

# PURCHASING POLICIES AND PROCEDURES POLICIES

**Purpose:** The purpose of this policy is to comply with the requirements of Weber State University, Utah State Code (statute) and/or Utah State Administrative Rules.

Following are the WSU Charter Academy policies;

## **Purchasing Policies and Procedures**

- University Procurement/General (PPM 5-25a)
- Requisition Preparation and Processing (PPM 5-25b)
- Small Purchases and Emergency Procurement (PPM 5-25c)
- Restricted Purchases and Special Procurement (PPM 5-25d)
- Solicitation of Bids, Proposals and the Award of Procurement Contracts (PPM 5-25e)
- Lease or Rental of Property for University Use (PPM 5-25f)
- Receiving (PPM 5-25g)
- Procurement From Vendor in which University Employee (PPM 5-25h)
- Purchasing Cards (PPM 5-25i)
- Stores (PPM 5-26)
- Surplus Property (PPM 5-27)
- Fixed Asset Accounting (PPM 5-28)
- Mail Service (PPM 5-30)
- Food Services (PPM 5-30a)

## **University Procurement/General**

No. 5-25a	Rev. 07-10-01	Date 2-23-83
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### **I. PURPOSE**

To set forth general purchasing policies and responsibilities of the University, Weber State University subscribes to and is governed by the Utah Procurement Code.

The following rules and regulations have been developed by Weber State University as required by and to supplement the Utah Procurement Code Section 63-56-2 Utah Code Annotated, 1953. These rules and regulations are subject to all applicable state laws.

The Utah Procurement Code and these rules and regulations apply to all monies expended by the University, whether state appropriated, federally appropriated or received in the form of a gift, grant or contract.

It is the intent of Weber State University to actively pursue cooperative buying arrangements with other public procurement units for supplies and services where advantage to Weber State University may result. The terms of such arrangements shall be negotiated with cooperating parties on a contract-by contract basis. Weber State University may participate in contract negotiations, specification preparation, contract administration or any other function of such cooperative contracting.

## II. REFERENCES

Utah Procurement Code, 1953 Utah Code Annotated, SS63-56-1 et. seq. [PPM 5-25b \(http://www.weber.edu/ppm/Policies/5-25b\\_RequisitionPrep.html\)](http://www.weber.edu/ppm/Policies/5-25b_RequisitionPrep.html), Requisition Preparation and Processing [PPM 5-25d \(http://www.weber.edu/ppm/Policies/5-25d\\_RestrictedPurchase.html\)](http://www.weber.edu/ppm/Policies/5-25d_RestrictedPurchase.html), Restricted Purchases and Special Procurement [PPM 5-25h \(http://www.weber.edu/ppm/Policies/5-25h\\_ProcurementEmployeeInterest.html\)](http://www.weber.edu/ppm/Policies/5-25h_ProcurementEmployeeInterest.html), Procurement From a Vendor in Which University Employee Has An Interest [PPM 5-25i \(http://www.weber.edu/ppm/Policies/5-25i\\_PurchasingCards.html\)](http://www.weber.edu/ppm/Policies/5-25i_PurchasingCards.html) Purchasing Cards [PPM 5-32 \(http://www.weber.edu/ppm/Policies/5-32\\_Travel.html\)](http://www.weber.edu/ppm/Policies/5-32_Travel.html) Travel

## III. DEFINITIONS

The following terms shall have the same meaning as in the Utah Procurement Code as adapted to Weber State University:

### A. Architect-Engineer Services

Those professional services within the scope of the practice of architecture as defined in section 58-3-6, or professional engineering as defined in section 58-22-2, Utah Code Annotated, 1953.

### B. Business

Any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture or any other private legal entity.

### C. Change Order

A written order signed by the procurement officer, directing the contractor to suspend work or make changes, which the appropriate clauses of the contract authorize the procurement officer to order without the consent of the contractor or any written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity or other provision of any contract accomplished by mutual action of the parties to the contract.

### D. Construction

The process of building, renovating or demolishing any University structure or building, major development or landscaping of University real property. It does not include the routine operation, repair or maintenance of existing structures, building or real property.

### E. Contract

Any University agreement for the procurement or disposal of supplies, services or construction.

### F. Grant

The furnishing by the state or by any other public or private source of assistance, whether financial or otherwise, to any person to support a program authorized by law. It does not include an award whose primary purpose is to procure an end product, whether in the form

of supplies, services or construction; a contract resulting from such an award is not a grant but a procurement contract.

#### G. Invitation for Bids

All documents, whether attached or incorporated by reference utilized for soliciting bids.

#### H. Person

Any business, individual, union, committee, club, other organization or group of individuals not including a state agency or local public procurement unit.

#### I. Procurement

Buying, purchasing, renting, leasing or otherwise acquiring any supplies, services, or construction. Procurement also includes all functions that pertain to the obtaining of any supply, service or construction including description of requirements, selection and solicitation of sources, preparation and award of a contract and all phases of contract administration.

#### J. Procurement Officer

The director of purchasing or any person duly authorized by him/her to enter into and administer contracts and make written determinations with respect thereto. It also includes an authorized representative acting within the limits of authority.

#### K. Purchase Description

The words used in solicitation to describe the supplies, services or construction to be purchased and includes specifications attached to or made a part of the solicitation.

#### L. Request for Proposals

All documents, whether attached or incorporated by reference, utilized for soliciting proposals.

#### M. Responsible Bidder or Offeror

A person who has the capability in all respects to perform fully the contract requirements and who has the integrity and reliability which will assure good faith performance.

#### N. Responsive Bidder

A person who has submitted a bid which conforms in all material respects to the invitation for bids.

#### O. Services

The furnishing of labor, time or effort by a contractor, not involving the delivery of a specific end product other than reports which are merely incidental to the required performance. It does not include employment agreements or collective bargaining agreements.

#### P. Specification

Any description of the physical or functional characteristics or of the nature of a supply, service or construction item. It may include a description of any requirement for inspecting, testing or preparing a supply, service or construction item for delivery.

#### Q. Supplies

All property, including but not limited to equipment, materials, printing and leases of real property excluding land or a permanent interest in land.

#### R. Surplus Supplies

Any supplies that are no longer needed for University use. It includes expendable supplies, scrap materials and non-expendable supplies that have completed their useful life cycle.

### IV. POLICY

#### A. Purchasing Department Responsibilities

1. The Purchasing Department is responsible for the procurement of all supplies and services required by Weber State University and all its departments and auxiliaries except for (a) purchases specifically exempted under paragraph B, below and (b) procurement relating to building construction and architect-engineer services obtained by the Utah Department of Facilities Construction and Management.
2. The Purchasing Department shall establish operating procedures with which to locate and ensure adequate and continuing sources of supply consistent with legal, budgetary and delivery requirements of using departments; to provide the necessary assistance to acquire such supplies and services on a timely and economical basis; to assure compliance with all applicable state, federal and University regulations during the procurement process; and to provide assistance, consultation and advice regarding all procurement needs of the University.
3. In discharging its responsibilities, the Purchasing Department may do the following:
  - a. Initiate, conduct and conclude negotiations for the purchase of goods and services for the University
  - b. Obligate the University for the purchase of goods and services
  - c. Recommend changes in quality, quantity or kind of material requisitioned and to suggest appropriate alternatives
  - d. Fill requisitions with items of equal usability and quality that are currently available in the inventories of the University
4. The selection of suppliers in accordance with legal requirements is the responsibility of the Purchasing Department. However, suggestions by departments will be considered whenever they are competitive with other sources.

#### B. Exceptions

By virtue of their special needs and the roles they fill at the University, the following operating units are authorized to solicit bids and award purchase orders without going through the Purchasing Department:

1. Stewart Library (books and periodicals only)
2. University Bookstore (items for resale only)
3. Telecommunications Department (for installation of telecommunication equipment)

#### C. Limitations and Restrictions on Procurement

1. The University is prohibited from making purchases of personal items for university employees or students.
2. The University may not purchase goods or services from University personnel or from business firms in which University personnel serve as officers or directors or hold a substantial financial interest unless special procedures are followed to avoid a violation of the Utah Public Officers' and Employee's Ethics Act. (See PPM 5-25 ([http://www.weber.edu/ppm/Policies/5-25\\_UnivProcurement\\_TOC.html](http://www.weber.edu/ppm/Policies/5-25_UnivProcurement_TOC.html)) )
3. Unless specifically approved in writing by the director of Purchasing or his/her authorized representative, purchasing orders or commitments for procurement by university employees are not binding on the University. Individuals who do not comply with University policy when placing procurement orders may become personally liable to the vendor for the contract price. (See also PPM 5-4a ([http://www.weber.edu/ppm/Policies/54a\\_ContractDisbursing.html](http://www.weber.edu/ppm/Policies/54a_ContractDisbursing.html)) , Contract and/or Disbursing Officers).

#### C. Procedures

1. Purchases made under federal contracts and grants during the final weeks prior to the end of the contract period may be disallowed. (See PPM 5-25b ([http://www.weber.edu/ppm/Policies/5-25b\\_RequisitionPrep.html](http://www.weber.edu/ppm/Policies/5-25b_RequisitionPrep.html)) , IV, B)
2. Advance payments may not be made, except to specified government agencies, vendors with minimum prepayment requirements and in certain other cases as determined appropriate by the Director of Purchasing.
3. Any departmental correspondence relating to acquisition of goods or services must be processed through the Purchasing Department in order to avoid any unnecessary confusion or delay in the procurement process.
4. University commitment to affirmative action extends to all aspects of its affairs, including the purchasing function. As a vital part of this commitment, emphasis will be placed on locating and encouraging minority business enterprises to participate as suppliers of University procurement needs on a continuing and mutually satisfactory basis, subject to applicable legal requirements and limitations. The Purchasing Department will utilize procedures that ensure maximum practicable opportunity for small and socially disadvantaged enterprises to participate in meeting the procurement needs of the University on a reasonable competitive basis consistent with the ability of such vendors to supply those needs.

