



CHIP POLICY AND PROCEDURES MEMO NO. CH-08-02

FINANCE – CHIP Purchasing Procedures

Date: November 1, 2007
To: CHIP PI's and staff
From: CHIP Business Manager
Subject: FINANCE — CHIP Purchasing Procedures

These procedures are in effect until superseded.

CHIP Business Unit Staff Responsible for Purchasing *

- Melissa Stone (primary)
- Sarah Bothell (secondary)

* NOTE:

- Contact Brian Bemis for all computer purchases.
- See your home department, if you are making purchases using an indirect account.

Purpose

- To define the procedures for the purchase of goods and/or services through the CHIP Business Office.
- To ensure that goods and/or services are purchased of the right quality, in the right quantity, at the right price, from the right source, and at the right time.

Procedures

- Identify those areas where you can plan ahead for procurement. The more time that the CHIP Business Office, the UConn Purchasing Department, and the vendor have to process an order, the more efficient that we can be in getting you what you need.
- In order to make a purchase, complete the *Purchase Request Form* (page 5). Submit the form via e-mail to melissa.stone@uconn.edu and sarah.bothell@uconn.edu, or place it in the PURCHASING IN-BOX located on Melissa's desk. On the form you will need to provide the following information (as required by the Purchasing Department):
 - Item description including part number or manufacturer number, if applicable.
 - Number of items required and proper unit of issue (e.g., 10 ea, 5 bottles, 1 case, etc.).
 - Cost of item(s).

- If you contact a vendor for a price quote, please give us a copy of the quote, the name and phone number of the person who gave you the quote, and the date of the quote.
 - If you find the price online, please send us the link.
 - Suggested vendor or vendors.
 - Date by which you need the item(s).
 - Account/FRS funding source to be charged.
 - Complete delivery information (i.e., name and address). If this is not provided, the purchase will be sent to CHIP.
 - Any special instructions.
- Do not commit the University by telling a vendor he or she has the order. Only an authorized Purchasing Department designee may sign and approve purchases from vendors. If you enter into an agreement without the proper authority, you may be held personally liable for payment under Connecticut law.

Guidelines

- All purchases must go through the CHIP Business Office:
 - CHIP Business Office reviews every grant- and CHIP-funded purchase request to ensure that it is an allowable expense based on University and Federal guidelines.
 - All purchase requests must comply with University of Connecticut laws and regulations regardless of the source of funds (grant or non-grant FRS Numbers) and with any specific grant-related restrictions.
 - CHIP Business Office verifies that sufficient funds are available in the budget. If funds are not available or not available in the budget subcode, a rebudget request may need to be processed before the purchase request can continue to be processed.
 - Use budget projection meetings with the grants manager to determine if funds are available and to process a rebudget request so that at the time you initiate your purchase request, those funds will already be available. These meetings are also a good time to discuss with your grants manager and Melissa whether certain purchases are allowable on your grant.
 - There are contracted vendors that must be used for many purchases. If you purchase an item without getting the proper approval, you risk not getting reimbursed.
- Timeline for processing purchase requests:
 - Normally, the CHIP Business Office will process your purchase request within 3 to 5 business days, if we have everything we need to initiate your purchase.
 - The total amount of time it will take from when you submit your request to when you receive your goods and/or services will depend on many factors.

- If your purchase must go out to bid it will add considerable time to the processing of the request (see below for information about purchases requiring competitive bidding).
- If a vendor requires a contract (e.g., software licensing agreements), and it needs to be reviewed by the attorney general's office, that will delay the issuance of the purchase order.
- If you have a requirement for sole source purchasing, that will also possibly delay the purchase because the Purchasing Department will have to review and approve your justification. If the sole source justification is denied, then they will start the bid process.
- Purchases can be accomplished more quickly if they are not complicated, and all the information is available.

Purchases Requiring Competitive Bids

- Competitive bidding is required for all federally-funded purchases exceeding \$3000.
- Competitive bidding is required for all purchases over \$10,000 that are **not** federally-funded. Departments can expedite the procurement process by providing a written quotation with their purchase requisition. (Purchasing reserves the option to competitively bid when it is in the best interest of the University.)
- We can suggest vendors to Purchasing, but Purchasing will obtain the quotes and select the lowest price.
- In general, Purchasing allows 21 calendar days for the bid process (from the time bids are mailed to the date bids are opened). However, depending on the complexity of the acquisition, some solicitations may take longer.
- If you want to order a product/service unique to one vendor, you need to fill out a *Sole Source Justification*. A sole source justification is documentation that establishes reasons that competition could not satisfy the University's requirements. You can find this form at: <http://www.purchasing.uconn.edu/staff/images/SoleSource.pdf>

Out-of-Pocket Purchases

- University employees may be reimbursed for out-of-pocket purchases of emergency allowable goods and services for official University use up to a limit of \$499.99 per item. Out-of-pocket purchases should be made only when circumstances are such that the use of a regular purchase order is not practical. This procedure does not, in any way, replace the established purchasing procedure. In addition, you must have permission from the Principal Investigator if it is grant-funded work or from the CHIP Business Manager in order to get reimbursed.
- To be reimbursed for an out-of-pocket purchase, you must submit the original receipt and an explanation for why it was an emergency. If the purchase is for entertainment of guests, please submit a list of all attendees.

- Reimbursement for purchases made while on approved University travel must be requested on a [Reimbursement Form](#) and sent to the University Travel Office with receipts attached.

Items for which employees CAN be reimbursed:

- Emergency purchases of supplies needed in research
- Emergency repairs
- Entertainment of guests to the University (not to be used for departmental lunches comprised entirely of University employees)

Items for which employees CANNOT be reimbursed:

- Air conditioners
- Alcoholic beverages
- Audio/visual or photographic equipment
- Advertising
- Art work (pictures, posters, statues, etc.)
- BlackBerry or other mobile email devices (must be ordered through UConn UITs)
- Business cards
- Cell phones (must be ordered through UConn UITs)
- Clothing (excluding protective wear)
- Donations of any kind
- Dry cleaning services
- Flowers or gifts for UConn employees or their relatives
- Fines and penalties
- Furniture (tables, chairs, desks, lamps, etc.)
- Holiday cards
- Holiday gifts for students
- Insurance
- Internet service subscriptions
- Kitchen appliances (coffee pots, microwave ovens, toasters, etc.)
- Laundry services
- Lodging (except when traveling on approved University business)
- Meals (for departmental lunches comprised entirely of University employees)
- Outdoor signage (except by the Facilities Department)
- Paint
- PDAs (Personal Digital Assistants)
- Personal furnishings (briefcases, pen sets, etc.)
- Plants and shrubs (except by the Landscaping department)
- Professional or personal services
- Purchase from a University employee or their immediate family (conflict of interest)
- Sporting goods (except by the Division of Athletics)
- Stationery
- Telecommunications equipment
- Tickets for traffic violations, parking and towing charges

