

## **Bard College Purchasing Office – Policies and Procedures**

The mission of the Purchasing Office is to assist the staff, faculty, and students in the procurement of goods and services to support the academic mission of Bard College. Staff and faculty members of Bard College are not permitted to set up vendor relations or accounts on their own behalf without the support of the Purchasing Office.

We strive to achieve the following:

1. A high-level of customer satisfaction
2. Streamlined processes and policies
3. Identify opportunities for cost savings for goods and services, while maintaining the desired quality level.

### **Benefits:**

1. Using the Purchasing Office allows you to take advantage of our tax-exempt status
2. Preferred pricing – many of our vendors provide us with discounted pricing

### **Contracts:**

Please refer to the Contract Policy for information. Please note that all contracts **over \$10,000.00** or those that require **more than a 25% down payment** must be sent to [contractsandrisk@bard.edu](mailto:contractsandrisk@bard.edu) and must be signed by the Controller. If there is a purchase order created for it, all invoices pertaining to the contract must be submitted to the **Purchasing Office**.

### **Purchase Order Requisitions:**

Prior to making a commitment for Bard College, fill out a Purchase Order Requisition form. Required fields include the company name and address, telephone number, fax number or email address for orders (email is preferred), a detailed description of the item, price, Bard budget number, your signature and the signature of an authorized approver. Please attach any available quotes, web pages, catalog sheets, etc.

Any purchase order over **\$5,000** requires **pre-approval** of the Business Office. Advance notice is required to properly plan for the expenditure.

All purchases and agreements need appropriate back-up, proper approval, and a purchase order number. Bard College does not accept responsibility for any verbal commitments.

Purchase requisitions and back-up data may be delivered to the Purchasing Office by email ([purchase@bard.edu](mailto:purchase@bard.edu)), or fax (845-758-7002), in person, or via campus mail. If you email or fax your request, it is not necessary to also mail back-up.

Periodically we check all open purchase orders to determine if they are still valid. We may contact you for more information if you have a blanket order without any activity or if no payment has been made after the expected completion date of the order.

A specific email has been set up ([purchase@bard.edu](mailto:purchase@bard.edu)) for you to send your requests to.

#### **Invoices:**

If you receive an invoice generated from a purchase order, please review it and send it to the **Purchasing Office**. Please make sure that the invoice has the purchase order number listed on it so it can be matched to the purchase order and processed for payment. It is not necessary to submit a check requisition form.

#### **Check Requests:**

Some transactions do not require purchase orders. These may include, but are not limited to, subscriptions, reimbursements, conference registrations, cash advances, etc. A Check Request form should be completed for these types of transactions, with back-up and original receipts, and sent to the **Accounts Payable Office** by campus mail.

#### **Blanket Purchase Orders:**

These purchase orders are for purchases that will occur with one vendor all year long against one budget line. Rather than asking for a number every time you shop, a blanket purchase order can be created to charge all invoices to.

Please be sure to provide a budget line and a spending limit. Send all invoices to the Purchasing Office to be paid against the open purchase order. Please notify the Purchasing Office at the end of the year when it can be closed out.

#### **Returning a Product Back to a Vendor:**

If anything is returned for credit, instruct the company to issue credit paperwork referencing the original purchase order and to mail it to our Purchasing Office. This will prevent the vendor from applying the money to a different invoice and possibly to a different Bard budget number. The cost of return shipping will be charged to the original budget. Please notify a member of the Purchasing Department to alert them of the return.

#### **Preferred Vendors:**

The following is a list of vendors that provide Bard College with discounted pricing:

1. Adams Fairacre Farms
2. Amazon
3. American Printing

4. B&H Photo
5. CDW-G
6. Demco
7. Grainger
8. Global Industries
9. Lowes
10. Quality Printing
11. Sam's Club
12. Staples Business Advantage
13. Williams Lumber

**Fiscal Year:**

Please remember that our fiscal year runs from **July 1 – June 30**. If you have an order that spans over into the next fiscal year, it is important to write this on your request. The charges for the next fiscal year will be charged to a pre-pay line that will be rolled out into your next year's budget in July. Be sure to keep this in mind when planning your next year's budget.

**Grant Funds:**

The Purchasing Office works with other offices on campus to assure proper protocols are in effect. Purchases funded by federal grant funds must adhere to regulations found in OMB Circular A-110.

**Restricted Funds:**

All purchasing using restricted fund budgets will be approved by a member of the Business Office.

**Credit Card Purchases:**

The Purchasing Office will use discretion while utilizing a credit card for campus purchases. The same requirements for purchase requisitions apply. The request must be documented, approved, and include a budget code. These transactions will be processed only if there are adequate funds in your budget.

Please note that **Mastercard** is the only major credit card that Bard has on file. We do not use PayPal.

**Leases:**

All quotes, proposals, and leases (including printers and copiers) need to be reviewed and signed by a representative from the Purchasing Office or Business Office. Representatives from printer and copier companies should not visit campus buildings directly or speak to staff members regarding the requirements of specific departments without involving the Purchasing Office.

**Purchase of Computers:**

All computer purchases and IT software must go through the Executive Assistant to the Chief Information Officer, and are subject to eligibility as specified in Staff and Faculty Handbooks.

### **Furniture:**

All requests for furniture are handled by the B&G Facilities Administrator. This office manages the purchasing activity and the budget for Buildings and Grounds, and will work with you to meet your needs in a cost-effective manner. It is important to select furniture of industrial-grade (which lasts longer) rather than residential-grade quality.

