

PURCHASING POLICY MANUAL
Revised June 1, 2005

SECTION 2 – AUTHORITIES/REQUIREMENTS:

POLICY TITLE: PURCHASE REQUISITION

The Purchase Requisition is a dual-purpose form which functions as a requisition when ordering or as a payment authorization document when used as a confirmation order. The form must provide complete information on commodity and/or service requested, and must be signed by the head of the department or authorized representative.

The requisitioning department must complete the following items before submitting to the Purchasing Department:

Preparation of Form as a Requisition:

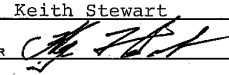
1. **Date:** Date requisition is prepared.
2. **Deliver On or Before:** A date MUST be shown. Such terms as "Now," "Immediately," or "As Soon as Possible" (ASAP) are not acceptable. Be realistic in listing the date delivery is required. The normal delivery time required for the items being ordered must be added. In order to avoid shortages or equipment and supplies, please order early.
3. **Department Name:** (Example: Music Department)
4. **Phone Extension:** (Extension of Person Originating Requisition)
5. **Department Account No.:** (Example: NK2-12345-6789)
6. **Suggested Vendor:** State exact name and address of suggested vendor. For non-Price Contract items, please include vendor representative's name and telephone number.
7. **Item No.:** List items consecutively.
8. **Description:** This is the single most important part of any requisition. Use the generic name first for each item ordered, followed by adequate description of the item. In order to help with the description, look at the requisition to see if the following questions are answered properly.
 - a. Size, color, weight, when applicable.
 - b. Must this item work with an existing piece of equipment? If so, give complete details of how the unit must work with existing equipment, stating the type, brand, etc., of the existing equipment. Are there essential features of this item that cannot be substituted?
 - c. Can this be manufactured in more than one form? (Example: in drugs or medicine, is it tablet or liquid form?)
 - d. Is there a manufacturer's brand and number? Was the brand and number taken from a current catalog or is it out of date?
 - e. Ask yourself this question: Could I purchase the items listed with the information given on the requisition without any prior knowledge of the item?

9. **Quantity:** Quantity requested.
10. **Unit:** Indicate normal unit of measure, packaging, etc. i.e., each, dozen, gross, lb., etc.
11. **Unit Price:** Indicate price per unit listed in above #10.
12. **Line Total:** Extend price (quantity times unit price).
13. **Total:** Sum of all extensions in Total (#12) column.
14. **Signatures:** Provide all necessary signatures.

Preparation of Form as a Confirmation Order (In addition to items listed above):

16. **Confirmation Only:** Indicate that this is a confirmation for goods or services received, and not a request for the listed goods and/or services.
17. **PO Reference:** Reference the PO number that was issue for the purchase of these goods and/or services.

Departmental authority for purchases is limited to the Procurement Card for small purchases only. A Purchase Requisition is the primary tool for requesting goods and services at Northern Kentucky University. The authority to commit University funds resides within the Purchasing Department. We adhere to Kentucky's Model Procurement Code and all other applicable statutes, administrative regulations, state and university policies to ensure that purchases are made legally and in the best interest of Northern Kentucky University.

