

Purchasing Policies

Revised April 2012

Bid Process

When not using a vendor on the MHEC or E&I, Inc. contracts and the dollar amount of each item is under \$5000, then three price quotes should be solicited by phone or email from qualified vendors for comparison. When the cost for an individual item or service exceeds \$5000 and the transaction is not in conjunction with a capital project, then a formal request for proposal process must be followed. For more information or assistance with the RFP process, please contact the purchasing office.

Campus Contracts: MHEC and E&I, Inc.

Hampshire College is a member of the Massachusetts Higher Education Consortium and the Educational and Institutional Cooperative Service. Information regarding these contracts is available from the purchasing department. No additional price checking is required when using either of these sources.

Campus Copier Contract

All offices are on a cost-per-copy program with Connecticut Business Systems (CBS), a Xerox company. All requests for paper, maintenance, and repairs are placed through the duplication center by calling ext. 5512 or by emailing xerox@hampshire.edu. Offices are charged a flat fee for each impression made. Please indicate which general ledger account number should be charged when placing an order with the duplication center.

College-Issued Credit Card Purchases

When a college-issued purchasing card is available to the purchaser, it should be used for:

- All authorized transactions under \$1000
- All travel expenses, regardless of the amount

Purchasing cards are not authorized for:

- Cash advances
- Contracted professional services
- Gasoline purchased for personal vehicle
- Hazardous material or related costs of disposal
- Lease or lease-to-purchase agreements
- Personal items
- Reimbursements of any type

- Purchases made outside of the College's purchasing policies or standards

Following the protocols associated with the purchasing card program is required. These protocols include retention of receipts, on-line review by card holder and supervisor, and forwarding of statement and receipts to the purchasing office with 30 days of the end of the billing cycle. Please see the purchasing card user guide for a complete list of card holder responsibilities at <http://www.hampshire.edu/offices/6330.htm>.

Credit Applications

The purchasing office will process all credit applications from vendors that require this information in order for a department to establish a credit relationship. All pertinent files will be housed in the purchasing office.

Grants and Contracts

Expenditures made under grants and contracts must comply with all requirements of the grant or contract agency. Federal grants and contracts require compliance with Attachment O, OMB circular A-110. Copies are available by at http://www.whitehouse.gov/omb/circulars_a110. Prior to making purchases, the principal investigators must familiarize themselves with these requirements.

Items purchased under grants and contracts become the property of Hampshire College. The College delegates responsibility for the care and operation of the property to the principal investigator.

Minority and Women-owned Business Policy

Hampshire College is committed to supporting minority and women-owned businesses. In recognition of the value of diversity in our society, we aggressively promote and seek out minority-owned and women-owned businesses.

Non-beverage Potable Alcohol

Purchasing of non-beverage potable alcohol requires a permit from the Bureau of Alcohol, Tobacco, and Firearms. All such requests must be placed through the campus police, and any requisition must have the approval of the director of campus police.

Office/Classroom/Student Furniture

All furniture orders, including curtains, carpeting and rugs, must have the approval of the purchasing office and be made with an authorized vendor. Campus furniture, curtains, and floor coverings must meet stringent standards for fire safety. Ergonomics is also a key consideration when choosing furniture. The items offered at discount or office supply stores will almost never meet these standards and must not be purchased. Purchasing card transactions require advance notice to the purchasing office as college-issued cards routinely are not

authorized for these merchants. No invoices or reimbursements for furniture purchases will be paid without the prior approval of the purchasing office.

Paper Purchasing

Effective July 1, 2003, Hampshire College began purchasing 100% post-consumer content, 100% chlorine-free, recycled paper. This paper will be used campus-wide in all copiers and office printers whenever possible. When not possible, for example, because of paper quality or prohibitive cost, paper that is 30% or higher post-consumer waste and 100% chlorine-free will be purchased.

Certain formal items, such as printed stationery and documents of the board of trustees, will continue to be printed on the paper the College has used historically in order to preserve consistency in the College's external identity.

Recycled Materials and Green Procurement

Hampshire College is committed to the purchase of products that enhance the preservation of our environment; however, in cases in which the price is significantly higher for "green" products or services, the cost difference will serve as a mitigating factor.

Individual departments will make the decision regarding the purchase of products made from recycled materials. More information on recycling at Hampshire can be found at <http://www.hampshire.edu/offices/12542.htm>.

Tax-exemption certificates

Hampshire College has a Commonwealth of Massachusetts tax exemption certificate number. Hampshire College is exempt from the payment of most federal, state, and local taxes. Please inquire about tax exempt status prior to purchasing any goods and services. Copies of the tax-exempt certificates can be found at http://www.hampshire.edu/businessoffice/files/Tax_Exempt_Certificates.pdf.

HAMPSHIRE COLLEGE TAX-EXEMPT CERTIFICATES CANNOT BE USED FOR PERSONAL PURCHASES.

Travel Policy

A link to the travel policy can be found at <http://www.hampshire.edu/businessoffice/files/travel-reimb-policy.pdf>.

Window Treatments

The purchase of all window treatments, blinds, shades, draperies, etc. must be approved through the purchasing office. These items must meet strict standards for fire safety.