5. Gifts of supplies, equipment or materials (other than samples) furnished without charge to the University may be accepted but must be reported to the University Development Office to assure that the gift is recorded and an appropriate acknowledgement provided to the donor. Donated equipment should also be reported to the Property Management Department to assure that the items are properly inventoried.
6. Information is available for inspection in the Purchasing Department relative to legal and contractual remedies available to the University, or vendors contracting business with the University, suspension of bidding privileges, vendor debarment procedures, waiver of immunity, claims procedures and other legal provisions binding upon the University under the Utah Procurement Code, 1953 Utah Code Annotated SS63-56-45 to 63-56-50 and 6356-59 to 63-56-63.
7. Questions regarding existing orders, vendors, product availability or other procurement problems should be directed to the Purchasing Department. Reports of delays and suggestions for improvement of the purchasing process should be directed to the Director of Purchasing.

## Requisition Preparation and Processing

No. 5-25b	Rev. 10-14-03	Date 2-23-83
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### I. PURPOSE

To set forth requirements and instructions for preparing and processing requisitions.

### II. REFERENCES

Utah Procurement Code, 1953 Utah Code Annotated, SS63-56-22 PPM 5-25a ([http://www.weber.edu/ppm/Policies/5-25a\\_UnivProcurementGeneral.html](http://www.weber.edu/ppm/Policies/5-25a_UnivProcurementGeneral.html)) , University Procurement PPM 5-25d, ([http://www.weber.edu/ppm/Policies/5-25d\\_RestrictedPurchase.html](http://www.weber.edu/ppm/Policies/5-25d_RestrictedPurchase.html)) Restricted Purchases and Special Procurement

### III. DEFINITION

#### Requisition

A form used to initiate the procurement of supplies and services. Requisitions are not purchase orders and shall not be used or represented as such.

### IV. POLICY

#### A. Use of Requisitions

1. Except as provided in paragraph 2 below, a requisition must be submitted to initiate the procurement of supplies and services by the Purchasing Department.

NOTE: University operating units that are authorized to engage in direct procurement without going through the Purchasing Department are listed in PPM 5-25a ([http://www.weber.edu/ppm/Policies/5-25a\\_UnivProcurementGeneral.html](http://www.weber.edu/ppm/Policies/5-25a_UnivProcurementGeneral.html)) , IV.

2. Items or services not requiring a requisition include the following:

- a. Petty cash purchases
- b. Purchases from other campus service centers, such as printing, bookstore (non-capital items), etc.
- c. Travel by University employees
- d. Purchases with university purchasing cards

3. Needs which are of an urgent nature may be placed by telephone call to the Purchasing Department. Telephone request must be followed up by a written requisition.

4. Drawing accounts are not allowed unless approved by the Purchasing Department. They may not be used to purchase capital equipment items.

5. It is improper under state law to divide or split procurement transactions into small units that are artificially devised to avoid the bidding requirements and other procedures applicable to larger unit transactions. (See 1953 Utah Code Annotated SS63-56-22)

B. Requisitions for Purchases Charged to Restricted Grants and Contracts will not be processed after the contract or grant has terminated.

C. Each requisition must include as a minimum the following information:

1. An accurate description for every article listed, including catalog numbers, size, color, etc.
2. Delivery instructions as appropriate
3. Possible sources of supply, if known
4. Appropriate signature or electronic approval:
  - a. This signature, i.e., Vice President, Dean, Department chair, grantee or gift fund manager, etc.; shall be assumed to verify that funds are available and that the expenditure is in the best interests of the University and in compliance with activities or projects under his/her purview
  - b. Immediate supervisor level signatures are required on supporting documentation for:
    - (1) Registration and membership fees
    - (2) Entertainment requests
  - c. Supporting documentation for reimbursements to individuals for legitimate university expenses must be reviewed by immediate supervisor and signed by appropriate vice president.



## Small Purchases and Emergency Procurement

No. 5-25c	Rev. 03-30-09	Date 2-23-83
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### I. PURPOSE

To establish policy for small purchases and for handling procurement requirements in emergency conditions.

### II. REFERENCES

1953 Utah Code Annotated SS63-56-22 PPM 5-25a  
([http://www.weber.edu/ppm/Policies/5-25a\\_UnivProcurementGeneral.html](http://www.weber.edu/ppm/Policies/5-25a_UnivProcurementGeneral.html)) , University Procurement Appendix I - Small Purchases

### III. DEFINITIONS

#### A. Small Purchase

The procurement of supplies or services as defined in Appendix I.

#### B. Emergency

A condition that threatens public health, welfare or safety, arising from natural forces (e.g. fire, wind, flood, storm, earthquake, epidemic or other natural disasters); from riot, unlawful assembly or mob violence; or from hostile acts of a public enemy.

#### C. Petty Cash

[The procurement of supplies or services made with personal funds as defined in PPM 5-11 \(http://www.weber.edu/ppm/Policies/5-11\\_PettyCash.html\) , Schedule I.](http://www.weber.edu/ppm/Policies/5-11_PettyCash.html)

### IV. POLICIES

#### A. Small Purchases

##### 1. Informal Procurement

Small purchases of goods, services and construction may be effected by the Purchasing Department on an informal basis, using either written or oral bids, or without bidding, when determined appropriate by the Director of Purchasing or his/her designee.

##### 2. Splitting of Purchases Is a Violation of State Statute

Procurement requirements may not be artificially divided among two or more small purchase orders in order to avoid normal bidding procedures.

## B. Emergency Procurement

Emergency purchases shall be limited to only such items necessary to address the emergency condition. A written determination stating the basis of the emergency procurement may be required by the Director of Purchasing to be attached to the requisition.

### APPENDIX I SMALL PURCHASES

1. Small Purchases (non-construction less than \$20,000 and construction less than \$30,000). The Director of Purchasing shall adopt operational procedures for the procurement of small purchases. Such operational procedures shall provide for obtaining adequate and reasonable competition, properly accounting for funds to facilitate auditing, and for timely procurement of low cost items.

2. Small Purchases of Services of Professionals, Providers, and Consultants.

a. If the expected cost for services of professionals, providers and consultants is less than \$20,000 or \$30,000 in the case of construction; the operational procedures referenced above will be used.

[b. For Architect-Engineer Services see PPM 25e \(http://www.weber.edu/ppm/Policies/5-25e\\_SolicitationBids.html\)](http://www.weber.edu/ppm/Policies/5-25e_SolicitationBids.html), Appendix I.

3. Purchases less than \$1,500 using the university purchasing card. Computers may not be purchased with purchasing cards.

## Restricted Purchases and Special Procurement

No. 5-25d	Rev. 10-14-03	Date 2-23-83
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### I. PURPOSE

To set forth University policies including prohibitions, special approvals, limitations and restrictions governing the procurement of supplies and services.

### II. REFERENCES

PPM 5-25a ([http://www.weber.edu/ppm/Policies/5-25a\\_UnivProcurementGeneral.html](http://www.weber.edu/ppm/Policies/5-25a_UnivProcurementGeneral.html)) , University Procurement PPM 5-25b ([http://www.weber.edu/ppm/Policies/5-25b\\_RequisitionPrep.html](http://www.weber.edu/ppm/Policies/5-25b_RequisitionPrep.html)) , Requisition Preparation and Processing PPM 5-25g ([http://www.weber.edu/ppm/Policies/5-25g\\_Receiving.html](http://www.weber.edu/ppm/Policies/5-25g_Receiving.html)) , Receiving

### III. POLICY

#### A. Prohibited Acquisitions

1. The Purchasing Department will not make personal purchases for any employee or student.
2. With the exception of authorized holders of university purchasing cards, all University purchases must be made by authorized Purchasing Department personnel. Orders placed by employees or students directly with vendors will not be recognized as University obligations and responsibility for payment will be that of the individual who placed the order.
3. The use of University funds to acquire supplies or services for personal use is prohibited.
4. Alcoholic beverages shall not be acquired with state appropriated University funds.

#### B. Acquisitions That Require Special Approvals

1. Repairs to personal property damaged while its owner is engaged in University business may not be procured unless the requisition bears the authorizing signature/s. (See Section 5-4b)
2. Organizational or association memberships may be procured by either university purchasing cards or requisitions. When by:
  - a. Requisition, the backup and/or supporting documentation is to be signed by the immediate supervisor (department chair, dean or vice president). (See Section 5-25b IV C. 5)
  - b. University purchasing card, the supervisor's signing of the cardholder's monthly statement will serve as approval for the membership.
3. Material for remodeling or renovation of buildings (including carpeting) requires approval of Facilities Management.
4. Coin-operated vending equipment requires approval of Student Life/Business Services.
5. Printing, Duplicating and Photocopying Equipment

Printing equipment may be acquired for use by departments only after coordinating with and evaluation by the Director of Printing Services.

### C. Acquisitions Funded by Grants, Contracts and Other Fund Sources

Acquisitions funded by other than state appropriated monies shall be subject to the same purchasing policies and procedures as those funded by state appropriated funds.

### D. Acquisitions Subject to Special Limitations or Procedures

#### 1. Narcotics and Controlled Substances, Radioactive Materials and Radiation Generating Equipment, and Select Agents and Toxins

- a. Acquisitions of narcotic and controlled substances must be approved by the Radiation and Controlled Substances Compliance and Safety Committee.
- b. Acquisitions of radioactive material require prior approval of the Radiation Safety Officer.
- c. Acquisitions of select agents and toxins require prior approval of the Bio Safety Committee.
- d. Requisitions for narcotics and controlled substances, radioactive materials and radiation generating equipment, and select agents and toxins must be initiated by the WSU Office of Environmental Health and Safety only.