SAMPLE PURCHASE REQUISITION						
PURCHASE REQUISITION				DATE 6/29/05	REQUISITION NO. 29952	
NORTHERN KENTUCKY UNIVERSITY 617 Lucas Administrative Center Highland Heights, KY 41099 PHONE 572-5265						
PURCHASING USE ONLY	INVOICE NO.	BID/QUOTE OR PCT NO.	AUTHORITY NO.	VENDOR NO.	PURCHASE ORDER NO. PO	
SUGGESTED VENDOR'S COMPLETE MAILING ADDRESS & PHONE NO. Vendor A 123 Main St. Highland Heights, KY 41099				CONTACT DEPT. CODE: 12345 PHONE: 572- 6789 DEPARTMENT: Purchasing BUILDING & ROOM: LAC 617 ATTENTION: Keith Stewart		
DELIVER ON OR BEFORE:						
ACCOUNT	PERCENT	AMOUNT	FISCAL YEAR	1099- YES	NO	PO TYPE
NK2-34567-8900	%	\$ 400.00	05/06			STANDARD
1P2-56789-1234	%	\$ 400.00	REQUESTED BY: Keith Stewart			
NK3-12345-3105	100%	\$	APPROVED: BUDGET UNIT ADMINISTRATOR 			
ITEM NO.	QUANTITY	UNIT	DESCRIPTION <small>Provide complete specification: Brand, model, catalogue no., size, color, pertinent data.</small>	UNIT PRICE	LINE TOTAL	
1	2	ea.	SHREDDER EXE 15 SHEET MODEL EPS 1501x 574120	250.00	500.00	
2	2	ea.	SONY 5GB MICRO PRO DRIVER S96219	250.00	500.00	
PURCHASING APPROVAL:				TOTAL \$ 1000.00		
PURCHASING IS VESTED WITH THE SOLE AUTHORITY TO ORDER MATERIALS AND CONTRACT FOR SERVICES. DEPARTMENTS ARE NOT TO PLACE ANY ORDERS WITHOUT THE ISSUANCE OF A PURCHASE ORDER. FOR REQUESTS BEING PROCESSED FOR PAYMENT, THE INDIVIDUALS SIGNING ABOVE CERTIFY THAT THE ABOVE ITEMS HAVE BEEN RECEIVED, THAT THE QUANTITY WAS AS STATED AND THAT THE CONDITION WAS SATISFACTORY.						
DISTRIBUTION: WHITE, YELLOW AND PINK - PURCHASING, 617 LUCAS ADMINISTRATIVE CENTER				GOLD - DEPARTMENTAL FILE		

Purchase Requisitions are pre-numbered and available, at no charge, from the Purchasing Department LAC 617, (859)572-5265.

POLICY TITLE: EMERGENCY PURCHASES

Purchases of services, supplies, materials and equipment may be made without bidding in true emergencies, although a good faith effort must be made to affect a competitively established price. The appropriate Vice President must document the emergency in writing and obtain approval from the President. Statutory references to "emergency purchase" specifically limit the conditions under which an emergency may be declared. Lack of planning, resulting in inadequate lead time to effect procurement, does not constitute an emergency.

The three statutory references relating to this issue are repeated below in their entirety.

Model Procurement Code. KRS 45A.095 (3) Non-Competitive Negotiation

- (3) An emergency condition is a situation which creates a threat or impending threat to public health, welfare or safety such as may arise by reason of fires, floods, tornadoes, other natural or man-caused disasters, epidemics, riots, enemy attack, sabotage, explosion, power failure, energy shortages, transportation emergencies, equipment failures, state or federal legislative mandates or similar events. The existence of the emergency condition creates an immediate and serious need for services, construction, or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten the functioning of government, the preservation or protection of property, or the health or safety of any person. (effective July 13, 1990).

Capital Projects and Bonds KRS 45.750(1)(e) and (f) - Definitions

- (e) "Emergency repair, maintenance, or replacement project" means the maintenance, repair, or reconstruction of a capital construction project or the maintenance, repair, or replacement of a major item of equipment that is:
- (1) Necessitated by injury or damage resulting from a disaster; or
 - (2) Necessary to maintain government operations or to prevent or minimize injury or damage that could reasonable be expected to result from an impending disaster; or
 - (3) Necessitated by an unforeseen mechanical breakdown, electrical breakdown, or structural defect that must be corrected to make a facility or item of equipment usable.
- (f) "Disaster" means a fire, flood, tornado, other natural disaster, riot, enemy attack, sabotage, explosion, power failure, energy shortage, transportation emergency, or other man-caused disaster. (effective July 14, 1992)

Financial Management of Institutions of Higher Education
164A.575(12) Purchasing -

- (12) The governing board may negotiate directly for the purchase of contractual services, supplies, materials, or equipment in bona fide emergencies regardless of estimated costs. The existence of the emergency must be fully explained in writing, by the appropriate Vice President and such explanation must be approved by the University's President. The letter and approval shall be filed with the record of all such purchases. Where practical, standard specifications shall be followed in making emergency purchases. A good faith effort shall be made to effect a competitively established price for emergency purchases. (effective July 13, 1990).

POLICY TITLE: SPECIAL AUTHORITIES

There are requirements which may be purchased without benefit of competitive bidding and processed on a Purchase Order. The Purchase Order must be checked "Special Authorities" denoting the policy number with the applicable paragraph covering the purchase. When indicated below, some "Special Authorities" must receive prior written approval from the Department of Purchasing and a copy of such approval attached to the Purchase Order (PO).

