

Purchasing Office

Policy 509.1

1 Introduction

1.1 This section is provided as a guide to all departments and agencies of Appalachian State University for the procurement and handling of materials, supplies, equipment, and services through the Purchasing Office of the University as directed by the Purchase and Contract Division of the State and the North Carolina General Statutes. The Purchasing Office is responsible for making all purchase contracts (rental or purchase of real property excepted) entered into for the University.

2 Scope

2.1 This policy applies to all departments and agencies on campus.

3 Definitions

4 Policy and Procedure Statements

4.1 Relation to State Purchasing

4.1.1 Serving as an extension of the North Carolina State Department of Administration, Purchase and Contract Division, the University Purchasing Division, the University Purchasing Office operates under the State's purchasing program and the fundamentals on which it is built.

4.2 University Policy

4.2.1 The University's policy is not to purchase from State or University employees. In this way, the University tries to protect its Purchasing Officers and employees from becoming involved in a conflict of interest situation. The North Carolina General Statutes (G.S. 14-234) relating to conflict of interest appear in the Human Resources Section, Policy 604.6 of the Policy Manual. Any exceptions must be reviewed by the Controller's Office and Purchasing Office before making purchases or requests for services. An exception may be granted in certain situations where it is clear that a conflict of interest does not exist.

4.3 Fair and Open Competition

4.3.1 In the case of public purchasing and contracting, utmost fairness is required in expending public funds. The effect of favoritism extended to either a user or a seller is the same, and the practice is not permissible. No matter how strongly the University may prefer a particular product over others, equivalent products must be given every reasonable consideration. The Purchasing Office's primary obligation in its governmental environment is commitment and adherence to fair and open competition.

4.3.2 The following points are fundamental to the State and University's purchasing program:

1. There is a duty to seek competitive offers, except as may be provided otherwise by statute, from qualified and responsible sources of supply. Failure to do so can be construed as favoritism and a waste of funds.
2. The purpose of competitive bidding in public contracting is for the benefit of the taxpayer, not the bidder. Though often misunderstood, this is the view affirmed consistently by the courts. Simultaneously, however, a bidder has a legal right to his proposal receiving fair and equal consideration.
3. Purchase specifications must be reasonably open, and calls for proposals must seek reasonable competition among potential suppliers.

4.4 University Organizations

4.4.1 As part of the University Finance and Operations organization, the Purchasing Office is headed by the Director of Materials Management who reports to the Associate Vice Chancellor for Administration.

4.5 Location

4.5.1 The Purchasing Office is located in the Finance and Operations Annex on the State Farm Road.

4.6 Assistance

4.6.1 If your specific question is not covered in this section of the Policy Manual, contact the Purchasing Office at 262-2080.

5 Additional References

6 Authority

7 Contact Information

8 Original Effective Date

9 Revision Dates

January 31, 2013