#### 2. Tax-free Alcohol

- a. Tax-free alcohol must be obtained from Science Stores to be used only for:
  - (1) Preserving specimens
  - (2) Experimental, research and laboratory work for scientific purposes
  - (3) Preparation of laboratory solutions
- b. The use of tax-free alcohol for purposes other than defined in paragraph (a) is prohibited and violation is subject to federal law.

#### 3. Import Items

All matters pertaining to import items, customs, etc. will be handled by the Purchasing Department.

### E. Acquisition of Government Property

1. Surplus University Property Surplus University property is available through Property Control.

#### 2. Property available through the Utah State Agency for Surplus Property (USASP)

- a. USASP property is available for purchase by any University department.
- b. The Purchasing Department maintains a list of authorized Weber State University representatives. Inclusion of any interested employee on this list is encouraged. A phone call to Purchasing will accomplish the addition of a name to the authorized list.
- c. Property may be inspected at the USASP facility in Salt Lake City.
- d. All property selected by authorized representatives will be picked up by a designated person.
- e. A standard requisition form is required to facilitate payment of selected items. Requisitions must be sent to the Purchasing Department which will arrange for items to be picked up at the USASP facility.

### 3. Excess Federal Property

Excess federal government property may be available at little or no cost for use on federal government contracts or grants. Excess federal government property is normally obtainable at little or no cost other than transportation charges. A standard requisition is required to pay transportation costs. (See PPM 4-27 ([http://www.weber.edu/ppm/Policies/4-27\\_OfficeSponsoredProj.html](http://www.weber.edu/ppm/Policies/4-27_OfficeSponsoredProj.html)) )

## Solicitation of Bids, Proposals and the Award of Procurement Contracts

No. 5-25e	Rev.10-14-03	Date 2-23-83
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### I. PURPOSE

To establish policy and procedures for the solicitation of bids and proposals and award of University procurement contracts consistent with the provisions of the Utah Procurement Code.

### II. REFERENCES

- Utah Procurement Code, 1953 Utah Code Annotated, SS63-56-1 et. seq.
- PPM 3-36 ([http://www.weber.edu/ppm/Policies/3-36\\_ConflictInterest.html](http://www.weber.edu/ppm/Policies/3-36_ConflictInterest.html)) , B, 3 and 5, Conflict of Interest
- PPM 5-25a ([http://www.weber.edu/ppm/Policies/5-25a\\_UnivProcurementGeneral.html](http://www.weber.edu/ppm/Policies/5-25a_UnivProcurementGeneral.html)) , University Procurement
- PPM 5-25c ([http://www.weber.edu/ppm/Policies/5-25c\\_SmallPurchaseEmergency.html](http://www.weber.edu/ppm/Policies/5-25c_SmallPurchaseEmergency.html)) , Small Purchases and Emergency Procurement
- Appendix I, this section, Architect-Engineer Services, Limits and Process
- Appendix II, this section, Public Advertising of Bid and Proposal Solicitations

### III. POLICY

#### A. Competitive Bidding

1. Except as otherwise provided in this policy, procurement of items, the amount of which exceeds the publicly advertised dollar limit (see Appendix II), will be awarded only after advertised solicitation of sealed competitive bids or proposals.
2. Bids and proposals shall be invited from the widest practical selection of firms with proven performance, from whom, in the judgment of the Purchasing Department, the procurement needs of the University can be satisfied.
3. Procurement of items, the amount of which qualify it as a "Small Purchase," shall be processed pursuant to PPM 5-25c ([http://www.weber.edu/ppm/Policies/5-25c\\_SmallPurchaseEmergency.html](http://www.weber.edu/ppm/Policies/5-25c_SmallPurchaseEmergency.html)) .

#### B. Specifications

1. The Purchasing Department is responsible for preparation, issuance, revision, maintenance and monitoring of specifications for supplies, services and construction required by the University. In the preparation of specifications, the director of Purchasing may obtain the advice and assistance of requisitioning departments as needed and, in connection with construction contracts, shall request such advice and assistance from the Assistant VP of Facilities Management.
2. All specifications shall seek to promote overall economy and best use of the purposes intended, shall encourage competition when applicable in satisfying University needs and shall not be unduly restrictive.
3. Subject to the non-restrictive policy stated in paragraph 2, specifications and/or requests for bids or proposals may designate a brand name "or equal" as a means to identify the performance or other specific requirements of a procurement. When so used, the salient features of the named brand that must be met by bidders/offerors shall be clearly specified.
4. An individual who has participated in the preparation of a specification shall not be eligible to participate in or receive a contract award for any University procurement using such specification. Exceptions to this rule may be granted by the vice president for

Administrative Services or his/her designee upon recommendation of the director of Purchasing if (a) an exception is justified by the existence of emergency conditions (see Section E, 3 below), (b) there is only one practicable source of supply for the contract requirements (see Section E, 2 below) or © it is not practicable or advantageous to the University to deny an award to the individual or to a bidder/supplier with which that individual is associated. Such exception shall be in writing and shall be attached to the bidding documents.

### C. Bidding Procedures

1. The director of Purchasing is responsible for assuring that all bidding procedures are in compliance with the requirements of the Utah Procurement Code and University policies.
2. Public notice of invitations to bid shall be given a reasonable time prior to the date for opening of bids. Such notice shall include publication in a newspaper of general circulation.
3. Bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the invitation for bids. All bidding documents shall be available for public inspection.
4. Correction or withdrawal of inadvertently erroneous bids prior to the date for opening of bids shall be allowed provided requests for correction or withdrawal shall be received at the Purchasing Department prior to the date and time for opening of bids and provided such requests are in writing and clearly labeled.
5. Correction or withdrawal of inadvertently erroneous bids after the opening of the bids, based on such bid mistakes, cannot be made except by authorization of the vice president for Administrative Services or his/her designee. Requests for such action must be made in writing accompanied by full documentation of the facts leading to the presentation of the erroneous bid. The decision to permit the correction or withdrawal of a bid or to cancel an award or contract based on an alleged bid mistake shall be in writing, with a statement of reasons. After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of the University or fair competition will be permitted.
6. When due to lack of information it is considered impractical to prepare a purchase description or specification to support an award based on price, an invitation for bids may be issued requesting the submission of unpriced offers. This is to be followed by an invitation for bids limited to those bidders whose offers have been qualified under the criteria set forth in the first solicitation.
7. An invitation for bids, a request for proposals or other solicitation may be canceled, or any or all bids or proposals may be rejected, in whole or in part, under the following conditions:
  - a. When the need for items as requested on the bid, proposal or other solicitation no longer exists
  - b. When a bid or bids are received after the specified due date and/or time
  - c. When it is in the best interests of the University whether for budgetary reasons or other good and sufficient reasons to terminate the entire transaction
  - d. When a bid is not responsive to the requirements of the specification
  - e. When a bid proposes an unacceptable alternate item

### D. Requests for Proposals

1. The use of competitive sealed proposals for a particular procurement contract or for particular types of recurring procurement contracts shall be entered into when advantageous to the University.
2. The director of Purchasing is responsible for the preparation, issuance, giving of notice, opening, registering, evaluating, negotiating and awarding of contracts pursuant to requests

for proposals. This is providing that all such proceedings shall be in conformity with the Utah Procurement Code and, in order to assure maximum practicable competition, shall be subject to the applicable time limitations and other procedures specified in Section III, C above relating to competitive bidding.

3. Award shall be made to the responsible offeror whose proposal is determined in writing to be the most advantageous to the University, taking into consideration price and the evaluation factors set forth in the request for proposals. No other factors or criteria shall be used in the evaluation.

#### E. Exceptions/Procurement Without Competition

##### 1. Small purchases

[Small purchases shall be processed in accordance with PPM 5-25c \(http://www.weber.edu/ppm/Policies/5-25c\\_SmallPurchaseEmergency.html\)](http://www.weber.edu/ppm/Policies/5-25c_SmallPurchaseEmergency.html).

##### 2. Sole Source Contracts

A contract may be awarded for a supply, service or construction item without competitive bidding when the director of Purchasing, with the approval of the vice president for Administrative Services or his/her designee, determine in writing that there is only one practicable source for the requisitioned item.

##### 3. Emergency Procurement

When emergency conditions exist that create a threat to public health, welfare or safety, procurement without full competition may be authorized pursuant to PPM 5-25c ([http://www.weber.edu/ppm/Policies/5-25c\\_SmallPurchaseEmergency.html](http://www.weber.edu/ppm/Policies/5-25c_SmallPurchaseEmergency.html)) , IV, B.

#### F. Pre-Qualification

When determined to be necessary or appropriate by the Purchasing Department, prospective suppliers may be prequalified for particular types of supplies, services and construction. Solicitation mailing lists of potential contractors shall include but shall not be limited to prequalified suppliers.

#### G. Contractual Terms

1. Any contractual terms permitted by law may be used for University procurement purposes, as the best interests of the University may require, except that the use of a cost-plus-a-percentage of cost contract is prohibited.
2. The director of Purchasing is responsible for assuring compliance with procedural requirements of the Utah Procurement Code applicable to the terms and provisions of procurement contracts including requirements that specified determinations be made as a condition precedent to the inclusion or modification of specified contractual provisions (see Utah Code Annotated SS63-56-32, 63-56-40) or the use of change orders (see Utah Code Annotated SS63-56-41).
3. When the best interests of the University so require, the director of Purchasing may include in University procurement contracts any or all contract clauses, so far as relevant, that are authorized by the Utah Procurement Code (Utah Code Annotated SS63-56-40 to 63-56-41) with respect to adjustments in price, time of performance,



scope of contract work, variations between estimated and actual quantities, site conditions, remedies and other contract provisions.