All purchases authorized by this authority will be conducted in accordance with chapters 45, 45A, and 164 of the Kentucky Revised Statutes.

The requirements are as follows:

1. Small purchases in accordance with KRS 45A.
2. Postage.
3. Utilities, cable or satellite, etc.
4. Governmental publications including purchase of coupon books and/or deposits with Superintendent of Documents.
5. Commercial items for resale (does not include unprepared food). Purchases under this category shall be limited to those commodities purchased from wholesale firms, producers, or manufacturers.
6. Freight and Express. Expenses for incoming freight and express shall not in any instance be paid when shipping instructions are F.O.B. Eastern. An explanation must be made to show the purpose for each payment.
7. Occasional nonrecurring labor for periods not to exceed two weeks (ten working days). All actions must comply with IRS Circular E-Employer's Tax Guide.
8. Honoraria.
9. Personal services when supported by a Personal Services Contract established in accordance with KRS 45A.
10. Special attractions (entertainment) to be supported by a valid contract to include Art Exhibits and Displays to include freight and insurance.
11. Necessary payments of intra-account charges within university accounts for such expenditures or rental services, miscellaneous expenses or pro-rata costs.
12. Establishment and reimbursement of a petty cash account for the Director of Purchasing.
 - a. Local Market purchases of supplies, materials, services, or fees, not to exceed \$50.00 per purchase.
 - b. All such reimbursement must be based upon receipts from the firm to which payment was made. Reimbursement for tax cannot be made.

13. Library books, reference works, microfiche, microfilm, professional journals, textbooks and other copyrighted material, which is single source.
14. Dues and membership fees to accredited associations and professional organizations. To include visitation expenses.
15. Meals for athletes at local restaurants when university dining halls are closed.
16. Advertising expenses.
17. Subscriptions to newspapers, magazines, and periodicals.
18. Processing of films and/or purchase of duplicate films of basketball, football and baseball games played at or away from the University. Also to include processing of films of practice sessions and exhibition games.
19. Rental and/or purchase of films, motion pictures, clips and slides, recordings, CD's, tapes, microfiche, microfilm and other visual aids. Payment of choir, band music, cassette recordings, for script and royalties, rental of scripts, plays and band music.
20. Medical bills for injury to athletes.
21. Rental of facilities and payment for food for meetings, seminars or conferences.
22. Purchase and grading of standardized copyrighted test materials. Coupon books may be purchased from vendor for grading service and coupons will be detached from book and mailed with tests that are to be graded.
23. Registration and/or entry fees for faculty and staff attending seminars and other professional meetings.
24. Entrance fees for students participating in intercollegiate contests such as debate, music, oratory, athletic, marksmanship or other related events.
25. Rental of linens for visiting groups and/or teams quartered in university housing.
26. Purchase of awards, gifts and souvenirs as approved by the President.
27. Payment of services for court recorder and statutory fees.
28. Purchase of decorations for university functions, such as graduation, all sports banquets, concerts, and stage plays, etc.
29. Payment of promotional expenses for the University to include Radio and Television.
30. Scholarship payments as approved by the President or the University Scholarship Committee.
31. Payment to students for stipends, loans, travel expenses, scholarships, or awards, subsistence allowances when provided for through local, federal or private grants, contracts, or loans.

32. Authority to pay the President such amounts as approved by the Board of Regents for household operation of the President's home.
33. Purchases made from federal, state, local, or cooperative price contracts.
34. Purchase of meals, when university dining facilities are closed, for guest of the University along with host, (one University employee and guest(s), providing no honorarium or other living expenses paid guest).
35. Emergency purchases KRS 164A & KRS 45A
36. Payment for rented or leased property
37. Copyrighted data-for which a single source of supply is available such as publishing house or exclusive distributor.
 - a. Newspapers.
 - b. Books: reference, professional, vocational, and others.
 - c. Pamphlets, brochures, leaflets relating to special information or agency functions.
38. Classroom and Training Aids - Available from one source.
 - a. Film, motion pictures, clips, and tape
 - b. Sheet and book music
 - c. Recordings, CD's, and tape
 - d. Game books, rule books, and score books
 - e. Geographic maps, topographic maps, visual aid charts, and illustrations
 - f. Test and testing services
39. Dues - payable to a Society or Organization engaged in established activities related to the University's authorized function.
40. Department of Education Free Textbook Program.
41. Insurance and Bond Premiums not covered by Purchase Contract - Departments requiring insurance or bonds must submit a written request to the Department of Purchasing stating the type of insurance and amount needed.
42. Gasoline - may be purchased for use in state-owned vehicles and machinery in the following manner:
 - a. Via state gasoline credit cards provided and issued by the Department of Transportation.

