
A. General Concepts

- (1) Purchases shall be made in a manner which supports and facilitates the competitive proposal process and selection of the lowest responsive and responsible bidder taking into account relevant factors such as but not necessarily limited to location of the supplier (favoring local suppliers if all other factors are the same), reputation or past experience with the supplier, warranty/guarantee offered overall value or benefit to UEI etc.
- (2) Purchases shall follow what is customary in the marketplace for a particular commodity or product and be consummated in such a manner so as to constitute a reasonably prudent documented business transaction.
- (3) Fitness and quality being equal, recycled products shall be considered for procurement in place of non-recycled products whenever such products are available at no more than the total cost of their nonrecycled counterparts.
- (4) Purchases must comply with the letter and spirit of all laws applicable to UEI's business and interest including contract law, and anti-trust laws which prohibit price fixing resulting in the elimination of free competition. Purchases must also adhere to the requirements set forth in sponsored program grants or contracts.
- (5) Volume or pool purchase, annual purchase agreements and state purchasing contracts shall be utilized when deemed to be advantageous to UEI.
- (6) Management shall promote good vendor relations within ethical limits, selecting suppliers with proven capability and integrity, and ensuring that these suppliers' performance meets UEI standards.

- (7) Purchases from UEI employees, CSU staff or faculty of items for resale shall be certified as to their competitive value by the appropriate department head and be approved by the appropriate dean or UEI management.
- (8) No UEI Board member, employee, or CSU employee by virtue of their position, will personally derive any benefit, gain or receive preferential treatment in connection with the purchase of goods or services.
- (9) Employees failing to follow the purchasing policy or procedures may be assuming a personal liability for payment to the vendor and may be subject to appropriate disciplinary action.

B. Regulations

The following regulations apply to all purchases: 23 Tw s Ew [(p)13.6sese9 (2w [(p)13.6s)3DIt (n)0 g /T1

- (c) Purchase Orders are required on all purchases more than \$5,000 and approvals required in the purchase requisition shall document the authorization requires noted in Section 3).b).(2). (b) above.
 - (d) Standing purchase orders may be used for routine, repetitive purchases from the same vendor. Standing purchase orders may not be used to purchase equipment or to circumvent this policy statement.
- (3) Other provisions
- (a) Utilization of a purchase card must be used in accordance with UEI's Business Card Guidelines. Any exceptions to purchase card uses outside of the allowed uses under this policy require the approval of the CFO prior to the purchase taking place.
 - (b) The following transactions are excluded from the requirements of this policy
 - (i) Employee related costs (i.e., benefits and other employer funded programs) that are previously approved by the Budget and Finance Committee.
 - (ii) Legal and auditing services are not subject to these requirements.
 - (iii) Utilities (i.e., electricity, phone, water, steam, etc.)
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