4. The Purchasing Department shall develop, modify and maintain a file of standard contract clauses to be used in University procurement contracts pursuant to paragraph 3 above and such clauses shall be deemed incorporated herein by reference. The director of Purchasing may modify any such clause for inclusion in any particular contract upon written determination that such variation will promote the interest of the University or encourage fair and open competition provided that notice of any such material variation must be given in invitation to bid or request for proposals.

#### H. Procurement of Construction Work

1. Construction contracts will be entered into with responsible licensed contractors subject to the provisions of the Utah Procurement Code. (See Utah Code Annotated SS63-56-36 to 63-56-39) For the purpose of this provision, the term "construction" has the same meaning as in the Utah Procurement Code, Utah Code Annotated SS65-56-5(4) and includes remodeling, renovation and landscaping.
2. Construction and remodeling contracts, the amount of which qualify them as "Small Purchases," shall be processed pursuant to PPM 5-25c ([http://www.weber.edu/ppm/Policies/525c\\_SmallPurchaseEmergency.html](http://www.weber.edu/ppm/Policies/525c_SmallPurchaseEmergency.html)).
3. Bid Security
  - a. Bid security in amount equal to at least five percent (5%) of the amount of the bid shall be required, unless waived, for competitive sealed bidding for construction contracts the amount of which exceeds that of a "Small Purchase" pursuant to PPM 5-25c ([http://www.weber.edu/ppm/Policies/5-25c\\_SmallPurchaseEmergency.html](http://www.weber.edu/ppm/Policies/5-25c_SmallPurchaseEmergency.html)). Bid security shall be a bond provided by a surety company authorized to do business in this state, the equivalent in cash or any other form satisfactory to the University and consistent with the Utah Procurement Code.
  - b. When a bidder fails to comply with the requirement for bid security set forth in the invitation for bids, the bid shall be rejected unless the director of Purchasing determines in writing that the failure to comply with the security requirements is non-substantial.
4. Performance and Payment Bonding
  - a. When a construction contract is awarded and performance and payment bonding is stipulated in the bid solicitation, performance and payment bonds or other evidence satisfactory to the University must be delivered to the University and shall be binding on the parties upon the execution of the contract subject to the provisions of the Utah Procurement Code. (See Utah Code Annotated SS63-56-39.)
  - b. The form of the performance and payment bonds shall be substantially the same as provided in rules and regulations applicable to construction contracts awarded by the Utah Department of Facilities, Construction and Management (DFCM).
  - c. When in the best interest of the University, the director of Purchasing may require performance and payment bonds on small contracts or may waive the requirement for such bonds.

d. When a bidder fails to comply with the requirement of a performance or payment bond, the bid shall be rejected unless the director of Purchasing determines in writing that such bonding is deemed unnecessary for the protection of Weber State University.

#### I. Architect-Engineering Services

(See Appendix I for limits and process)

1. It is the policy of Weber State University to announce on an annual basis requirements for architect-engineer services and to negotiate contracts for architect-engineering services on the basis of demonstrated competence and qualification for the type of services required at fair and reasonable prices. This paragraph does not affect the authority of and does not apply to procedures undertaken by the University to obtain the services of architects or engineers in the capacity of employees.
2. In the procurement of architect-engineer services, the Assistant VP of Facilities Management shall encourage firms engaged in the lawful practice of their profession to submit annually a statement of qualifications and performance data responsive to published criteria approved by the director. A selection committee for architect-engineer services contracts appointed by the Assistant VP of Facilities Management or his/her designee, shall evaluate current statements of qualifications and performance data on file together with those that may be submitted by other firms in response to the announcement of a proposed contract. The selection committee shall where feasible consider not less than three firms and shall select therefrom, based upon the established criteria, not less than three of the firms deemed to be the most highly qualified to provide the services required.
3. The Purchasing Department shall award a contract to a qualified firm at compensation which the selection committee determines to be fair and reasonable to the University after taking into account the estimated value, scope, complexity and professional nature of the services to be rendered. Should Purchasing be unable to agree to a satisfactory contract with the firm first selected, at a price determined to be fair and reasonable to the University, discussions with that firm shall be formally terminated and discussions shall then be undertaken with a second qualified firm. Failing accord with the second firm, discussion shall be formally terminated and discussions shall then be undertaken with a third qualified firm. Should agreement not be reached or should the University be unable to award a contract at a fair and reasonable price with any of the selected firms, Purchasing, upon recommendation of the committee, shall undertake discussions with additional firms until an agreement is reached.

#### APPENDIX I

##### PROCUREMENT OF ARCHITECT-ENGINEER SERVICES, LIMITS AND PROCESS

1. Under the provisions of the State Procurement Code and Purchasing Policy for the State of Utah and the University, advertisement for architect-engineer services should be made once a year to allow for letters of interest to be submitted to the University. The Purchasing Department should be involved in process of soliciting these letters of interest.
2. From those responding to the advertisement, and any others that submit proposals during the year, an architect-engineer will be selected without competition for projects estimated to be under \$300,000 and when the fees for the architect-engineer services do not exceed \$30,000.

3. For projects exceeding \$300,000 and when fees are anticipated to exceed \$30,000, three architects-engineers will be chosen and evaluated for any given project after the solicitation of formal written proposals. Those anticipated to exceed \$50,000 must also be publicly advertised. The architect-engineers responding to the RFP will be ranked based on predetermined criteria which are selected by an evaluation committee established by Facilities Management.

a. A proposal which includes fees will be requested from the top rated firm.

b. If the prospective architect-engineer can perform the work as requested and the fee is acceptable, a purchase order can be awarded to the architect-engineer. If a reasonable agreement cannot be made with the selected architect-engineer, then a proposal will be requested from the next architect-engineer on the list. The third architect engineer on the list will be asked to provide a proposal if the second's proposal is not acceptable.

c. Facilities Management must send a copy of all documentation involved in the selection of an architect-engineer to the Purchasing Department before a purchase order can be issued. These documents should include: (1) a copy of the RFP; (2) a copy of the architect/consultant's proposal; (3) a copy of the decision matrix used in selecting the three firms; and (4) a conflict of interest form signed by each member of the selection committee stating that they have no connection with the architect/consultant.

## APPENDIX II PUBLIC ADVERTISING OF BID AND PROPOSAL SOLICITATIONS

Any solicitations for bids and/or proposals where the expected cost may be \$50,000 or more must be publicly advertised.

## Lease or Rental of Property for University Use

No. 5-25f	Rev. 10-14-97	Date 2-23-83
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### I. PURPOSE

To outline University policy regarding the lease or rental of property for University use.

### II. REFERENCES

1953 Utah Code Annotated, SS 63-56-1 et. seq.

PPM 5-25c ([http://www.weber.edu/ppm/Policies/5-25c\\_SmallPurchaseEmergency.html](http://www.weber.edu/ppm/Policies/5-25c_SmallPurchaseEmergency.html)) ,  
Small Purchases and Emergency Procurement

### III. POLICY

#### A. Leases of Real Property

1. No lease or rental of real property, including any interest in land, buildings, office space, laboratory space, storage space or water or mineral rights, may be entered into or will be binding upon the University unless the provisions of this policy and procedure are satisfied.
2. Any request for leasing or for the extension or renewal of a lease of real property for University purposes must be submitted and processed as follows:
  - a. A written request shall be submitted by the requesting department chair, principal investigator, director or other officer through the direct line of administrative authority to the cognizant vice president. This request must include or be accompanied by the following information:
    - (1) A description of the real property proposed to be leased or of its general location and character
    - (2) An explanation of the need for such space
    - (3) A detailed factual justification for entering into the lease
    - (4) A proposed lease agreement (a standard lease form used by landlord may be acceptable) which includes, among other things, the following:
      - (a) Term of lease
      - (b) Monthly rental
      - (c) Responsibility for utilities, maintenance, snow removal, custodial, grounds care, etc.
      - (d) Parking arrangements
      - (e) Responsibility for structural and roof maintenance and repairs
      - (f) Responsibility for insurance of structure, operation and general liability insurance
      - (g) Responsibility for property taxes, other taxes and assessments and ownership of any improvements made

b. Upon approval by the cognizant vice president of any lease or extension or the renewal of any lease the cognizant vice president shall forward to the vice president for Administrative Services for review and evaluation the following information:

- (1) The initial request for lease of space with additional information required under section (a) above
- (2) A letter of approval from the cognizant vice president including the proposed source of funding for lease costs
- (3) The proposed lease agreement
- (4) A letter from the requesting party addressing the adequacies of power supplies, air handling equipment and general physical structure and floor plan; estimated costs of any modifications or remodeling necessary to meet user needs should also be included indicating sources of funding for any such modification or remodeling
- (5) A letter from the Associate VP for Facilities Services or designee commenting upon and making recommendations relative to the proposed lease and the availability of space in existing facilities to meet the described need in a timely manner

c. If the vice president for Administrative Services, after review and evaluation of the request and supporting justification and documentation, approves the proposed lease, appropriate implementing steps shall be undertaken pursuant to subsection d below. If the vice president for Administrative Services concludes that the proposed lease is not in the best interest of the University, he/she shall discuss the reasons for that conclusion with the vice president who originally approved the request. If the two vice presidents are unable to agree on the disposition of the request, it shall be submitted to the president for a decision. The request to lease space must reach the vice president for Administrative Services at least 30 days before the commencement of the proposed lease term.

d. Any lease duly authorized under subsection c above shall be negotiated and executed under the direction of the vice president for Administrative Services in accordance with applicable requirements of the Utah Procurement Code, 1953 Utah Code Annotated SS63-56-1 et. seq., as amended and implementing University regulations. After approval as to form by the attorney general, the lease may be signed by the vice president for Administrative Services or designee for and on behalf of the University and thereafter shall be binding on the University.

e. The vice president for Administrative Services may prescribe forms and operating instructions relative to leases of real property as may be necessary or appropriate to carry out the purposes of this policy and procedures statement.

