

	PUR 200
	OVERARCHING PURCHASING POLICY
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	Approved By: Brian Laffey
	Effective Date: 09/01/2010

<p>Purpose</p> <p>The university’s Purchasing Procedures adhere, as applicable, to procurement standards as described in the Office of Management and Budget Circular A-110, Procurement Standards, Sections 40 through 48. These Purchasing Procedures apply to all IIT purchases whether or not they are related to federal funding.</p> <p>The procedures that follow are consistent with the foregoing and are intended to:</p> <ul style="list-style-type: none"> ▪ Avoid the purchase of unnecessary items; ▪ Conduct business in a way that fosters free and open competition; ▪ Support a positive effort to utilize small, minority-owned, and women-owned businesses; ▪ Where practically and economically feasible, support purchases for products and services that conserve natural resources and protect the environment and are energy efficient; ▪ Result in contracts that are appropriate for the purchase being made; ▪ Result in contracts with responsible vendors who have the ability to perform under the terms and conditions of IIT contracts; ▪ Determine the most beneficial means of paying for purchases; and ▪ Document the procurement process.
<p>Policy</p> <p>The university is required to purchase materials and services in compliance with applicable law and to ensure that IIT procures appropriate and needed materials and services under terms and conditions that protect the interests of IIT, its students, and benefactors.</p>
<p>Definitions</p> <p>IIT Purchasing Manual – The comprehensive guide for IIT employees making purchases on behalf of IIT. The Manual is maintained by the Director of Purchasing.</p>
<p>Procedures</p> <p>Procedures to be followed in making purchases are found in the IIT Purchasing Manual as posted on the IIT Purchasing Portal Website. Only the posted version of the IIT Purchasing Manual is considered the current and accurate version.</p>
<p>Guidelines</p> <p>THESE PROCEDURES SET THE MINIMUM REQUIREMENTS</p> <p>The university’s Purchasing Procedure provides the minimum requirements to be followed. Departments may adopt procedures that are more rigorous, but not less than the IIT Purchasing Procedure.</p>

References

AVOIDANCE OF CONFLICTS OF INTEREST

Every person involved in the purchasing process is responsible for protecting the interests of IIT and avoiding any real or apparent conflict of interest. Conflicts of interest can arise from financial or other interest in firms selected as vendors and solicitation of gifts from contractors, See Procedure P.1 Administrator and Non-Investigator Faculty Member Conflict of Interest and Conflict of Commitment Policy.

http://www.iit.edu/general_counsel/policies/pdfs/procedure_p1_conflict_of_interest_policy_administrator_noni.pdf

Also see Procedure P.2 Investigator Conflict of Interest and Conflict of Commitment Policy.

http://www.iit.edu/general_counsel/policies/pdfs/procedure_p2_conflict_of_interest_policy_investigator.pdf

Also see Procedure P.3 Prohibition on the Acceptance of Gifts.

http://www.iit.edu/general_counsel/policies/pdfs/procedure_p3_prohibition_on_the_acceptance_of_gifts.pdf

AUTHORITY TO SIGN CONTRACTS

Every person involved in the purchasing process is responsible for protecting IIT from harm that could result from failing to follow IIT Policies and Procedures. Such failures include entering into contracts that use contract instruments that have not been reviewed and approved for use by IIT's General Counsel or entering into contracts that are not funded. See Procedure Q.1 Authority for Negotiation and Approval of Contracts.

http://www.iit.edu/general_counsel/policies/pdfs/procedure_q1_authority_negotiation_approval_contracts.pdf

AVOIDANCE OF UNNECESSARY PURCHASES

No purchase requisition shall be initiated before the determination is made that the good(s) and/or services required are not already available internally for use in the quantity and quality required. A review of goods on hand or services currently available to the ordering department constitutes the minimum requirement for making this determination.

Before the purchase of a capital asset, the IIT Controller's Office should be contacted to determine whether surplus assets are available and suitable for transfer. Transfer of capital assets are communicated by use of the DISPOSAL/TRANSFER/SALE OF INVENTORY EQUIPMENT FORM found at:

http://www.iit.edu/policy_procedures/forms/ga_disposal_transfer_sale_of_inventory_equipment_form.xls

Responsibilities

All those individuals expressly authorized to make purchases on the behalf of and the Illinois Institute of Technology are to follow the procedures in the IIT Purchasing Manual.

Required Forms

As defined in the IIT Purchasing Manual