- b. Universities with existing and available facilities must purchase gasoline in bulk from the price contract vendor. Bulk gasoline must be purchased at the best price available at current market conditions. Business-like methods and procedures must be established and followed for the receiving, dispensing, security, and accountability for all gasoline consumed at the University.
- 43. Contractual Services - Contractual services where no competition exist such as telephone service, electrical energy, cable or satellite, and other public utility services, (Communication Systems will be bid per regulations) are exempt from competitive bids.
- 44. Commodities, equipment, services, and patented equipment for which a single source of supply is available are exempt from the competitive bidding requirement. For all purchases, the determination that the purchase can be made from only a single source must have prior approval of the Department of Purchasing.
- 45. Where Rates are Fixed by Law or Ordinances - All purchases where rates are fixed by law or ordinance are exempt from competitive bidding.
- 46. Instructional Materials Available from only one Source-Instructional materials available from only one source are exempt from competitive bidding and are purchased by Purchase Order. This exemption does not apply to instructional materials that can be purchased by competitive bid. A written explanation of the requirement for the item from a single source must be attached to the request.
- 47. Commercial Items for Resale - Commercial items purchased for resale may be purchased without competitive bids.
- 48. Supplies and Equipment for Laboratory or Experimental Studies - A written determination setting forth the need in relation to such studies, and justifying the procurement of such supplies or equipment on a non-competitive basis shall be made only with prior approval from the Director of Purchasing. A copy of the determination and approval must be forwarded with the payment document.
- 49. Equipment Repair and Service - It has been determined that factors to be considered in the repair and servicing of equipment are not practical for competitive bidding. Therefore such repair and service is authorized without the approval of the Department of Purchasing when the cost does not exceed \$2000.
- 50. Equipment repair and Service (continued)- Advance approval for cost(s) exceeding \$2000 must be requested in writing by the Department and approved by the Director of Purchasing.
- 51. Lease or Rental of Equipment - (Except Vehicles)-
 - a. Lease or rental of equipment available from only one source.
 - b. Short-term lease or rental of non-proprietary equipment for a period of no more than three (3) months or prior approval from the Director of Purchasing.
- 52. Advertisements and Public Media - Dissemination of information or advertising from a single source.

- a. Radio Stations and Networks.
 - b. Television Stations and Networks.
 - c. Newspapers and Magazines.
 - d. Billboards, Displays, and Publicity Functions.
 - e. Promotional Items.
53. Legal Exemption - Requirements which are exempt from competitive bidding by specific legislation, or other regulations, will be cited as Special Authority reference.
54. Delegation Authority - Other specific requirements which, prior to purchase, have been received and approved in writing by the Department of Purchasing. A copy of the delegated approval authority must be attached to the payment document (Purchase Order).
55. Works of Art for Museum and Public Display.
56. Computer Software which is copyrighted and available from only one source.
57. Special attractions to be supported by a valid contract to include Art Exhibits and Displays to include freight and insurance.