## B. Leases of Equipment or Other Types of Property

1. Lease agreements relating to equipment or other types of personal property and for which the total of all lease payments to be made from University funds during any fiscal year included in whole or in part within the stated term of the lease (exclusive of any extension) does not exceed the amount of a "Small Purchase" may be entered into by the Purchasing Department pursuant to PPM 5-25c (<http://www.weber.edu/ppm/Policies/5->

25c\_SmallPurchaseEmergency.html) . Departments other than the Purchasing Department are not authorized to enter into such lease agreements.

2. Requests for lease agreements relating to equipment or other types of personal property and providing for total payments of more than the amount of a "Small Purchase" during any fiscal year included in whole or in part within the stated terms of the lease must be submitted and processed as follows:

a. All such requests, together with the written approval of the cognizant vice president, shall be forwarded to the Purchasing Department.

b. A written statement must accompany the request setting forth the following information:

(1) The need for the equipment, together with a declaration that after reasonable investigation the requesting officer has determined that similar equipment or equipment of equivalent capability is not currently available for use elsewhere within the University

(2) Justification for the proposed lease, including a comparison of lease costs with purchase costs and stating the estimated interest cost associated with leasing, calculated on a simple interest basis

(3) Alternate methods of financing, other than leasing, which have been investigated and the relative merits of such methods

c. After evaluating the requests, the director of Purchasing will forward it to the vice president for Administrative Services together with his/her comments and recommendations. If the vice president for Administrative Services concludes that the proposed lease is in the best interests of the University, implementing steps shall be taken pursuant to subsection d below. If the vice president for Administrative Services concludes that the proposed lease is not in the best interests of the University, he/she shall discuss the reasons for that conclusion with the vice president who originally approved the request. If the two vice presidents are unable to agree on the disposition of the request, it shall be submitted to the president for a decision.

d. Any lease of equipment or other personal property duly authorized under subsection c above shall be negotiated and executed under the direction of the vice president for Administrative Services in accordance with applicable requirements of the Utah Procurement Code, 1953 Utah Code Annotated SS63-56-1 et. seq., as amended, and implementing University regulations.

### C. General Provisions Relating to Leases

1. All leases for which payments are or may be made in whole or in part from funds controlled by the University, including funds derived from federal grants and contracts, shall include the following clause: It is understood and agreed that this agreement does not obligate lessee to make any payments hereunder except from funds currently available for the purpose, or from time to time appropriated to lessee by the Utah State Legislature, or allocated by the federal government in the form of grants or contracts for such purpose. This agreement shall not in any way be construed to create a general obligation of the state or federal government nor to impose any obligation upon either the state, the federal government or the lessee not authorized by law.

2. Unless an exception is specifically authorized by the president on recommendation of a vice president, long-term (one year or longer) leases to own or lease purchase plans are not permitted as substitutes for capital equipment purchases made with general funds provided through regular academic and administrative operating budgets. When funded through federal grants or contracts, acquisition of capital equipment through lease purchase plans requires the prior written approval of the funding agency, the vice president for Administrative Services, and the cognizant dean or vice president.

3. Requests for renewals and extension of leases that provide for total payments of more than the amount of a "Small Purchase" during any fiscal year included in whole or in part within the stated term of the lease shall be submitted and reviewed by the vice president for Administrative Services in the same manner and under the same standards as the original lease request.

4. The vice president for Administrative Services shall maintain a complete file of all real property leases entered into by the University. The Purchasing Department shall maintain a file of all leases of other property.

5. University operating units other than the Purchasing Department are not authorized to enter into leases of real or personal property unless express prior authorization to do so is given in writing by the vice president for Administrative Services.

## Receiving

No. 5-25g	Rev. 10-14-97	Date 2-23-83
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### I. PURPOSE

To outline procedures and responsibilities for the receipt of materials and supplies and processing of damage and other contractual claims arising from purchasing transactions.

### II. POLICY

A. The Receiving Department is responsible for the receipt and distribution of all materials ordered for delivery through central receiving.

B. After receiving and inspecting purchased materials, the Receiving Department will transport such items to the appropriate delivery point and obtain appropriate signatures.

C. The Receiving Department will inspect all shipments for obvious damage, irregularities or other discrepancies. However, the requisitioning department is ultimately responsible for the acceptance of the merchandise and should take the following steps upon discovery of any damages, irregularities, non-conformity with specifications or other discrepancies.

1. Notification of damage should be given immediately to the Receiving Department with the following information:

- a. Vendor name and purchase order number
- b. Date received
- c. Item or items damaged or affected by discrepancies, irregularities or non-conformity with specifications together with a detailed description thereof
- d. Condition of parcel upon receipt
- e. Location of parcel

2. Departments must report any damaged shipment to the Receiving Department not more than 10 (ten) days after receipt of the shipment to allow time for the preparation and filing of a claim.

3. All damaged materials should be preserved in the condition in which received and must be kept in the original shipping containers until instructions for disposal are received from the Receiving Department.

D. It is the responsibility of the Receiving Department to arrange the filing of all claims for damaged materials.

E. The return of any supplies or materials to the vendor, whether due to damage, misshipment or other reasons, should be arranged through the Receiving Department.



## Procurement From Vendor in which University Employee has an Interest

No. 5-25h	Rev. 10-14-97	Date 2-23-83
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### I. PURPOSE

To outline University policy and procedures relating to procurement of supplies, services and construction from a business firm in which a University officer or employee has an interest.

### II. REFERENCES

- Utah Public Officers' and Employees' Ethics Act, 1953 Utah Code Annotated, SS67-16-1 et. seq.
- Utah Procurement Code, 1953 Utah Code Annotated, SS63-56-1 et. seq.
- PPM 3-36 ([http://www.weber.edu/ppm/Policies/3-36\\_ConflictInterest.html](http://www.weber.edu/ppm/Policies/3-36_ConflictInterest.html)) , Conflicts of Interest
- PPM 5-25a ([http://www.weber.edu/ppm/Policies/5-25a\\_UnivProcurementGeneral.html](http://www.weber.edu/ppm/Policies/5-25a_UnivProcurementGeneral.html)) , University Procurement

### III. DEFINITIONS

#### A. Business Entity

A sole proprietorship, partnership, association, joint venture, corporation, firm, trust, foundation or other organization or entity used in carrying on commercial business activities for profit-making purposes.

#### B. Compensation

Anything of economic value however designated which is paid, loaned, granted, given, donated or transferred to any person or business entity for or in consideration of personal services, materials, property or any other thing whatsoever.

#### C. Substantial Interest

The ownership, either legally or equitably, by an individual, his/her spouse or his/her minor children, of at least ten percent of the outstanding capital stock of a corporation or ten percent interest in any other business entity; or

The holding of a position in a business entity as an officer, director or employee.

#### D. Transaction

A formal or informal contract or agreement, express or implied, to which the University is a party that involves any transfer of consideration or payment of compensation.

#### E. University Officer or Employee

A person permanently employed by the University on full- or part-time basis; this does not include members of the Board of Trustees or of any other advisory commission, board or committee serving on a part-time basis.

### IV. POLICY

A. It is the policy of the University to comply fully with all applicable provisions of the Utah Public Officers' and Employees' Ethics Act. (See PPM 3-36 ([http://www.weber.edu/ppm/Policies/3-36\\_ConflictInterest.html](http://www.weber.edu/ppm/Policies/3-36_ConflictInterest.html)) ) The statements of detailed policies and procedures set forth herein are intended to provide notice to the University community of the requirements of that Act as applied to the procurement of supplies, services and construction pursuant to the Utah Procurement Code, as amended, and related University regulations. (See PPM 5-25a to 525i inclusive)

#### B. Scope

1. The policies and procedures set forth herein apply to all transactions (including small purchases and emergency procurement transactions -- see PPM 5-25c ([http://www.weber.edu/ppm/Policies/525c\\_SmallPurchaseEmergency.html](http://www.weber.edu/ppm/Policies/525c_SmallPurchaseEmergency.html)) ) to which the University, or any department or operating unit of the University, is or may be a party without regard for the amount of consideration to be paid thereunder or the source of funding.
2. For the purpose of applying the policies and procedures herein set forth, any reference to "director of Purchasing" shall be construed to mean University director of Purchasing or, when appropriate, the responsible officer of any University department or operating unit that is authorized to engage in contracting or procurement activities without going through the Purchasing Department. (See PPM 5-25a ([http://www.weber.edu/ppm/Policies/5-25a\\_UnivProcurementGeneral.html](http://www.weber.edu/ppm/Policies/5-25a_UnivProcurementGeneral.html)) , IV, B)

#### C. Prohibitions

1. A University officer or employee is forbidden to participate in his/her official capacity with respect to any transaction between the University and a business entity in which the officer or employee has a substantial interest.
2. A University officer or employee is forbidden to receive compensation (in addition to regularly budgeted salary or wages for services to the University) as a result of, or in connection with, any transaction between the University and a business entity in which the officer or employee has a substantial interest.

## V. PROCEDURES

### A. Duty of Disclosure

It is the duty of every University officer or employee to disclose to his/her immediate supervisor and to the University director of Purchasing the existence of a substantial interest which he/she has in any business entity which the officer or employee knows or has reason to believe may submit a bid or sealed proposal for, or otherwise seek to enter into, a transaction with the University.

