WESTMINSTER COLLEGE
Purchasing Policies and Principles

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<tr>
<th>POLICY TITLE</th>
<th>Policy on Purchasing Policies and Principles</th>
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<tbody>
<tr>
<td>No. 260</td>
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<td>Effective Date</td>
<td>November 7, 2017</td>
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</table>

TABLE OF CONTENTS

1. STATEMENT OF POLICY ..................................................................................................... 2
2. TO WHOM THIS POLICY APPLIES ..................................................................................... 2
3. STATEMENT OF PRINCIPLES ............................................................................................. 2
   A. ACQUISITION PRINCIPLES: .......................................................................................... 2
   B. PURCHASING OBJECTIVES: .......................................................................................... 2
   C. STANDARDS OF CONDUCT: .......................................................................................... 3
   D. PROFESSIONAL PRACTICES: .......................................................................................... 3
4. PROCUREMENT POLICIES .................................................................................................. 3
   A. GENERAL INFORMATION ............................................................................................ 3
   B. AUTHORIZATION TO COMMIT .................................................................................... 4
   C. BIDDING POLICIES ..................................................................................................... 4
   D. GIFT POLICIES .......................................................................................................... 4
   E. CONFLICT OF INTEREST .............................................................................................. 5
5. HISTORY ................................................................................................................................ 5
6. SIGNATURE, TITLE, AND DATE OF APPROVAL ............................................................... 5
APPENDIX A .......................................................................................................................... 6
1. STATEMENT OF POLICY

It shall be the purpose of this policy and statement of principles to govern the conduct of Westminster College (College) procurement activities, and to ensure that they occur in the most efficient, cost-effective, and ethical manner, safeguarding the integrity and interests of the College.

2. TO WHOM THIS POLICY APPLIES

This policy applies to all faculty, staff, and students of the College community.

3. STATEMENT OF PRINCIPLES

A. ACQUISITION PRINCIPLES:

The College will employ, in its sole discretion, such procurement methods and techniques as it determines may be in the best interest of the College. These methods may include, but shall not be limited to, the solicitation of offers through competitive bids, competitive negotiations, request for proposals, or through limited or single source negotiations. The acquisition of items or services to the maximum amount of $1,000 for a procurement item qualifies as a small dollar purchase and may be accomplished by selecting the best source by direct award and without seeking competitive bids or quotes. Small dollar purchases may be made through the use of authorized College purchasing cards, or through the use of authorized blanket orders consistent with departmental budget authorization and supervisor approval.

B. PURCHASING OBJECTIVES:

College purchasing activities are characterized by the following goals and objectives:

1. Purchase supplies, equipment, and services necessary to the daily operation of the College in the timeliest, efficient, and cost-effective manner.

2. Promote prudent expenditure of College funds by obtaining the maximum value for the dollars spent, and by promoting fair and open competition whenever possible, consistent with the needs of the College.

3. Strive to conduct business in a sustainable and energy efficient manner that balances economic priorities with environmental health and human health. When economically feasible, the College will do business with companies that can further our sustainable objectives. For example, to the extent possible, the college prefers to purchase electronics that are EPEAT or Energy Star certified, cleaning products that are Green Seal certified, and paper containing FSC and/or recycled content.
4. Employ “best practices” in order to promote efficiencies in purchasing operations.
5. Ensure that present and potential suppliers have an opportunity to compete in a fair and equitable procurement environment by soliciting vendors in an impartial manner.

C. STANDARDS OF CONDUCT:

College purchasing operations shall be conducted at the highest level of professional excellence and standard, and in an equitable and fair manner, ensuring that purchasing practices and decisions are consistent with the interests of the College.

In order to foster the foregoing principles, the College endorses, supports, and employs the principles embodied in the “Principles and Standards of Purchasing Practice” of the National Association of Purchasing Management and the “Code Of Ethics” of the National Association of Educational Procurement.

D. PROFESSIONAL PRACTICES:

The following standards of professional practice will be observed at all times by College purchasing staff:

1. Consider first the interests of the College, and conduct operations in accordance with its established mission, objectives, policies, and standards.
2. Accord a courteous and prompt reception to all persons who are on a legitimate business mission to the College.
3. Avoid the intent and appearance of unethical or compromising practice in relationships, actions, and communications.

