

JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures

POLICY NO.: IV:03:01

DATE: May 1, 1987

REVIEW/REVISION DATES: Apr 1993, Jun 2003, Mar 2004, Sep 2008, Aug 2011, Jan 2013, Jan 2015, Jul 2016, Sep 2017, Jul 2018, May 2022, Oct 2022, Mar 2024, June 2025, June 2026

SUBJECT: Purchasing Guidelines and Procedures

APPROVED: Dr. Don C. Killingsworth, Jr., President

PURPOSE

This policy establishes and documents Jacksonville State University (JSU or University) guidelines concerning the purchasing of goods and services.

POLICY

The Office of Procurement & Fixed Assets has the responsibility for purchasing all supplies, equipment, repairs of equipment/buildings, and services needed by the various departments of JSU. The purchasing process is regulated by State of Alabama Law, along with other applicable state statutes and regulations, by governing board policies, and by JSU policy.

Within these constraints, every effort is made by the Office of Procurement & Fixed Assets to accommodate the procurement needs expeditiously and efficiently of the University.

Only the Office of Procurement & Fixed Assets is authorized to make commitments for supplies, equipment, and services necessary for the operation of JSU, except for a limited number of employees issued a Purchasing Card, with permission to make small purchases from a limited merchant list. (Reference *Purchase Card Policy* [IV.03.11](#) for more information).

Commitments are made in accordance with JSU Policies and Procedures. JSU **is not** responsible for purchases or contracts approved by an individual except as authorized by:

- (1) The President of the University.
- (2) The Senior Vice President for Finance & Administration/CFO of the University.
- (3) The Director of Procurement & Fixed Assets for the University.

Only the individuals in the positions listed above are authorized to sign contracts for the University.

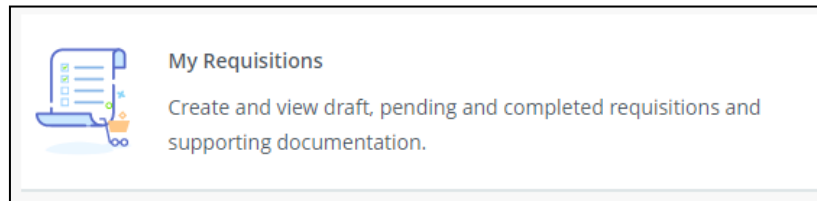
To ensure that contracts are both legally and financially viable, any agreement / understanding / contract **must be** routed in the following manner:

- (1) Director/Vice President of the requesting division/department.
- (2) University Counsel for legal vetting and approval.
- (3) Senior Vice President for Finance & Administration/CFO for financial vetting and approval.
- (4) President and/or Board of Trustees as appropriate for final University approval.

The University will assume **no liability** for the payment of purchases except those made through approved purchasing procedures.

PURCHASE REQUISITIONS

All requests for services and supplies must be submitted using the Banner 9 Finance SSB purchase requisition form and must be approved electronically per the Expense Authorization Matrix in Policy 1.05.03. Screenshot of link to My Requisitions in Banner 9 Finance SSB:



Instructions for entering and approving purchase requisitions in the Banner system can be found on the Finance & Administration "[Procedures and Instructions](#)" webpage. A full description of each item to be purchased should be included, as well as dates for items such as subscriptions or rentals. Requisitions should be entered and approved far enough in advance to allow sufficient time for review in the Office of Procurement & Fixed Assets. Requisition numbers are assigned electronically when a requisition has been completed.

Approvers will review requisitions and approve/disapprove online. When requisitions have been approved electronically per the Expense Authorization Matrix in Policy 1.05.03, they are automatically transmitted to the Office of Procurement and Fixed Assets.

After the purchase has been reviewed and it is confirmed that all required documentation is attached electronically to the requisition, a purchase order will be issued. Once all electronic approvals are recorded, purchase orders are usually issued within two business days.

A purchase should not be made until a purchase order has been issued and signed by the Director of Procurement & Fixed Assets, or designee. When a purchase order is issued, electronic copies are distributed as follows: The vendor copy and receiving copy are emailed to the originating requisitioner for distribution. (NOTE: Upon the complete receipt of goods or services, the receiving copy should be signed by the budget manager, dated, and sent to Accounts Payable.). One electronic file copy should be sent to Accounts Payable.

PURCHASES REQUIRING ADDITIONAL DOCUMENTATION

1. Computer hardware (systems, mobile devices, peripherals) and software purchases that meet any of the criteria below require a Request to Purchase Computer Hardware / Software form ([CAQ:01:R4](#)). This form must be completed and approved by the budget manager and the Chief Information Officer.