### B. Procurement Procedure

1. The Purchasing Department shall process requisitions in accordance with established University procurement procedures and shall attempt to secure bids or proposals from, and to negotiate with, qualified vendors including vendors in which the existence of a substantial interest on the part of a University officer or employee has been disclosed or otherwise called to the attention of the purchasing agent.

2. All bids and proposals and the proposed terms and conditions of all negotiated agreements shall be subjected to technical and price evaluation in accordance with established University procurement criteria and procedures, provided, however, that the director of Purchasing and all other personnel involved in the evaluation and award process must take appropriate steps to assure that there is no participation therein, direct or indirect, by any University officer or employee who is known to have a substantial interest in any business entity whose bid or proposal is under consideration.

3. If the director of Purchasing determines that in the best interest of the University and in accordance with established criteria the proposed procurement contract should be awarded or entered into with a business entity in which a University officer or employee is known to have a substantial interest, the following steps must be taken before the contract is executed:

a. If the proposed contract price will be paid in whole or in part with funds derived from a federal contract or grant, the proposed contract must be submitted to the office of Grants & Contracts together with a statement of the circumstances and a request that any required waivers be obtained from the cognizant federal officers or agencies permitting the contract to be entered into as proposed. In such cases the contract may not be executed on behalf of the University until the director of Purchasing has received a written memorandum indicating that the requested waivers have been granted.

b. In all cases, the director of Purchasing must request and receive from the University officer or employee who has a substantial interest in the business entity designated as a party of the proposed contract a duly executed affidavit in substantially the following form:

I, (name) , hereby declare that in my official capacity, I have not participated in, and that I have not and will not receive compensation (other than my regularly budgeted salary or wages from the University) as a result of, or in connection with, proposed contract (or purchase order) number .

(date) (signature)

### C. Remedies

If any transaction is entered into in violation of the policies and procedures set forth herein:

1. The officer or employee who violated the prohibitions specified in section IV, C or who knowingly executed and submitted a false affidavit when requested under section V, B, 3, b shall be subject to appropriate disciplinary action including possible dismissal from University employment as provided in the Utah Public Officers' and Employees' Ethics Act.
2. The University shall have the right to rescind or nullify any contract or subcontract entered into in respect to such transaction or subcontract entered into in respect to such transaction without returning any part of the consideration that may have been received by the University pursuant thereto.

## Purchasing Cards

No. 5-25i	Rev. 03-06-07	Date 2-23-83
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### I. PURPOSE

To outline the policies for the Purchasing Card program, which allows individuals to have a credit card issued to them for the purpose of making purchases in behalf of Weber State University. The University is responsible for paying the issuing financial institution for purchases made using purchasing cards.

### II. REFERENCES

- Policy and Procedure 5-11, Reimbursement for Petty Cash Purchases ([http://www.weber.edu/ppm/Policies/511\\_PettyCash.html](http://www.weber.edu/ppm/Policies/511_PettyCash.html))
- Policy and Procedure 5-25d, Restricted Purchases and Special Procurement ([http://www.weber.edu/ppm/Policies/5-25d\\_RestrictedPurchase.html](http://www.weber.edu/ppm/Policies/5-25d_RestrictedPurchase.html))
- Policy and Procedure 5-25h ([http://www.weber.edu/ppm/Policies/5-25h\\_ProcurementEmployeeInterest.html](http://www.weber.edu/ppm/Policies/5-25h_ProcurementEmployeeInterest.html)) and 3-36 ([http://www.weber.edu/ppm/Policies/3-36\\_ConflictInterest.html](http://www.weber.edu/ppm/Policies/3-36_ConflictInterest.html)), Procurement from a Vendor In which a University Employee has an Interest /Conflict of Interest
- Policy and Procedure 5-25e, Solicitation of Bids, Proposals, etc./Procurement Contracts ([http://www.weber.edu/ppm/Policies/5-25e\\_SolicitationBids.html](http://www.weber.edu/ppm/Policies/5-25e_SolicitationBids.html))

### IV. DEFINITIONS

A. Cardholder - A person to whom a University Purchasing Card has been issued.

B. Default Account - The accounting code assigned to a cardholder. All charges made with a purchasing card will be posted into that card's default account by the issuing financial institution unless the purchase is reallocated.

C. Issuing Financial Institution - The financial institution with whom the University has currently contracted for the purchasing cards.

D. Purchasing Card - A credit card issued to an individual employee of Weber State University for the purpose of making authorized purchases on its behalf. The University is responsible to make payments for all charges made using properly issued purchasing cards.

E. Purchasing Card User's Guide ("Guide") - The document that contains instructions and guidelines for the use of the purchasing card.

F. Reconciler - The person assigned to review a cardholder's monthly statement and paper work for completeness. He/She may review more than one cardholder's account at the discretion of the Responsible Person. A reconciler may or may not be a cardholder. A cardholder can not be His/Her own reconciler.

G. Responsible Person ("RP") - The person to whom the cardholder reports related to transactions made with the purchasing card.

#### IV. POLICY

##### A. Background

A major purpose of the purchasing card program is to reduce the amount of paperwork incurred when making certain types of purchases for the University. This reduces costs in many ways including reduction of the number of purchase orders and checks that must be printed and issued, and reducing the number of invoices that must be matched and paid.

##### B. Description of Responsibilities

1. The Director of Purchasing, or his/her designee, is responsible for contracting with an issuing financial institution to support this program.
2. The Purchasing Card Program Coordinator, and/or their assistant(s) are responsible for:
  - a. Updating the University's information with the issuing financial institution when necessary (such as updating the list of signers that are authorized to approve limit increases, new applications, etc.).
  - b. Training cardholders and reconcilers.
  - c. Obtaining and verifying appropriate authorization signatures and completed application forms for each purchasing card that is requested.
  - d. Continually updating the Guide, Program Policies and Procedures, and obtaining appropriate approvals for all changes from all entities affected.
  - e. Assisting cardholders, reconcilers and others as necessary with problem resolution.
  - f. Serving as the primary liaison with the issuing financial institution, Administrative Computing, suppliers, using departments and any other parties that are involved in the program.
  - g. Responsible for designing all forms and other documents that are used, and for obtaining appropriate approvals for these as necessary, such as from Internal Audit and/or the Director of Purchasing.
  - h. Responsible for notifying the director of Purchasing, Internal Audit, and appropriate supervisor of the cardholder of violations or fraudulent card use.
  - i. Maintaining the following documents:
    - Properly signed application forms
    - Memos listing approved exceptions to any limitations (approved by the Director of Purchasing)
    - Copies of forms submitted to the issuing financial institution
  - j. Preparing and sending management reports to the Director of Purchasing, Internal Audit and others as needed.
  - k. Providing assistance to companies that may not currently accept purchasing cards to get signed up with their respective financial institutions.
  - l. Assisting suppliers and using departments with problem resolution on specific transactions.
3. The Accounting Services Department is responsible for:
  - a. Managing the electronic flow of transaction information from the issuing financial institution to the University's accounting system, including feeding the detailed transactions to the on-line review/reallocation system on a daily basis whenever possible.

b. Ensuring that the monthly electronic payment to the issuing financial institution balances with the daily transaction records.

4. The Responsible Person ("RP", refer to definition) for the default account that is assigned to a purchasing card is responsible for:

- a. Selecting appropriate individuals within their department to receive purchasing cards  
(i.e. those with the responsibility of making the purchases and those who are backups for that function). The Department Head must also approve each person selected to be a cardholder (a space for his/her signature is included on the application form).
- b. Establishing processes within their department or area to support the purchasing card

system.

- c. Notifying the Program Coordinator or his/her assistant(s) promptly of any known or suspected inappropriate or fraudulent use of a purchasing card.
- d. Taking appropriate disciplinary measures with cardholders under their supervision who inappropriately or fraudulently use their purchasing cards (refer to section IV - E).
- e. Reviewing, approving and signing the monthly statement for each cardholder under him/her in a timely manner. The signing of the monthly statement is a certification that the purchases are appropriate and in compliance with university policy.
- f. Never requesting or directing a cardholder or reconciler to make a purchase or reallocation which violates any portion of the policy and procedures, the Guide, or any other relevant rules, regulations or guidelines.

5. The Reconciler is responsible for:

- a. Maintaining the following documentation for four (4) years in their office and/or in archives in a manner that allows for efficient retrieval for auditing purposes:
  - Logs, receipts and telephone order records.
  - Monthly cardholder statements that have been signed by the cardholder and the default account's RP.
- b. Reviewing transactions on a regular basis and reallocating charges to appropriate and allowable accounting codes as necessary.
- c. Notifying the Program Coordinator or his/her assistant(s) promptly of any known or suspected inappropriate or fraudulent use of a purchasing card.
- d. Acting as a liaison between the Program Coordinator and his/her assistant(s) as needed by forwarding information to each cardholder upon request.
- e. Never requesting or directing a cardholder to make a purchase which violates any portion of the policy and procedures, the Guide, or any other relevant rules, regulations or guidelines.
- f. Being up-to-date with the current version of the Guide.

6. The Cardholder is responsible for:

- a. Using the purchasing card in accordance with all pertinent policies, procedures, guidelines, etc. and insuring that purchases are in the best interest of Weber State University.

- b. Promptly submitting monthly statements along with supporting documentation, such as receipts, telephone order records, transaction logs, and any reallocation information to the reconciler.
- c. Being up-to-date with the current version of the Guide, and promptly requesting a new copy if theirs is lost.
- d. Insuring that sales tax is not charged at the time of purchase, or requesting a credit promptly from the supplier, if sales tax is included in error.
- e. Willingly surrendering the card upon termination of employment, or upon change in employment that no longer includes the purchasing function, or upon request from the Program Coordinator, Internal Audit, or from their supervisor.
- f. Notifying the Program Coordinator promptly of any known or suspected inappropriate or fraudulent use or loss of a purchasing card.
- g. Promptly reporting to the Program Coordinator (confidentially, if necessary) any request or direction by his/her supervisor(s) to use the card in an unallowed or fraudulent manner.