KRS 45A.045
KRS 45A.050
KRS 45A.055
KRS 45A.080
200 KAR5:302
200 KAR5:309

POLICY TITLE: SMALL PURCHASING PROCEDURE, COMMODITY

1. A small purchase procedure may be used by the University when the procurement for a total requirement is estimated not to exceed an aggregate amount of Five Thousand Dollars (\$5,000) for any one order. This procedure must not be used when otherwise restricted by any other provisions of this Policy Manual.
2. Procurement requirements shall not be parceled, split, divided, or purchased over a period of time to avoid the dollar limitations of this small purchase procedure. Repetitive requirements over an annual period which, cumulative, will generate a total expenditure exceeding limits set forth in this Policy Manual should be sent to the Department of Purchasing for the bidding of and awarding of a price agreement.
3. Purchasing shall formally obtain three (3) or more price quotations from qualified sources of supply for small purchases exceeding Five Thousand Dollars (\$5,000) or as otherwise determined by the Director of Purchasing or his/her agents. The University Request for Quotation is recommended for this purpose. The price quotations received, a tabulation of prices offered, and comments by the Buyer (see paragraph 7) handling the small purchase concerning the basis selected for placing the order, shall be recorded in writing and shall be filed in a small purchase order file to be maintained by the University. These records are retained by the University purchasing function for record and audit review; they are not forwarded with the payment documents.
4. Small purchases may be made by the University from any available source of supply subject to other provisions of this manual and as determined by the Director of Purchasing without first obtaining quotations for total requirements estimated to be Five Thousand Dollars (\$5,000).
5. Construction services, when estimated not to exceed an aggregate amount of Five Thousand Dollars (\$5,000) for any one requirement, may be purchased under this small purchase procedure. These are services where "on-site" labor plays a significant part in the local purchase of repairs, alterations, or construction.
6. Every determination by a Purchasing Officer of any procurement activity or function as provided by KRS, Chapter 45A or regulations adopted pursuant thereto, shall be made in writing based on written findings in support of a decision, and shall be signed by the employee making said determination except when award is made to low bid. All determinations shall be retained in an official contract file.
7. Any procurement of insurance in excess of Ten Thousand Dollars (10,000) must have the written approval of the Commissioner of Insurance.

Ref: KRS 13.085 (2)

KRS 45A.100 (200 KAR 5.308 amended)

POLICY TITLE: SMALL CONSTRUCTION

Small purchases for construction, as defined under KRS 45A.030 (4), may be made by the University in accordance with the procedures set forth herein:

1. The total procurement requirement for the project shall not exceed Forty Thousand Dollars (\$40,000). Said limit includes both labor and material. Procurement requirements shall not be artificially divided so as to constitute a small purchase under the Procurement Act.
2. The Purchasing Department shall informally obtain three (3) or more price quotations from qualified sources for all small construction purchases of Five Thousand Dollars (\$5,000). Purchases for construction costing less than \$3,000 may be made from any available source of supply without first obtaining quotations from other sources. In all cases, where practical, the University shall seek two (2) or more quotations on purchases under \$3,000.
3. Project estimated to exceed Forty Thousand Dollars (\$40,000) must be bid through the Purchasing Department.

POLICY TITLE: SMALL, MINORITY AND FEMALE BUSINESS

The Department of Purchasing actively promotes and documents small, minority, and female business purchases. The Department of Purchasing is responsible for maintaining and soliciting from a bid list of small, minority and female businesses and should include at least one minority vendor per bid.

1. Purchase of Goods and Services:

The Department of Purchasing may "set aside" certain purchases of goods and services when there is reasonable expectation that quotations can be obtained from at least three (3) qualified small minority or female businesses capable of furnishing the desired goods or services at a fair and reasonable price.

2. Definition of Business Classifications:

- a. Small Business: A business concern that is organized for profit, is independently owned and operated is not dominant in the field of operations in which it is bidding, and meets the size standards as prescribed in the code of Federal Regulations, Title 13, Part 121. Consult your local or district Small Business Administration (SBA) office if further clarification is needed.
- b. Disadvantaged Small Business: A business concern (1) that is at least 51 percent owned by one or more socially and economically disadvantaged individuals (as defined below), or a publicly owned business, having at least 51 percent of its stock owned by one or more socially and economically disadvantaged individuals; and (2) has its management and daily business operations controlled by one or more such individuals.

Socially and economically disadvantaged individuals include African Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, and other minorities or individuals found to be disadvantaged by the SBA.

- c. Woman-Owned Small Business: A small business that is at least 51 percent owned by a woman or women who also control and operate it. "Control" in this context means exercising the power to make policy decisions. "Operate" means actively involved in the day to day management.
- d. Disadvantaged Woman-Owned Small Business: A concern that meets the definition of both (b) and (c) above.
- e. Handicapped-Owned Business: A small business which is certified as being at least 51 percent controlled by one or more permanently handicapped persons.

200 KAR 5:075

POLICY TITLE: PURCHASES FROM INDUSTRIES FOR THE BLIND IN KENTUCKY

1. The University is encouraged to purchase items or services supplied by the Industries for the Blind, if acceptable in price, quality and delivery. Items may be purchased direct from Industries for the Blind without competitive bids. There is no limitation with respect to the amount that can be purchased.
2. The Bureau for the Blind, phone (502) 893-0211, will furnish to a university a current catalog showing items supplied by Industries for the Blind.
3. Industries for the Blind may elect to bid on various requirements which are advertised by the University.