- Purchase with an individual item cost of \$500 or more.
- Software or services that require any integration with current JSU systems.
- Software that requires installation on a JSU system, server, or computer.
- Hardware or peripherals that require a connection to JSU's network.

In addition to the above items, the following physical security technologies (software or hardware) must also be approved by the Chief Information Officer and the Associate Vice President of Health & Public Safety.

- Security/Surveillance Cameras.
- Access Control Systems.
- Physical Security Systems.
- License Plate Readers.
- Door Readers and intercom systems.
- Smart door locks.

Purchases not approved by the Chief Information Officer will not be allowed to be installed on JSU systems or connect to JSU's network.

More information on meal/beverage purchases is provided in [Policy IV.03.05](#). Approved Request for Meal Purchase forms must be attached to the requisition before submitting for approval.

3. Requisitions that reference another document, such as a quote or a listing, should not be submitted until the referenced document is attached to the requisition in Banner 9 Finance SSB.
4. Purchases for airline tickets, conference registrations or any other purchase that involves out-of-state, international, or in-state exceptions travel must include, as part of purchase documentation, a copy of an approved Request for Travel Authorization (Form 19: [Form](#)) for any employee traveling on JSU business.
5. Purchases that require pre-payment must include an original invoice with the requisition attachments. "Please pre-pay" should be entered in the "public comments" section of the requisition.

GRANT/SPONSORED PROGRAM PURCHASING

Purchases using federal funds must adhere to regulations found in [2 CFR 200](#) (sections 200.317-200.327). JSU will utilize procurement methods in accordance with 2 CFR 200.320, including micro-purchases, small purchases, sealed bids, competitive proposals, and noncompetitive procurements, as applicable. All procurement transactions must be conducted in a manner providing full and open competition per 2 CFR 200.319(a). JSU employees engaged in procurement activities must adhere to conflict of interest standards and avoid participation in procurements where a real or apparent conflict exists (2 CFR §200.318(c)(1)).

As part of JSU's internal controls (2 CFR 200.303), **all** purchases made with grant/sponsored program funds must be reviewed for compliance with the with JSU policy [IV.03.01-Purchasing Guidelines and Procedures](#), State laws, and [2 CFR 200](#) by the Grant Accountant prior to issuance of the purchase order. The Purchasing Department must maintain procurement records sufficient to detail the history of the procurement, including rationale for the method, selection of contract type, contractor selection or rejection, and the basis for price (2 CFR §200.318(i)). This includes, but is not limited to, documentation, such as bids, quotes, and cost/price analyses, on file for federal auditors.

If federal funds are being used, JSU will follow the small purchase procedures for procurements not exceeding the Simplified Acquisition Threshold (SAT) as defined in 2 CFR Part 200.1. The current Simplified Acquisition Threshold is \$350,000 (subject to periodic federal adjustment). If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources, and documentation must support vendor selection and price reasonableness (2 CFR 200.320 (b) and 2 CFR 200.318 (i)).

For procurements at or below the micro-purchase threshold, JSU may use micro-purchase procedures, whereby price or rate quotations are not required if JSU determines and documents the price is reasonable and purchases are distributed equitably among qualified suppliers (2 CFR 200.320(a)).

Noncompetitive procurements may be used only when one or more of the following circumstances apply: the item is available from a single source; public exigency or emergency will not permit a delay; the federal awarding agency or pass-through entity expressly authorizes noncompetitive procurement; or after solicitation of a number of sources, competition is determined inadequate (2 CFR 200.320(c)).

Equipment and other Capital Expenditures with Federal Funds

Per 2 CFR 200.439, capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges, except with prior written approval of the federal awarding agency or pass-through entity. Per 2 CFR 200.439, capital expenditures for special purpose equipment are allowable as direct costs, if items with a unit cost of \$5,000 or more have prior written approval of the federal awarding agency or pass-through entity.

AMENDMENTS TO PURCHASE ORDERS

Once a purchase order is issued, other than shipping, new items cannot be added to the purchase order. A variance in price up to 10%, not to exceed \$50, per order may be processed without a purchase order amendment. Price increases that exceed \$50 will require a completed amendment form. The Purchase Order Amendment form ([Form #50](#)), available on the Office of Procurement & Fixed Assets website should be completed including the purchase order number, the FOAP, and the description, price, and quantity of the item to be changed. Amendment approvals follow the same electronic approval routing process as purchase orders.

Form 50

JSU
Jacksonville State University

Jacksonville State University
Procurement and Fixed Assets
700 Parkman Rd N., 324 Arjo Hall, Jacksonville, AL 36205
Phone: (205) 782-9162

Purchase Order Amendment

Please verify that funds are available in your budget prior to submitting. Procurement cannot process if your budget does not have sufficient funds to cover. Approvals for PO amendments will be recorded electronically following the rules for Requisition/Purchase Order as documented on the Expense Requisition Manual (Policy 100.0). Amendments will not exist for your PO until all approvals are received. Please use your approval to modify approval numbers in Banner if Finance is the order approval document.