#### C. Responsible Person/Cardholder Relationships

- 1. There shall not be a reciprocal approval-of-statement relationships between a cardholder and a responsible person. The responsible person must always be higher in the organizational unit than the cardholder.
- 2. All cardholder/responsible person relationships are subject to review and approval of Division Heads or Deans and the Purchasing Department.
- 3. If due to unique circumstances, a responsible person that meets the above criteria cannot be identified, the cardholder's purchasing activity will be subject to audit at least annually.

#### D. Management Reports

The Program Coordinator and/or assistant(s) are responsible for generating and distributing monthly, quarterly and annual management reports to the director of Purchasing, and others as needed, in a timely manner to facilitate the continuous review of the program. The reports which can be generated are maintained by the Program Coordinator and may, from time to time, be updated as software capabilities allow and as circumstances require.

#### E. Purchasing Card User's Guide

- 1. The Guide is written and maintained on the Purchasing Department website by the Program Coordinator. The current Guide and any appendixes are incorporated into this policy by this reference. Notification of all changes to the Guide will be forwarded in a timely manner to each cardholder, reconciler and other pertinent individuals and departments, such as Internal Audit.
- 2. The purpose of the policies and procedures listed in this section are to outline items that are not referenced in the Guide. The Guide includes:
  - a. Name of the currently contracted issuing financial institution.
  - b. Phone numbers for customer service for the issuing financial institution and for the University.
  - c. Instructions for keeping the purchasing card secure while in the cardholder's possession.
  - d. Information and form regarding the University's sales tax exemption status.
  - e. Detailed list of limitations on all cards and on each individual card.



- f. General purchasing guidelines.
- g. Forms and instructions regarding the handling of disputed transactions.
- h. Instructions regarding the relevant accounting and reallocation procedures.

## F. Inappropriate or Fraudulent Use of Purchasing Cards

In the event that a purchasing card is used inappropriately or fraudulently, the procedures described below must be followed:

1. The Program Coordinator will be notified promptly, who will in turn notify in writing the director of Purchasing, Internal Audit and the cardholder's appropriate supervisor.
2. If it appears that the misuse was intentional or fraudulent, an audit and/or investigation will be conducted to determine the full extent of misuse or fraud. During the audit or investigation the cardholder's card will be temporarily deactivated. (See Appendix I for audit and/or investigation process.)
3. The cardholder will be disciplined in one or more of the following ways:
  - A letter of reprimand in the employee's personnel file.
  - Requiring reimbursement from a cardholder.
  - Temporary or permanent loss of the purchasing card.
  - Termination of employment.

## G. Canceling a Purchasing Card

### 1. Reasons for canceling a Purchasing Card

- a. Voluntary termination
- b. Involuntary termination
- c. Transferring to position or department which no longer requires use of purchasing card
- d. Disciplinary action

### 2. Process for canceling

- a. Voluntary termination: The Cardholder must surrender their purchasing card to the Program Coordinator or/assistant at time of termination.
- b. Involuntary termination or transferring to a department which no longer requires use of card: The Cardholder's Supervisor must 1) Take possession of the cardholder's purchasing card and 2) Return the card to the Program Coordinator with written notice that the card should be canceled.
- c. Disciplinary Action
  - (1) Permanent - same as b. above.
  - (2) Temporary - Program Coordinator or assistant will deactivate the card for the specified probationary period and only reactivate with written request of supervisor.
- d. The Program Coordinator must 1) Wait an appropriate time for all purchases that were made with the card to be processed by merchants (approximately 4 days) and 2) Submit a form to the issuing financial institution to cancel.

## H. Employee Transfers

1. If a cardholder is transferred to a new position within the department or another department and will still need to make purchases using a purchasing card, the same card should be used. The Cardholder's Supervisor or his/her designee, must promptly notify the Program Coordinator if there are changes to be made (such as the cardholder's address, default account, etc.).

2. If a cardholder is transferring to a new position within the department, but will not have the same supervisor, and/or will no longer be purchasing items for the department the card must be retrieved and canceled as described in section IV - F2.

#### I. Certification Training

1. All cardholders and reconcilers shall take web-based training periodically and be certified by Purchasing. Cardholders who fail to re-certify will have their cards deactivated. If a reconciler fails to re-certify, they and the cardholders for whom they reconcile will have their cards deactivated.
2. All responsible persons shall take web-based training periodically and be certified by Purchasing. Failure to do so will result in their card and the cards of those whom they supervise being deactivated restricting purchases and travel.

### APPENDIX I WSU PURCHASING CARD PROGRAM

#### Process To Follow In The Event of Suspected Credit Card Intentional Misuse or Fraud

1. Upon the first notice of suspected credit card abuse, the Department should IMMEDIATELY advise Purchasing and Internal Audit.
2. Purchasing will have Internal Audit initiate and coordinate an investigation of the suspected credit card abuse. As soon as practicable, Internal Audit will furnish a preliminary status report to the cognizant Vice President, with copies to the Director of Purchasing & Support Services, Assistant Vice President of Human Resources, University Legal Counsel, and the College or Department.
3. The employee shall be given an opportunity to respond to the allegations described in the preliminary report.
4. The College or Department shall consult with Human Resources and University Counsel regarding the interview with the employee regarding the allegations and the employee's leave status pending the outcome of the investigation. Human Resources shall assist the College or Department in the preparation of appropriate paperwork, if any.
5. Following the interview with the employee and completion of the investigation, Purchasing shall issue a final written report to the cognizant Vice President and Assistant Vice President of Human Resources, with copies to University Counsel and the College or Department.
6. University Counsel shall consult with Purchasing, Internal Audit, Assistant Vice President of Human Resources, and University Police regarding a recommended disciplinary course of action for the employee and possible referral of the case for criminal investigation and prosecution.
7. The Assistant Vice President of Human Resources shall forward a copy of the final Internal Audit report along with a recommendation for disciplinary action to the cognizant Vice President. Employee disciplinary action shall be determined on an individual, case by case basis.
8. Human Resources will prepare the necessary and appropriate paperwork related to the recommended disciplinary action in consultation with University Counsel.

## **Stores**

No. 5-26	Date 8-17-77	Date
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### **I. GENERAL**

Stores provides a stocking facility to meet the usual, ongoing needs of the campus community. Frequently used items are carried in Stores' stock so that faculty and staff can draw upon them for their departmental needs.

A basic stock of desks, chairs, file cabinets, storage cabinets and typewriters are also carried in stock.

### **II. PROCEDURE**

A. Purchase requisitions for Stores items may be taken directly to Stores for filling.

B. Stores will bill the respective departments with a fund invoice through the Computer Center.

## Surplus Property

No. 5-27	Rev. 09-11-07	Date 8-17-77
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### I. PURPOSE

To outline Weber State University policy for declaring property of the University "Surplus Property" and for disposal of property when it has been so declared.

### II. REFERENCES

- PPM 4-27 ([http://www.weber.edu/ppm/Policies/4-27\\_OfficeSponsoredProj.html](http://www.weber.edu/ppm/Policies/4-27_OfficeSponsoredProj.html)) , Property Acquired Through Government Grants or Contracts
- PPM 5-28 ([http://www.weber.edu/ppm/Policies/5-28\\_FixedAssetAcct.html](http://www.weber.edu/ppm/Policies/5-28_FixedAssetAcct.html)) , Fixed Asset Accounting

### III. DEFINITIONS

#### A. Property

Equipment, material or supplies purchased with any funds administered by Weber State University, including property donated by individuals, corporations or government agencies.

#### B. Surplus Property

Property no longer useful to the department and/or the University.

#### C. Redistribution

The transfer of property from one department to another.

### IV. POLICY

A. Surplus property will be redistributed or disposed of in a manner to maximize return to Weber State University.

B. A department may sell property to another department at a mutually agreed upon price by means of an interdepartmental billing. Property Control must be notified of such transfers by the transferring department.

Property surplus to a department's needs is declared surplus by the person responsible for the property. Any department declaring surplus property must do so by notifying Property Control.

Property Control will investigate possible redistribution of the declared surplus property to other potential campus users and will retain the property for ten (10) days before the property is offered for public sale. In cases where redistribution to another campus user takes place, Property Control will transfer the property and make appropriate entries in the fixed asset system of the University.

Property that cannot be redistributed to other campus users will be stored, sold or disposed of by Property Control to serve the best interest of Weber State University

in accordance with Utah State law. Property Control will be responsible for selling or disposing of all University surplus property. When requested, proceeds from the sale will be returned to the originating department if the sale is over \$100 after full costs of disposal are recovered. Property Control can work cooperatively with a department to conduct a sale at the department site.

C. Disposal of Weber State's surplus property must be through sealed bidding, public auction or at a fixed price determined by Property Control (sold on a first come-first served basis). Selling prices may also be determined by the declaring department in concert with Property Control. A minimum acceptable sale price may be established for surplus property.

D. Upon request, Property Control will arrange for pick up of declared surplus property. Property Control cannot pick up property exceeding the weight and dimensions that two people can reasonably handle. Large items and hard-to-handle materials may require special handling. When special arrangements must be made, Property Control will determine whether to dispose of said materials at the site or make special arrangements to deliver the materials to the Surplus Property Warehouse. Property Control will determine if additional help is needed from either Facilities Management or outside movers. Any moving costs will be the responsibility of the selling department.

E. All surplus property sold directly to departments or to the general public will be on an "AS IS" basis void of any warranties.