They will be given the same consideration as private bidders, and, if successful, will be awarded a Price Contract or Purchase Order, whichever is applicable.

KRS 45A.470

POLICY TITLE: HOW TO BUY FROM CORRECTIONAL INDUSTRIES IN KENTUCKY

1. The University is encouraged to purchase items and/or services supplied by the **Kentucky Correctional Industries**, Bureau of Corrections, if acceptable in price, quality, and delivery. Items and services may be purchased directly without competitive bids. There is no limitation with respect to the quantities that may be purchased.
2. The Bureau of Corrections, phone (502) 564-4960, shall furnish the University a current (priced) catalog listing products and/or services available. Services may be negotiated as the need arises.
3. The Bureau of Corrections is invited, and may elect to bid for various requirements of the University as advertised. The Bureau shall be given the same consideration as bidders from the private sector. If the Bureau is successful in presenting the lowest responsible bid meeting specifications, etc., it shall be awarded a Price Contract or Purchase Order, whichever is applicable.

KRS 45A.470

KRS 197.210

POLICY TITLE: PRINTING

1. State Printing Under Contract:

Requests for Class I, Class II, and all other public printing shall be the responsibility of and shall be controlled by the Director of Purchasing. No order for printing shall be placed with any firm except through the Director of Purchasing.

2. Award:

Award of printing contracts shall be determined by method of competitive sealed bidding. The solicitation and advertisements for bids shall be governed by the provision of KRS 45A.080 and 57.091.

3. Bid Bond:

Each bidder shall submit a bid bond, cashier's check, certified check or other security in a form satisfactory to the University. The surety shall be in an amount equal to one-fourth (1/4) of the estimated annual volume under the contract. The surety company shall be authorized to do business in the State of Kentucky.

4. Performance Bond:

A performance bond may be required from the successful vendor for the full amount of the actual bid prior to award of the printing contract. The performance bond shall be provided by a surety company authorized to do business in the State of Kentucky.

The bond required will be conditioned upon the premise that the bidder will accept the contract and will promptly, faithfully, and skillfully perform the work as awarded and further, that if the contract is awarded to the bidder and he/she does not accept it, the bidder will be liable to the University for the difference between the amount of his/her bid and the amount of the bid of the person to whom the contract is later awarded.

5. Contract Approved By Governor:

Each contract awarded must be approved by the Governor of the Commonwealth of Kentucky prior to the issuance of a university contract.

6. Rejection of Work - Reprinting:

If printing is rejected as a result of error or mistake on the part of the contractor, the work shall be promptly reprinted without charge.

7. Cancellation of Contract - Grounds:

If successful bidder fails to fulfill the contract, the University may cancel the contract, supplying written notice stating reason for cancellation. Cancellation of contract shall be a basis for removal of the offender from the bid list and exclusion from consideration on future awards.

8. Other Printing:

Requests for printing, other than Class I and II mentioned above, will be approved by the Director of Business Operations and Auxiliary Services prior to ANY action by the Department of Purchasing.

KRS 57.011

KRS 57.061

KRS 57.071

KRS 57.091

KRS 57.121

KRS 57.141

KRS 45A.185

KRS 45A.190

POLICY TITLE: ENERGY CONSERVATION

The University shall control and supervise the purchase of energy consuming equipment, supplies and related equipment. The selection shall be based on consideration of economy in operation and energy efficiency so the net result will be increased efficiency at the lowest net cost.

KRS 164A.575 (11 & 12)

POLICY TITLE: RECYCLED MATERIAL CONTENT PROCUREMENT

The University shall be required to institute policies and practices to stimulate the availability and use of recycled material content products which will educate the University campus about the value of recycling as a component of waste management.

1. University Purchases:

The University shall when purchasing goods, supplies, equipment, materials and printing require a minimum recycled material content for these goods, supplies, equipment, materials and printing.

The recycled material content shall be established by administration regulations and at a minimum shall be equal to the recycled material content established by the United States Environmental Protection Agency (EPA).