Requester: Department:
Email: Extension:
Purchase Order #:
Vendor Name:
Amendment #: (1,2,3, etc.) (No more than five (5) amendments will be processed for a PO)
Original PO Amount:
If original PO is less than \$5,000, PO cannot be increased to exceed \$5,000. PO must be cancelled and a new requisition entered.
Change Year PO Amount To:
Date:
Net Increase/Decrease: \$ 0.00

Why is this amendment necessary? Provide the business purpose as justification for the amendment.

Provide detail for items to be amended. Please note that only shipping/weight and/or additional quantities of existing PO items can be added to an existing PO. No new items.

Item Quantity	Description	Unit Price	Total Price
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ 0.00
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ 0.00
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ 0.00

For Budget/ERP Update Only:
Fund: Obj: Acct: Prog:
MADA:

CANCELLATION OF A PURCHASE ORDER

A purchase order is a contract to do business under certain terms and conditions. If the conditions or terms change, the vendor and the requesting department may agree that the contract is to be cancelled.

If the budget manager chooses to cancel a purchase order, the receiving copy of the purchase order should be marked "CANCEL" and be signed by the budget manager and forwarded to the Office of Procurement & Fixed Assets. If activity has been processed against a purchase order, forward the receiving copy to Accounts Payable to close and release any remaining funds.

OPEN PURCHASE ORDERS

Open purchase orders may be placed periodically covering any period of time within a fiscal year, not to exceed twelve (12) months for items of a continuing nature, such as office supplies. Each department should keep a record of all prior payments against an open purchase order.

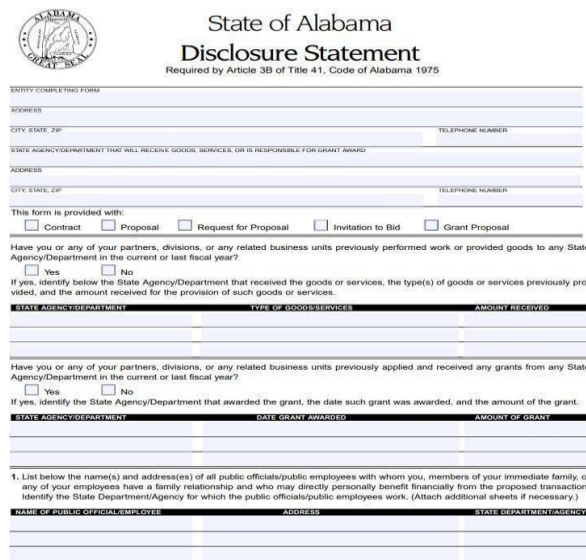
PREPAID PURCHASE ORDERS

Some types of purchases by their nature must be prepaid. Examples of this type of purchase are subscriptions, some conference registrations, and maintenance contracts. For these types of payments, "Please Pre-pay" should be entered into the public comments section of the requisition. An original invoice must be attached to the requisition before submitting for approval to process this type of purchase.

STATE OF ALABAMA DISCLOSURE STATEMENT REQUIREMENT

The State of Alabama requires that a Vendor Disclosure Statement be completed for all proposals, bids, contracts, or grant proposals more than \$25,000. In compliance with this requirement (Code of Alabama Title 41, Article 3B, Section 41-16-82) the completed Vendor Disclosure Statement is required by the Office of Procurement & Fixed Assets. The notarized form must be attached to the requisition before submitting for approval and purchase order processing. The vendor will not be paid without the completed Vendor Disclosure Statement, available online: [AL-Vendor-Disclosure-Statement](#)

AL-Vendor-Disclosure-Statement:



The form is titled "State of Alabama Disclosure Statement" and is required by Article 3B of Title 41, Code of Alabama 1975. It includes a header with the state seal and the following sections:

