Research Guidelines and Procedures...

Purchasing Requirements

1. ALL purchases are to be processed through the Procurement Services Purchasing Department. Project Directors are to transmit a Research Foundation purchase requisition, outlining their requirements, to the Purchasing Department PRIOR to any procurement commitment of grant or contract funds.

2. All procurement is subject to open and free competition, consistent with the accomplishment of project objectives.
   A. Items available on New York State Contracts do not require additional competition.
   B. "Sole Source" purchases require documentation and written justification from Project Director giving specific reasons for "sole source" nature of the required items for purchases in excess of $10,000.
   C. Price analysis already exists if one of the following is present: NY State Contract; Price Agreement; or if prices are fair and reasonable due to a recent competitive nature.
   D. Open Market Purchases:

<table>
<thead>
<tr>
<th>Price Range</th>
<th>Procurement Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.00 to $2499.99</td>
<td>Competition not required</td>
</tr>
<tr>
<td>$2,500 to $9,999.99</td>
<td>Price analysis must exist</td>
</tr>
<tr>
<td>$10,000.00 to $24,999.99</td>
<td>Minimum 3 quotes (verbal and written)</td>
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<tr>
<td>$25,000.00 and up</td>
<td>Minimum 3 written quotes</td>
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3. Blanket/Standing orders can be set up with vendors to cover a series of small purchases over a prescribed period.
   A. **Blanket Orders** cover a number of miscellaneous items to be ordered as requested.
   B. **Standing Orders** usually cover multiple purchases of the same item that may be shipped at a pre-determined time.

   In either case, the requisition must specify the vendor, the general or specific type of supply (chemicals, biological solutions, disposable lab supplies, etc.) that is to be purchased, the period of time to be covered, and the estimated amount of money to be encumbered.

   Blanket orders are restricted to a maximum of $10,000 and a period of one year or to the end of the current grant/contract, whichever occurs first.

4. **NPOR's** (No Purchase Order Required):

   Although project directors are generally not authorized to commit funds without the involvement of Research Purchasing, there are some instances when an order meets all of the following conditions:

   A. Orders are "Confirming Received"
B. Original invoice is submitted with requisition
C. Purchases are allowable, reasonable, allocable
D. Purchases are for less than $500

In these cases (e.g., when the purchasing activity has already taken place), a purchase order **will not be issued** -- rather, Research Purchasing will process the requisition through the Accounts Payable unit, where a control number will be assigned, and the invoice paid. [Paperwork noted "NPOR."] Payment may be verified by reviewing the monthly Account Expenditure Summary

5. **Equipment Purchases:**

   Equipment items, which are not identified in the original grant award and are in excess of your sponsor's dollar limitations, may require prior approval by the sponsor or appropriate campus authority. To determine present procedures, call the Grants and Contracts Services account supervisor (645-2634) before sending a requisition to the Purchasing Department.

6. **Equipment Insurance:**

   Upon your request the Research Foundation offers insurance coverage for equipment purchased for and/or with sponsored program funds. The yearly premium rate is .8% of the value of the item and is usually an allowable charge against the grant.

   This insurance covers loss from theft, fire, vandalism, explosion, etc. and carries a $100 deductible for each claim. Please note that your equipment is NOT AUTOMATICALLY INSURED - you must specifically request such coverage. Carolyn Green (716-645-5000 ext. 1136) acts as liaison between the RF Office of Legal Affairs and UB's project directors. Phone her if you would like more information on this topic.

7. **Emergency Purchases:**

   Purchase requisitions requiring emergency action should be hand carried to the Purchasing department or transmitted via facsimile machine. If a purchase order is to be telephoned or faxed to the vendor, please so indicate on requisition. If an item is needed by a certain date, please indicate the **actual date** in the "Required Delivery" area. Failure to successfully communicate your needs could result in unnecessary delays. (Please **DO NOT** mail us the original copy of a requisition that you have already faxed to us. Doing this may cause a duplication of your order).

