



PURCHASING POLICY

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PURPOSE

It is the policy of the Associated Students of San Francisco State University to foster good business practices and be fiscally responsible with student dollars.

GENERAL GUIDELINES

It is the policy of the Associated Students Board of Directors to maintain purchasing procedures that are in compliance with the California State University Guidelines for Auxiliary Organizations and the University Policy Related to AS.

This policy applies to the acquisition of supplies, equipment, and construction services.

APPLICABILITY OF POLICY

To ensure the continued operations of AS, Budget Area Administrators, Management Personnel, Supervisors, and the Board of Directors should all be familiar with this policy.

PURCHASING GUIDELINES

Purchasing Limits

- A. Purchases under \$10,000 may be secured without the necessity of price quotations.
- B. Purchases from \$10,001 to \$50,000 require a minimum of three written quotations.
- C. Purchases greater than \$50,001 require three formal bids

Approval & Authorizing Signature

The signature Authorization Memo will be updated at the beginning of each fiscal year to reflect the current Full-Time Staff authorized to sign off on AS expenses.

Expenses over \$5,000 must be approved by the Executive Director
Expenses over \$10,000 must be approved by the AS President
All expenses require the approval of the designated finance department approver.

Conflict of Interest

At no point shall AS funds be committed to an organization or individual in which an AS employee has an economic interest, either directly or indirectly.

Purchase methods

The following four purchasing methods may be used when purchasing goods and services:

- A. Purchase Order (PO):
 - 1. Blanket Purchase Orders - A purchase agreement with a vendor to purchase goods or services with a specific vendor. Quotes are not required.
 - 2. Standard Purchase Orders - Used for irregular, infrequent, or one-time procurements. A quote is required.
- B. Check Requisition - To be used only when the vendor does not accept a PO or when processing a PO is not cost-effective.
- C. Corporate Credit Card - To be used when a vendor does not accept POs or a Check Requisition is not cost-effective or time effective. All Corporate Credit Card purchases must comply with the AS Corporate Credit Card Policy.
- D. Reimbursements - Staff must request approval from their direct supervisor/manager and the AED of Business & Finance before requesting reimbursement. Approval must be secured before staff committees AS dollars. Items purchased prior to approval may not be reimbursed.

Capital Purchases

Capital equipment purchases must be reviewed and approved by the designated Information and Technology (IT) Department prior to purchase. The fixed assets policy applies to all purchases in accordance with the procedures outlined in the policy.

Sole Source

Any anticipated procurement, for expenses exceeding \$10,000, must include a sole Source Approval Request Form approved by the Executive Director and the AS President before making any commitments to a vendor.

Shipping Requirements

All items purchased must be shipped to the AS business address or the Early Childhood Education Center. Exceptions can be made by seeking approval from AED of Business and Finance.

Unauthorized Purchases

- A. Liquor
- B. Narcotics and other controlled substances
- C. Hazardous chemical/materials
- D. Personal Purchases

Hospitality Related Items

The following items require a completed and approved Hospitality Form prior to committing AS dollars:

- A. Food & beverages
- B. Gifts
- C. Gift Cards

PURCHASING POLICY APPROVAL AND REVISION HISTORY

Policy was Approved by the AS Board of Directors on 06/23/2004
Reserves Policy was Approved by the AS Board of Directors on 11/02/2022