- BUYER COMPLETING FORM:** Fields for ADDRESS, CITY, STATE, ZIP, and TELEPHONE NUMBER.
- STATE AGENCY/DEPARTMENT THAT WILL RECEIVE GOODS, SERVICES, OR IS RESPONSIBLE FOR GRANT AWARD:** Fields for ADDRESS, CITY, STATE, ZIP, and TELEPHONE NUMBER.
- This form is provided with:** Radio buttons for Contract, Proposal, Request for Proposal, Invitation to Bid, and Grant Proposal.
- Have you or any of your partners, divisions, or any related business units previously performed work or provided goods to any State Agency/Department in the current or last fiscal year?** Radio buttons for Yes and No.
- If yes, identify below the State Agency/Department that received the goods or services, the type(s) of goods or services previously provided, and the amount received for the provision of such goods or services.** A table with columns: STATE AGENCY/DEPARTMENT, TYPE OF GOODS/SERVICES, and AMOUNT RECEIVED.
- Have you or any of your partners, divisions, or any related business units previously applied and received any grants from any State Agency/Department in the current or last fiscal year?** Radio buttons for Yes and No.
- If yes, identify the State Agency/Department that awarded the grant, the date such grant was awarded, and the amount of the grant.** A table with columns: STATE AGENCY/DEPARTMENT, DATE GRANT AWARDED, and AMOUNT OF GRANT.
- 1. List below the name(s) and address(es) of all public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)** A table with columns: NAME OF PUBLIC OFFICIAL/EMPLOYEE, ADDRESS, and STATE DEPARTMENT/AGENCY.

SALES TAX

The University is exempt from the payment of State of Alabama sales taxes. It is the practice of the Office of Procurement & Fixed Assets to establish the tax status on purchase orders. The Office of the Controller will provide evidence of the tax exemption if required by a vendor. This is accomplished either at the time the order is issued or at the time of payment when taxes are deducted from vendor invoices by the University Accounts Payable Office. JSU's State Tax Exemption number (8-409) is included on the purchase order.

DELIVERIES AND RECEIVING:

It is University practice to direct shipments to the location of the user. It is the responsibility of the requisitioning department to immediately inspect the shipment; in case of any problems, appropriate procedure should be followed to correct the problem. All invoices with the purchase order number and/or account number indicated are to be forwarded immediately to Accounts Payable with the receiving copy of the purchase order.

DIRECT VOUCHERS

Direct vouchers are payments for goods/services for which no purchase order was processed. This type of payment is primarily used in emergency situations when it is not possible to process a purchase order.

All direct vouchers must include a copy of the encumbrance printed from Banner Finance SSB, an invoice, an explanation of the reason why the purchasing policy was not followed, and approval(s) per the [Expense Authorization Matrix - I.05.03.01](#).

For emergency purchases, enter a direct voucher on the encumbrance form in the Banner System and attach the invoice to a copy of the encumbrance printed from the Banner self-service screen. Before emergency orders can be approved by the Director or Procurement & Fixed Assets, the purchase request must be supported by written justification (explaining the reason for the emergency purchase and why the standard purchasing policy could not be followed). If approved, the encumbrance will be forwarded to Accounts Payable for payment.

Until approved, the purchase is an obligation of the individual making the purchase. Direct vouchers must be signed by the budget manager and approved per the Expense Authorization Matrix in Policy I.05.03, then forwarded with the invoice and other required documentation to the Office of Procurement & Fixed Assets via email at purchasing@jsu.edu. If funds are grant related, the direct voucher must be reviewed and signed by the Grant Accountant.

Direct vouchers are also used in situations where needed items are available only from a vendor that does not accept purchase orders or when item cost is substantially lower from a vendor that will not accept purchase orders. These types of purchases are limited to \$300.00. Budget managers should follow the steps listed below to use direct vouchers in this manner.

1. Obtain verbal approval from the Director of Procurement & Fixed Assets prior to the purchase.
2. Establish with the vendor at the time of purchase that the purchase is for JSU and, therefore, exempt from State sales tax.
3. Obtain approval from the budget manager.
4. When the goods have been received, submit the direct voucher to the budget manager with an itemized invoice to process payment to vendor or reimbursement to an individual. Forward to the Office of Procurement & Fixed Assets via email at purchasing@jsu.edu. If funds are grant related, the direct voucher must be reviewed and signed by the Grant Accountant.

The purchase of the following items does not require a purchase order, and payment should be processed using a direct voucher:

- Gasoline credit card payments
- Professional fees (example: attorneys)
- Insurance, bonds
- Utilities
- Payroll taxes/other expenditures paid directly from a balancesheet account

CONFLICT OF INTEREST

It is the responsibility of all employees of JSU and the Office of Procurement & Fixed Assets to take all appropriate steps to prevent the University from knowingly entering any purchasing commitment that could result in a conflict-of-interest situation.

PERSONAL PURCHASES

It is the responsibility of all faculty, staff, and the Office of Procurement & Fixed Assets to take all appropriate steps to assure that the University does not knowingly enter into any purchase commitment for personal use.

RESPONSIBILITY

The Senior Vice President for Finance & Administration and CFO is responsible for this policy.

EVALUATION

This policy will be reviewed at least every five (5) years by the Director of Procurement & Fixed Assets.