8. **Receipt of Goods or Services:**

   Upon receipt of goods, the order should be checked to verify that all items listed on the packing slip have been shipped and that all items have been received in good condition. If items are missing or damaged, immediately contact the appropriate Purchase Associate for further directions and resolution of the problem.

**How to Purchase Used Equipment**

Requests for the purchase of used equipment, in the majority of cases, are Sole Source and competition cannot be obtained. Our present Sole Source Justification form for items in excess of $10,000 does not specifically cover used or demonstrator
equipment. This form can be used for this type of purchase only if you check the box in paragraph "F" and attaching the following information to it:

1. If the used equipment was physically inspected and observed while in use, so state. If not, a statement as to how you, the user, became aware of the equipment and how the equipment's condition is being evaluated sight unseen.
2. The user's best estimate of the equipment's condition.
3. How the equipment is to be used and it's benefits to the user.
4. That the used equipment meets all the user's needs and will do the job as well as a new piece of equipment.

Also, the written quotation from the vendor must include the following and must be submitted with the requisition and Sole Source form:

5. Model and serial number of equipment being offered.
6. Age and original selling price of equipment.
7. Present selling price.
8. Statement of condition.
9. Details of any guarantee and/or warranty on used equipment.

Sole Source Purchases over $10,000

The Research Foundation of SUNY, federal and or sponsored regulations require open and free competition for all procurement transactions in excess of $10,000. In those cases where the purchase is limited to a single manufacturer, Research Purchasing must have a written justification/explanation on file. This document must indicate why the requested item(s) only are acceptable and it must include the Project Director's signature.

To expedite this justification process, a Sole Source form has been devised to accompany all requisitions exceeding $10,000.

When using the Sole Source form, if paragraphs A, B, or C apply, check the proper box (provide manufacturer and model for B) and sign at the bottom. If paragraphs D, E, or F apply, check proper box, attach the required information (or for "F" use reverse side of memo), and sign at the bottom. The form is then attached to your requisition and is submitted to Research Purchasing for encumbrance. Requisitions received without an accompanying Sole Source Justification document will be processed under terms detailed in paragraph A of our form.

Petty Cash Procedures

For small purchases of project supplies and materials, it is possible for the Project Director to pay out of pocket and receive subsequent reimbursement. New York State and local sales and use tax exemption certificates are available upon request from Purchasing or from Grants and Contracts Services and must be presented to the vendor.

Petty cash reimbursement will be processed by mail only. Checks will be issued to the individual requesting reimbursement with approval from the Project Director. Petty cash purchases are allowed only for items appropriate to sponsored program needs, and may not exceed $250 per transaction. An original receipt is required. More than one transaction may be included on the petty cash voucher.

To secure reimbursement, a Research Foundation Petty Cash Voucher must be completed. The voucher must include a brief statement clarifying the relationship of the expenditure(s) to project objectives. The original receipt should be attached to the voucher, which
must carry the Project Director’s signature. The completed voucher and receipts should then be mailed to Grants and Contracts Services (402 Crofts Hall). After processing, a check will be forwarded to the individual requesting reimbursement. Supplies of Research Foundation Petty Cash Vouchers are available from Grants and Contracts Services.

New York State Sales Tax Exemption

Purchases made by and for the Research Foundation of SUNY are exempt from New York State sales and use tax. This information is pre-printed on each and every official purchase order issued by the Research Foundation of SUNY.

A NY State Sales Tax Exemption form is to be used whenever you make out-of-pocket petty cash purchases or for emergency expenditures made when a purchase order is not acceptable to a vendor or cannot be provided in a timely fashion. All information requested on the form must be completed before it is presented to the vendor. Forms can be obtained from the Research Purchasing Department.

Reimbursement

Requests for reimbursement of personal expenditures exceeding the petty cash limit ($250) are processed using a standard RF requisition form, with original cash or credit card receipt(s) attached, detailing the item(s) purchased. Reimbursement will cover the costs of purchased items only. Any taxes charged to the sale may not be reimbursed.

Project Directors should be aware that they are personally liable for all petty cash purchases which are not allowable under the sponsor or RF regulations.