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| <b>University of Dallas</b> | <b>Financial<br/>Procurement Policy</b> | <b>POLICY FPP</b><br>Responsible Executive:<br>Vice President for Finance and Chief<br>Financial Officer<br>Responsible Office:<br>Office of the Vice President for Finance<br>and Administration and Chief Financial<br>Officer<br>Issued: 11.01.2024<br>Revised: 11.01.2024 |
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**1. PURPOSE**

The University of Dallas has standardized the dollar thresholds for contracting authority across the University. The thresholds can be found in University Policy GPB-C Designation of Contracting Authorities (Policy GPB-C). While these thresholds articulate who may enter into a contract (including the acquisition of goods and for quality and performance. Further, there may be federal and state procurement requirements that must be followed in certain circumstances (e.g. federal grants). As such,82.72 Tmt



3.3.2. At least two written quotes must be obtained unless the vendor is on the University Preferred





- 6.12. means the comprehensive process of acquisition of appropriate goods and services at the best value to meet the needs of the University in terms of cost, quality and time.
- 6.13. means a numbered document issued by the Purchasing Department to a specific vendor indicating a request to purchase specified items at specified prices and terms.
- 6.14. means any employee authorized by a Contracting Authority to select and purchase goods/services from vendors for the sake of daily business activities in accordance with this policy and associated procedures. Purchasers will have the authority to spend money on behalf of the University for valid business purposes and receive delegated authority to a specific dollar threshold
- 6.15. means the action of acquiring appropriate goods or services to accomplish the goals of the university.
- 6.16. means the location other than the University or their residence an employee has identified to Human Resources as the location they perform their work when not on the UD campus.
- 6.17. or means a formal document to solicit bids from qualified contracts to provide goods or services when many factors are to be evaluated.
- 6.18. or means a request for prices of specific items.
- 6.19. means a Purchase Order.
- 6.20. means overnight travel over 50 miles from the Irving or Rome campus or the
- 6.21. and mean the University of Dallas.
- 6.22. **University Preferred Vendors List**  
University.

## 7. RESPONSIBILITIES

| Responsible Party       | List of Responsibilities   |
|-------------------------|--|
| Office of Legal Affairs | 1. Monitor compliance with this Policy.  |
| Chief Financial Officer | 1. Monitor compliance with this Policy.<br>2. May require a formal RFP in certain circumstances. |
| Office of Finance       | 1. Oversee purchasing.<br>2. Issue purchase orders.  |

## 8. PROCEDURES

| Task                       | Procedure  |
|----------------------------|--|
| Procurement, \$500 or less | 1. Purchasers procure goods or services \$500 or less consistent with the delegation of authority policy using the University credit card, a university in-store account or a university online account. |

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| Procurement, greater than \$500 but no more than \$5,000     | <ol style="list-style-type: none"> <li>1. Purchasers procure goods or services greater than \$500 and no more than \$5,000 consistent with the delegation of authority policy using a credit card, a university in-store account, or a university online account. At least two quotes are recommended prior to purchase. For all purchases greater than or equal to \$1,000 a Request for Approval Expenditures greater than or equal to \$1,000 form must be completed and approved by the appropriate Vice President <b>prior to</b> the purchase being executed. A copy of the signed contract including a Vice President or higher signature may substitute for the form.</li> </ol>  |
| Procurement, greater than \$5,000, but no more than \$25,000 | <ol style="list-style-type: none"> <li>1. Purchasers procure goods and services greater than \$5,000 but no more than \$25,000 consistent with Policy GPB-C using a university in-store account, a university on-line account, or through direct purchase if neither are available. Steps 2-3 must be followed <b>PRIOR TO</b> submitting any order.</li> <li>2. At least two written quotes must be obtained and sent to the Office of Finance using a Purchase Order Request Form OR a single-sole source form must be submitted and approved by the Office of Finance.</li> <li>3. The Office of Finance will issue a Purchase Order number. An order shall not be placed by a Purchaser without a purchase order number.</li> </ol> |
| Procurement, greater than \$25,000                           | <ol style="list-style-type: none"> <li>1. Purchasers procure goods and services greater than \$25,000 with Policy GPB-C using a university in-store account, a university on-</li> </ol>  |

