

# COLORADO STATE UNIVERSITY PURCHASING MANUAL

## I. GENERAL

The distance of Research Centers from the University Central Purchasing Department may cause communication problems and delays in making purchases. To prevent these problems the Director of Purchasing has:

- A. Authorized Research Centers to use the ACARD or AFE for purchases up to \$3000.
- B. Authorized purchase and quote procedures for amounts up to \$5,000 for goods and up to \$25,000 for services as outlined below.

This procedure does not apply to purchases of livestock feed and the purchase or sale of livestock, which is covered separately in Sections PM-37 and PM-38 of this manual.

## II. POLICY

For purchases of goods up to \$5,000 and services up to \$25,000, written or FAX quotations must be obtained. Typically, a minimum of three (3) is required. If fewer than three, provide an explanation.

For purchases requiring immediate action or in cases of emergency a verbal quotation may be accepted by the Research Center with prior approval of a University Purchasing Agent.

All purchases for goods \$5,000 and more and services \$25,000 and more must be competitively bid via the State of Colorado "BIDS" system. Inquiries or requisitions for purchases in these dollar ranges must be referred to the University Purchasing Department. Contact a University Purchasing Agent for more information.

## III. PROCEDURES

- A. Transactions up to \$3,000. Transactions up to \$3,000 should be purchased via ACARD or AFE.
- B. Transactions for goods up to \$5,000 and services up to \$25,000. Purchases for goods under \$5,000 and services under \$25,000 can be handled by written or FAX quotations or in cases of emergency by verbal quotation. Contact a University Purchasing Agent for approval to accept a verbal quotation. The original FAX or written quotation should be forwarded to the University Purchasing Department. Please reference the CIS requisition number on the quotation before sending to Purchasing. Please note: An official University Purchase Order must be issued BEFORE an order is place with a vendor.

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1. Telephone Quotes. When taking telephone quotes, be sure to document the following information:
  - a. Name/address of firm bidding.
  - b. Name of person providing the quote.
  - c. Telephone number.
  - d. Terms of sale (net 30, 2% 10/net 30, etc.).
  - e. FOB point (who pays the freight charges).
  - f. Complete pricing information. Include any discounts offered.

The telephone quote should be forwarded, with appropriate signatures, to the Purchasing Department. Please reference the CIS requisition number on the quotation before sending to Purchasing.

2. Written or FAX Quotes. Written or FAX quotes should include the same information as telephone quotes and be signed by the bidder.

The written or FAX quote should be forwarded, with appropriate vendor signatures, to the Purchasing Department. Please reference the CIS requisition number on the quotation before sending to Purchasing.

3. Documented Quotation or Formal Invitation for Bid (IFB). For purchases of goods over \$5,000 and services over \$25,000 refer to the University Purchasing Department for disposition.
  - a. An IFB or Documented Quote will be prepared, posted on the "BIDS" system and analyzed by the University Purchasing Department.
  - b. Documented Quotes allow bidders a minimum of three (3) days to respond. Responses to Documented Quotes may be submitted to the Purchasing Department by fax. Formal IFBs allow bidders a minimum of fourteen (14) days to respond. The original IFB must be received in the Purchasing Department prior to the IFB opening time and date. The Purchasing Department will not accept or open any bid responses that are not physically in the Purchasing Department at the designated time and date listed on the IFB.

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- c. Prepare complete specifications or descriptions in order to gain the advantage of competitive pricing.
- d. Have materials and equipment delivered F.O.B. destination (the Research Center) with freight prepaid. The vendor retains title or ownership of the material/equipment until receipt at the Research Center. Any damages during transit will remain the responsibility of the vendor and the vendor pays all freight charges.
- e. Please advise the University Purchasing Department of all changes in specification, quantities, etc., prior to the IFB opening time. The Purchasing Agent will formally send changes to the bidders by a written addendum.
- f. Research Centers should FAX (970-491-5523) urgent requests and requirements to expedite the process.