

Policy: Purchasing Procedures	Policy Number: II-8
Policy Owner(s): Purchasing	Original Date: 10/28/2018
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I. **POLICY STATEMENT:** John Carroll University (the University) closely monitors the purchases of services and goods. The procedures stated in this policy should be followed; applicable deviations are permitted only in situations where it is necessary to meet extenuating circumstances with the approval of the division head only. It is the responsibility of each department head to be certain that all employees comply with this policy.

Office. Such individuals must follow the purchasing guidelines developed for their department and assume full responsibility for making purchasing transactions in accordance with established policies.

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1. Use of P-Card should eliminate the need for a sales tax exemption form or expense reimbursement request.
2. The Purchasing Policy supersedes any conflicting statements set forth in the P-card policy, except those related to prohibited purchases and minimum spending limits.
3. If a P-card cannot be used to complete the purchase or if the vendor does not accept the P-card as evidence of our tax exempt purchasing status, please contact the Controller's Office for a Sales Tax Exemption Form. Present this form when you complete your purchase and your purchase will not include sales tax.

G. A purchase required for equipment, goods, and services with a total cost of more than \$5,000, requires a [Purchase Requisition](#) and should be coordinated with the Controller's Office, unless they are made through a [Preferred Vendor](#) or with a vendor with whom the University has a [Contract](#). The Controller's Office will assist the department to determine the best method for payment and invoice processing.

1. The University utilizes a Modified Centralized Purchasing System via Banner for the acquisition of its equipment, goods, and services. Under this system, all items are procured through the Controller's Office or one of its authorized agents.
2. Preparation of a [Purchase Requisition](#)- The person(s) responsible for initiating a purchase of over \$5,000 within a department should prepare a [Purchase Requisition](#) (EZ Requisition or Banner On-Line Requisition). The [Purchase Requisition](#) should include:
 - a) Date Prepared & Date Required (if important)
 - b) Recipient's Name
 - c) Department's Name
 - d) Authorized Signature (Department Head, Dean and/or Vice President)
 - e) All relevant Budget Numbers, an Organization Code, plus any Activity Codes (if desired)
 - f) Vendor Name (if known or if one is preferred)
 - g) Address, Phone, Email & Fax (if it is a company that the University currently is not doing business with)
 - h) Quantity, Description, & Cost of Item (including model and/or catalog number)
 - i) Proper Approval
3. Depending on the item or dollar amount, the Vice President of Finance and Administration may need to approve the [Purchase Requisition](#) as well as the Department Head. Once the form is completed, forward the original copy to the Controller's Office and retain a duplicate copy for your records.
4. If the purchase transaction is an emergency (Rush), an EZ/Quick Purchase Requisition can be hand delivered to the Controller's Office. If a Banner Requisition has been created on-line, the requisition number should be noted and call placed to the Controller's Office referencing that requisition number. Every effort will be made to process "Rush" [Purchase Requisitions](#) immediately. If, for any reason, the buyer has difficulty meeting the time requirement, the Controller's Office will contact the requester.
5. Exceptions to completing a [Purchase Requisition](#) fall under one of the following:
 - a) A purchase made under the P-card policies
 - b) Contractual services under which terms and/or hourly rates are clearly

listed

- c) Use of [Employee Travel Expense Reports](#)
- d) Purchase of items with a total cost less than \$5,000 (unless required)
- e) Utility Expenses
- f) [Hazardous and Controlled Substances](#) (once approved by Director of Regulatory Affairs and Risk Management)

H. Capital purchases costing more than \$10,000

1. Budgeted items

B. Unsatisfactory Equipment or Goods If the items received are not in good condition, incorrect quantities have been sent, or the invoice is incorrect, notify the vendor. If satisfactorily settlement can be made, do so and notify the Controller's Office regarding the outcome. If the proposed settlement is not satisfactory, notify the Controller's Office, which will then coordinate the settlement.

CROSS REFERENCE

[Conflict of Interest policy](#)

[Contract Approval and Signatory Authority Policy](#)

[P-Card Policy](#)

[Signatory Policy](#)

[Tax Exemption Form- Ohio](#)

[University Policies, including Sponsored Research Purchasing and Cost Management Policies \(https://jcu.edu/university-committees/university-policies\)](#)

Addendum A: Purchases of Technology

STATEMENT REGARDING PURCHASES OF TECHNOLOGY- Information Technology Service (ITS) is charged with supporting University-owned computer hardware, software and peripherals in ways that meet the U

vendor response.

Purchase of non-standard technology components must be justified with the ITS Department. The University will not reimburse or support the purchase of any technology related item, unless that purchase was made through and/or with approval of the Chief Information Officer or the University Committee on Technology.

The University is committed to sustainability and ensuring the technology utilized by the University is energy efficient and made through environmentally responsible methods. The University strives to purchase computers, monitors and laptops that are EnergyStar certified and/or rated EPEAT silver or higher whenever possible. To learn more about the EPEAT computer rating system visit <http://www.epeat.net/>.

The University Committee on Technology and its sub-committees are equipped to deal with exceptions to this policy. Further information may be found on the University Committee on Technology website.