4. PROCUREMENT POLICIES

A. GENERAL INFORMATION

1. Purchases are to be made on the basis of an approved purchase order, which has been signed by an authorized agent of the College, or by the authorized use of a College purchasing card.
2. Payments to vendors will be made on the basis of an approved purchase order, receiving record, and legitimate vendor invoice, or in the case of a purchasing card transaction, a properly authorized and approved card statement.
3. Purchases of technology (hardware, software, etc.) require a review and approval from Information Services Department. See Appendix A, Technology Acquisition Approval Form, attached to this document.
B. AUTHORIZATION TO COMMIT

1. Officers of the College for whom the Board of Trustees has authorized and issued a corporate resolution may sign purchase orders on behalf of the College consistent with their authority.
2. Individuals with an authorized College purchasing card may commit College funds consistent with their authority.

C. BIDDING POLICIES

1. The College employs open and fair competition in all solicitations for Request for Bid or Request for Proposal.
2. The Purchasing Department will issue all formal Requests for Bids or Requests for Proposals. All proposals or bids submitted in response to such requests will be delivered to the Purchasing Department for initial review and tabulation.
3. All bid and contract awards shall be made on the merits of the bids or proposals, and shall not in any way be dependent upon, or conditional to, any subsequent or prior gift, donation, pledge, or promise. The donor status of any prospective or actual bidder shall not be a factor in any tabulation, review, scoring, or award of bid or contract.
4. Bid/contract awards will normally be made to the lowest responsible responsive bidder, in accordance with good business practice. However, the College will not be obligated to accept the lowest priced bid or proposal. In all cases, the College reserves the right to accept that bid or proposal which it deems, in its sole discretion, to be in the best interest of the College.
5. Awards of bids or contracts will not be made without notice to, or review of, the bid results by the end user department or departments.
6. Contracts whose aggregate value is in excess of $80,000.00 shall be subject to competitive bid. Contracts issued in exception to this policy shall include documentation detailing the reasons for the exception.

D. GIFT POLICIES

1. No bid or contract shall be awarded by the College in consequence of, or based upon the promise of, or actual receipt of, any contribution or gift by either the College or any of its employees individually. Any contributions or gifts made to the College will be reported to the Development Office and the Accounting Department, for proper recording and acknowledgement of the donor.
2. Gifts to individual employees, or gifts that serve to benefit individuals who may make or influence purchasing decisions, by vendors doing business with the College, are prohibited.
3. Gifts having a nominal value of under $25 are considered *de minimis* and may be accepted.

4. Product samples supplied by vendors for review prior to making purchasing decisions are not considered gifts under this policy.

E. CONFLICT OF INTEREST

1. The following conditions constitute a conflict of interest for purposes of this policy:
   a. Purchases made from staff, faculty, or trustees.
   b. Purchases made from relatives of Purchasing Department staff.
   c. Purchases made from firms in which staff or faculty have a financial interest.
   d. Purchases made in which staff, faculty, or trustees personally receive some benefit not related to their College compensation, in return for the purchase.

2. Any conflict of interest must be disclosed to the president who will review the contemplated transaction and determine whether the College can obtain, with reasonable efforts, a more advantageous transaction or arrangement with a person or entity that will not give rise to the conflict of interest. If a more advantageous transaction or arrangement is not reasonably possible under the circumstances, the president shall notify the chair of the Board of their intention to proceed with the transaction.

3. Outside business relationships between employees directly involved in purchasing activities for the College and vendors conducting business with the College are deemed a conflict of interest and are prohibited.

5. HISTORY

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<th>Date of Last Action</th>
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<tr>
<td>November 7, 2017</td>
<td>Purchasing Policies and Principals</td>
<td>Policy Governance Committee</td>
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<tr>
<td>September 5, 2017</td>
<td>Interim Purchasing Policies and</td>
<td>Policy Governance Committee</td>
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<td>Principals Adopted</td>
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6. SIGNATURE, TITLE, AND DATE OF APPROVAL

Approved: /s/ __________________________________________

Stephen R. Morgan, President
APPENDIX A

Technology Acquisition Approval Form:

I. Purchase Information

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Requester Name:

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Description:

II. Approval

CIO Signature: ___________________________ Printed Name: ___________________________