F. Surplus property may also be contributed to other state, county, city or non-profit organizations.

## Fixed Asset Accounting

No. 5-28	Rev. 09-11-07	Date 8-17-77
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### I. PURPOSE

To outline Weber State University policy for establishing accountability for the fixed assets of the University consistent with State Board of Regents' Policy R561-3.

### II. REFERENCE

- PPM 4-27 ([http://www.weber.edu/ppm/Policies/4-27\\_OfficeSponsoredProj.html](http://www.weber.edu/ppm/Policies/4-27_OfficeSponsoredProj.html)) , Property Acquired Through Government Grants or Contracts
- PPM 5-27 ([http://www.weber.edu/ppm/Policies/5-27\\_SurplusProperty.html](http://www.weber.edu/ppm/Policies/5-27_SurplusProperty.html)) , Surplus Property

### III. DEFINITIONS

#### A. Fixed Assets

Land, equipment, buildings, improvements, infrastructure, library books, works of art and construction work in progress.

#### B. Land

The real property or acreage owned by the University, valued at acquisition cost plus expenses incurred in preparing the land for use.

#### C. Equipment

Items owned by the University with an acquisition cost as shown in Schedule "A," attached, and with a life expectancy of five years or more. Acquisition cost to include full cost of purchase plus freight and handling charges. Equipment items have their own identity and are not attached permanently to any building.

#### D. Buildings

The physical structures housing persons or property of the University. Buildings include items of equipment permanently attached.

#### E. Land Improvements

Items such as sidewalks, parking lots, retaining walls, fences and landscaping, which represent substantial value.

#### F. Infrastructure

A set of interconnected structural elements that provide the framework supporting an entire structure and includes items such as roads, tunnels, bridges, network systems, and utilities.

## G. Construction Work in Progress

Uncompleted buildings or infrastructure and building and land improvements in the process of completion.

## IV. POLICY

### A. Equipment

Equipment is capitalized and inventoried on the books of Weber State University based on full acquisition cost including freight and handling (per Schedule "A" attached) if the equipment has a useful life as reflected in the State of Utah Useful Life Table (FIACCT 09-09.01).

Equipment inventoried at time of acquisition will remain on the inventory even if acquisition cost is less than current minimum value established by Schedule "A." The following types of equipment, with acquisition cost below Schedule "A" values, will also be inventoried at zero value to reduce the risk of pilferage and comply with federal laws:

- Art objects
- Firearms While no value will be listed for this equipment, departments have the same responsibility for controlling and maintaining these equipment items as they do regularly capitalized equipment.
- Equipment items not inventoried regardless of acquisition cost include the following:
  - Items made of glass, cloth, plastic and rubber products unless included above
  - Consumable items materially altered by use
  - Replacement parts which do not have a separate identity or utility apart from other pieces of equipment
  - Items permanently attached to buildings
  - Items rented or otherwise not owned (not to include equipment lease-purchased)
- Equipment of low unit value and supply items will be included in "Building Contents" for insurance purposes.
- Transfer of equipment from one campus location to another cannot be made without the approval of the department head or director, who has inventory responsibility. Property Control must also be notified of any transfer of equipment by email, written memo or Fax.

### B. Land, Buildings, Infrastructure, and Improvements

Land, buildings, infrastructure, and improvements are capitalized and inventoried on the books of Weber State based on acquisition cost (per Schedule "A," attached).

C. Repair and replacement items are not capitalized as they replace existing components to maintain the function or utility of the facility, and do not change the value of the facility materially.

D. Assignment of equipment is made on a departmental basis. The chair or director of the department is the property custodian and is responsible for the care and maintenance of the equipment and to verify the equipment inventory at least annually.

University equipment shall not be removed from campus without written approval of the immediate supervisor. Department records must be maintained which record the authorization for removal and location of equipment not located on campus.

E. Surplus property may be contributed to other state, county, city or non-profit organizations. All requests for donation of surplus property must be directed to Property Control. Donations of surplus property must be approved in writing by the Associate Vice President for Financial Services. A written request for donation must be forwarded to Property Control when property is intended to be donated to off-campus organizations.

FIXED ASSETS  
SCHEDULE "A"  
April 4, 2011

All fixed assets will be capitalized according to the values defined in State Board of Regents' policy R561-3. Additionally, all equipment with an acquisition cost between \$1,500 and \$4,999 will be inventoried for tracking purposes.



## Mail Service

No. 5-30	Rev. 2-2-88	Date 8-17-77
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### I. GENERAL

The Mail Service is established to distribute incoming mail, collect and process outgoing mail and collect and distribute interdepartmental mail. The handling of personal mail is done as a convenience by Mail Service. Mail Service is not a branch of the U.S. Post Office. The U.S. Postal Service considers incoming mail to have been delivered to the addressee when it is delivered to Mail Service, and outgoing mail becomes U.S. Mail upon delivery by Mail Service to the U.S. Post Office. Mail Service may provide other services for the convenience of students, faculty and staff to the extent that they can be performed without additional material cost, obligation or responsibility to the University.

### II. POLICY

#### A. Off-Campus Mail

1. Due to the nature of mail-handling equipment, envelopes should not be sealed. Exceptions include the following:
  - a. Envelopes containing checks
  - b. Envelopes larger than letter size will be closed and sealed
  - c. Other sealed envelopes may be challenged by the mail clerks unless an explanation is attached
2. University envelopes only will be allowed to pass through the postage meter.
3. All University envelopes and letterhead will indicate the department mail code as part of the zip code.
4. The University heading on the envelopes shall not be covered or crossed out.
5. A return address other than that of the University will not be accepted.
6. University envelopes will not be used for personal mail.
7. University envelopes will not be affixed with U.S. postage.
8. All mail referred to in items 5-7 above will be sent to the responsible supervisor/administrator for appropriate action.

#### B. Bulk Mailings

Weber State University has a special, non-profit mailing permit which allows departments to send large mailings at a lower rate. Only operating units of the University will be allowed to use the University's bulk mail permit.

#### C. Campus Mail

Where appropriate, campus mail should be put in standard campus mail envelopes or clearly identified. Campus mailings exceeding 50 pieces must be sorted by mail codes. Bulk memos, flyers

and handouts being distributed to faculty, staff and departments must be University business and not addressed to individuals.

#### D. Private and Personal Mail

All personal mail must be sealed and the proper postage affixed.

#### E. Charges and Billing

Each department is charged for postage by mail code. Charges are billed through the FRS system the first of each month.

#### F. Personnel and Department Changes

To implement any changes, additions, deletions or transfers of personnel, a memo signed and dated indicating the change must be sent to the supervisor of the Mail Service.

#### G. Cash Transactions

Stamps may be purchased only at the window of the Mail Service. Money is not to be affixed to personal mail. Petty cash slips will not be accepted for postage. Personal checks cannot be accepted at the Mail Service.

### III. PROCEDURE

Please obtain a copy of the current Weber State University Mail Service Procedures Booklet from the Mail Service.

## Food Services

No. 5-30a	Rev. 3-10-98	Date 3-14-84
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### I. AUTHORITY

The preparation and distribution of food products on the campus of Weber State is the responsibility of the company or companies that the institution contracts with to provide its manual and vending food service. This company(s) shall have the exclusive right to provide all commercial food services on the Weber State University campus except as specified in this policy.

All Weber State University food preparation and handling equipment is assigned to the food service company for appropriate use and maintenance. Certain cooking facilities such as those in the Department of Child and Family Studies and the apartment-style housing owned by the institution are not the responsibility of the food service company, but are required to operate in a non-commercial manner. They are restricted from being used for the purpose of preparing food products that are sold in competition with the food service company.

Any exceptions to this policy, unless specified below, must be approved in advance by the company's director of Food Service and the dean of Student Life or his/her designee.

### II. SPECIFIC APPLICATION

#### A. Retail Snack Sales

All retail snack sales (candy, chips, etc.) shall be the right of the food service company except for those sold at the Union Building information desks and those sold at the Weber State University Bookstore.

#### B. Vending and Concessions

No vending machines, other food product sales devices or food concessions may be located or operated on the campus without authorization from the company's director of Food Service and the dean of Student Life or his/her designee. The use of coffee machines and refrigerators is authorized as long as they are used in a non-vending, non-commercial fashion.

#### C. Catering

All contracted catering of food products that takes place on the campus shall be provided by the food service company.

#### D. "Pot Luck" Events

"Pot Luck" or similar parties for employees or students are authorized as long as all of the following conditions are met:

1. Food products are provided and/or prepared by employees or students from personal, rather than institutional resources
2. Weber State kitchen or food handling facilities are not utilized

3. No food products are sold, either directly or indirectly, such as an admission charge or "donation" at events where such food is served

#### E. Fund Raising Activities Involving Food Products

WSUSA registered student organizations are authorized to have one (1) fundraising activity on campus involving food products per quarter provided that the following conditions are met:

1. Food is prepared for sale by volunteers (i.e., bake sales) or pre-packaged food is purchased for resale (i.e., candy bar sales)
2. The sale is approved and supervised by the appropriate professional staff person from the Department of Student Activities
3. All temporary business permits and food handling requirements are obtained and are approved by the company's director of Food Service at least 48 hours prior to the event

#### F. Minor Refreshments for University Events

Food purchases for refreshments at on campus events by WSUSA registered student organizations and Weber State University departments are authorized provided that the total food value does not exceed the petty cash limit and provided that the following conditions are met:

1. All temporary business permits and food handling requirements are obtained and are approved by the company's director of Food Service 48 hours prior to the event
2. WSUSA and student activities follow the guidelines for petty cash as outlined in the WSUSA Policy and Procedure Manual
3. All other departments adhere to Weber State University petty cash policy and procedures

### III. Invoices for Food Services Provided to Departments

Invoices for Food Services provided by the company or private vendors to Weber State University departments will only be paid when account-coded and signed by a representative of the department being charged.