greater than \$5,000 or total purchase is over \$5,000. Items costing in excess of \$250,000 require Board of Regents Exec Director approval and for purchase in excess of \$500,000 SDBOR Board approval is required. The VP of Finance & Admin. will obtain BOR approval. A justification of how the item will be used and its benefit to the university will be required.

Purchasing of Exempt Items:

Exempt items may be exempt from state bid laws SDCL 5-18A-22. Some items included in this exemption are: computer hardware & software; computer peripherals; communication technology items; published books; perishable foods; equipment repair; chemical & biological products; medical supplies; works of art; animals; and printing for student organizations if funded with student fees. (see SDCL 5-18A-22 for complete list). Equipment & Supplies purchased with externally funded research funds for research projects are exempt.

Non-Professional Services:

Contracts for non-professional services in excess of \$25,000 must be awarded through a competitive bid process. The process may include a sealed bid or request for proposal. Non-professional services include services which are typically physical or manual labor in nature. Construction and public improvement are governed by BOR Policy 6.

Professional Services:

Contracts for professional services in excess of \$50,000 must be awarded through a Request for Proposal process. The requirements as listed in SDCL 5-18D-17 thru 5-18D-22 shall be followed.

Professional services are classified as: Services arising out of a vocation, calling, occupation, or employment involving specialized knowledge, labor, or skill, and the labor or skill involved is predominantly mental or intellectual, rather than physical or manual.

Technical Equipment & Computer Software/Hardware Purchase:

Contact the Help Desk prior to submitting a requisition. IT must approve all purchases for technical equipment or computer software/hardware.

Submit requisition in SDezBuy. The Shared Buyer Purchasing Specialist for any technical equipment or computer software/hardware will require, if necessary, the Bureau of Information & Telecommunications (BIT) approval if items are not on State Contract, if the purchase is greater than \$10,000, is non-standard personal computer from State Contract, and software purchases of more than 10 licenses; BIT must approve these purchases.

Airline Ticket Purchases for Group/Student Travel

1. Obtain approval for out of state Travel via e-mail from your VP or VP of Academic Affairs.
2. Secure your reservations with a local travel agent.
3. Submit a requisition in SDezBuy the same day. (WHO/WHAT/WHERE/WHEN/WHY)
4. Purchase Order will be created and will be faxed or e-mailed to the travel agency.
5. The travel agents will **email each traveler with ticket/itinerary information.**
6. Individual faculty & staff should purchase flight and request reimbursement through travel detail upon return to campus or see line 7.
7. **Option**, airfare can be paid on-line by the Purchasing Office. Follow step 1 and submit an Internal Requisition to the Purchasing Office with details and a completed airfare signature form located in the MyNSU Purchasing page.