### **Office Supplies:**

Office supplies may be purchased through the American Printing website or through the Amazon Business website. We encourage you to choose the vendor that offers **the best pricing**. Only authorized users are eligible to place orders online. Please contact the Purchasing Office when a new staff member is hired that needs to be added.

Before American Printing and Amazon receive your order, it is sent to the Purchasing Office for approval. Your order will be approved only if there is a valid budget code with adequate funding and as long as the items are able to be approved. Furniture items and computers will not be approved.

When you receive your order from American Printing and Amazon, there will be a listing of your items on a form marked "invoice." It is not necessary to forward this to the Purchasing or Accounts Payable offices, as we receive them directly from the two companies and we process them for payment.

### **End of Fiscal Year:**

With the exception of supporting summer programs, no purchase orders or credit card purchases will be transacted during the last 6 weeks of each fiscal year (mid-May through June) – please plan accordingly. Summer groups are defined as special programs that run outside our academic year. This does not include departments that operate year round, with the exception of Buildings and Grounds.

During this time, we are working with our vendors and our Accounts Payable Office to ensure that all invoices for the current fiscal year are received and entered into our system to close out the budget year.

All invoices from the fiscal year need to be submitted by **July 30** to the Purchasing Office. If the invoice will not be produced by then, the purchase order will be closed out and the cost will be allocated in the following fiscal year.

### **Travel Arrangements:**

All travel arrangements for domestic and international flights should be made through the Travel Leaders link: <https://bard-tvlon.deem.com/>.

If you need assistance for international flights, please contact Travel Leaders by phone at 240-387-4000 and ask for the flight to be charged to the corporate card. You will need to give them the 14-digit budget code to charge the travel to before booking.

If you need guest booking privileges, please contact the Purchasing Office. You will need to set up your own profile before requesting this.

### **Hotels:**

Hotel arrangements will be made by the Purchasing department. Please send a purchase order request form with the guest's name and cell phone number, dates of check in and check out, as well as the hotel of choice (and the corresponding address and phone number). If there are special conference rates, please be sure to mention them. Reservations need to be made through the hotel directly, not through online links.

Bard College only pays for the room and the taxes. Upon entering the hotel, the guest will be asked to provide his/her own credit card for incidentals.

International hotels need to be booked and paid for by the individual staying there. Reimbursement can be requested by submitting a check request to Accounts Payable.

The Purchasing Office does not pay for Airbnb reservations. Reimbursements can be requested by submitting a check request to Accounts Payable.

### **Rental Cars:**

Reservations must be made using the Enterprise site using the link on the Bard website by following the link <https://bard.edu/humanresources/benefits/>. The site allows you to choose between Enterprise Rent-A-Car or National Car Rental. If you are a Bard faculty or staff member, it is advisable to join the Emerald club prior to booking to receive individual benefits and loyalty points. Insurance is included in the rental, so there is no need to add any extra. Please contact the Purchasing Office for more information.

### **Cell Phones:**

All new Bard-provided cell phone users need to be approved by the Chief Financial Officer of the College. The B&G Facilities Administrator takes care of all phone issues and billing.

### **Guidelines for phones:**

1. Verizon always offers Bard College one smart phone at zero cost per user. When ordering a new phone (for the first time or for an upgrade), a zero-cost phone must be selected.
2. The phones are Bard property. Upon termination of employment (for any reason), you must return the phone to your manager or to Human Resources. If your phone has a pass code, the code must be disabled or given to Bard personnel. Phones will be re-set back to factory settings.
3. When upgrading your phone, your old phone must be turned in to the B&G Facilities Administrator.

4. Cell phones are eligible for upgrade when performance deteriorates, and at the discretion of the Business Office.
5. Bard College does not cover the cost of phone accessories. This includes screen protectors, protective covers and car chargers.
6. Contact the B&G Facilities Administrator **before** you travel internationally. If it is a personal trip, you are responsible for covering the additional cost. If travel is on behalf of the College, it will be covered.

#### **Questions on Purchase Orders and Check Requests:**

Questions regarding which of these two are more appropriate for a specific situation may be addressed by contacting a member of the Purchasing Office or Accounts Payable Department.

#### **Staff:**

Julie Cerulli	<a href="mailto:jcerulli@bard.edu">jcerulli@bard.edu</a>	845-758-7514	Purchasing Manager
Erika Batchelor	<a href="mailto:ebatchel@bard.edu">ebatchel@bard.edu</a>	845-758-7331	B&G Facilities Administrator
Tracy Zigner	<a href="mailto:zigner@bard.edu">zigner@bard.edu</a>	845-758-7515	Accounts Payable Manager

#### **Code of Conduct:**

As representatives of Bard College, we conduct ourselves in a professional and ethical manner while maintaining high standards of integrity and the use of good judgement. We act in good faith with individuals, both on and off campus.

The Bard Purchasing Office may not enter into any transaction, lease, or agreement where there is a conflict of interest (including, but not limited to the following situations):

1. Conducting business with immediate family members
2. Awarding and conducting business with an organization where the Bard employee is a partner or manager within that organization
3. Otherwise obtain a financial gain from award of business
4. Employees may not solicit or accept gratuities, favors, or gifts or monetary value (greater than nominal value) from business partners