2. Recycled Materials Specifications:

The Department of Purchasing, prior to the issuance of an invitation for bid, quotation or request for proposal, shall review and revise specifications for the purchase of goods, supplies, equipment, material and printing to:

- a. Eliminate specifications that explicitly or indirectly discriminate against goods, supplies, equipment, material and printing with recycled content.
- b. Eliminate unnecessary specifications for goods, supplies, equipment, material and printing when less expensive alternative specifications may be substituted without affecting the intended use of what is purchased.

The University may require, to the extent practicable, every person entering into a contract for building, altering, repairing, improving or demolishing any structures or buildings or other improvements to any real property to use goods, supplies, equipment, materials and printing necessary to fulfill the contract which meet the United States E.P.A. requirements for recycled material content.

3. Non-recyclable Materials:

Non-recyclable materials may be purchased for goods, supplies, equipment, materials and print for which a recycled material content substitute is not available. The Department of Purchasing has the authority to justify specifications for goods, supplies, equipment, materials and printing which cannot be met by recycled material content substitutes.

5. Projects Financed By Bonds Issued:

The University shall require that every project financed fifty percent (50%) or more by bonds issued be undertaken with goods, supplies, equipment, materials, and printing which meet the requirements for recycled material content.

6. Vendors to be informed:

The Department of Purchasing shall inform all vendors offering goods, supplies, equipment, materials and printing of the requirements for recycled material content.

KRS 45A.500

KRS 45A.510

KRS 45A.515

KRS 45A.520

KRS 45A.523

KRS 45A.525

KRS 45A.530

KRS 45A.535

KRS 45A.540

200 KAR 5:330E

POLICY TITLE: HAZARDOUS MATERIAL HANDLING

1. Vendors must provide material safety data sheets (MSDS) that identify hazards, precautions, emergency procedures, etc. for each hazardous material purchased. Material safety data sheets shall be made available to the buyer and to the ordering department.

POLICY TITLE: OCCASIONAL LABOR

Payments may be authorized for occasional services, intermittent, or non-recurring labor or services. The hiring of occasional labor is limited primarily to non exempt type positions.

1. The requesting department submits a purchase requisition prior to the date(s) work is to be performed, providing the following information:
 - a. Name of individual or agency
 - b. Address
 - c. Social Security Number or Federal ID number
 - d. Classification (Secretary, Bookkeeper, Laborer, etc.)
 - e. Dates work is to be performed
 - f. Description of work to be performed
 - g. Hourly, Daily or Weekly rate to be paid and an estimated total or "NOT TO EXCEED" amount to be encumbered.
2. Purchasing will issue a purchase order to the individual or agency containing the above information with the total estimated expenditure encumbered.
3. Upon completion of the work, the department will verify hours, rates, dates worked, etc., and forward the invoice and receiving report to Purchasing.
4. This policy cannot be used in lieu of a Personal Service Contract for professional services.
5. The Department of Human Resources has a list of several individuals with different skills that are available on a part time or temporary basis. These individuals are basically "on call" when needed and are usually available immediately. Purchasing will not issue a purchase order until all avenues through Human Resources have been exhausted.
6. The University will not be responsible for Social Security contributions and other withholdings, and will forward an IRS form 1099 at the end of the calendar year if payments exceed \$600.00.

POLICY TITLE: STIPEND

A stipend is a fixed sum of money typically modest in amount that is paid periodically in compensation for services or to defray expenses.

1. There are primarily two situations wherein STIPENDS are paid:
 - a. For payments authorized by local, state, federal or private grants or contracts to help defray expenses of those attending or participating in workshops or seminars.
 - b. For payment of supervising teachers for participation in student practice teaching programs.
2. Procedure
 - a. Submit a requisition to Purchasing describing the purpose of the stipend and listing all individuals, social security numbers and amounts in the body of the requisition. (Do not prepare a separate requisition for each individual if there are multiple payees at the same time).
 - b. If STIPEND is based on a grant authorization, enclose a copy of the page of the grant document that references the allowable payment.
 - c. List the name and phone number of the individual in the department that is to be contacted when checks are ready.
 - d. When all checks have been cut, the department is notified by the Office of the Comptroller, that they are ready for distribution. It is normally the department's responsibility to forward the checks to the recipients.

General Information

- a. Payments cannot be made to university employees.
- b. Please contact Purchasing before committing to payment of stipends that do not fit the above two categories.