

Table of Contents

Basic Purchasing Principles	3
Purchasing Authority	3
<i>Ethical Standards – Avoiding Conflict of Interest</i>	5
<i>Conflicts from Related Parties</i>	5
<i>Conflicts from Employees</i>	5
Receiving of Goods	6
Scams	6
How to Avoid Scams	6
<i>What to Do if You Become a Victim of a Scam</i>	7
Purchasing Methods	8
Purchasing Card / UNCP PCard	8
Purchase Requisition	8
Expediting the Purchasing Process	9
Plan Ahead	9
Emergency Purchases vs. Pressing Need	9
Supplier/Vendor Setup	9
UNCP Branding	10
Purchases greater than \$5,000	10
How to Buy Goods (non-IT)	11
State Term Contracts	11
Guidelines	11
Office Supplies	12
Printing	12
<i>Copiers</i>	12
Animals	13
Radioactive Materials	13
Propelled Equipment	13
Product Safety Listing	13
How to Buy General Services or Consulting Services	14
Things to Consider When Purchasing Services	14
<i>Type of Service Required</i>	14
<i>Type of Maintenance Contract Required</i>	14
<i>Total Dollar Value of Contract over a One Year Period</i>	14
<i>Request Start and End Dates</i>	14
<i>Funding Source</i>	15
Exceptions for Service Contracting	15
Consulting Services	15
How to Buy Personal Contract Services (Independent Contractors)	16
Personal Contract Services	16
Forms	17
How to Buy Goods-Information Technology	18
IT Purchases- Hardware and Software	18
Domains	18
Telecommunications - Cellular, Broadband and Pager Services	18
Understanding the Bid Process	19
Purpose	19
Bid Goal	19
Responsibilities	19
The Bid Process	19

Surplus Property 21

- What is Surplus Property? 21
- How Do Departments Prepare Computers for Surplus? 21
- Does UNCP recycle toner cartridges? What do I need to do? 21
- Surplus Property Sales to the Public through Bids 22
- Retail Store-Onsite Surplus Property Sales 22

Fixed Assets 23

- Equipment Traded-In 24
- Donations / Gifts 24
- Request for Insurance* 24

Helpful Quick Links 25

- University Spending Guidelines 25
- NC Purchase and Contract 25

Purchasing Responsibility

Mission Statement

The Purchasing Office's mission is to provide direct support to the educational mission of the university by assisting departments in obtaining products and services of a high quality, at the lowest cost, and in the time needed. Purchasing achieves this mission by processing and expediting orders in an efficient manner and within the constraints of state purchasing requirements, UNCP policies, and the highest ethical standards. Meeting the needs of the university community is the focus of Purchasing Services' efforts.

As a State-supported institution, University of North Carolina at Pembroke must follow the regulations and purchasing policies set forth by the state of North Carolina. The Division of Purchase and Contract, a part of North Carolina's Department of Administration, has the responsibility for administering the State's program for the acquisition of property and services where public or grant funds are involved. For most expenditures under \$250,000.00, the University is delegated purchasing authority. The Purchasing Office has the responsibility for administering the purchasing program on behalf of the University while adhering to the policies set forth by the North Carolina Department of Administration, Division of Purchase and Contract at <http://www.pandc.nc.gov/Default.aspx>

Basic Purchasing Principles

Purchasing Authority

The Purchasing Office has the exclusive responsibility for making all purchase contracts entered into for the University (rental or purchase of real property excepted). This authority covers all supplies, materials, printing, equipment, and services.

Delegation Signature of Authority-Contracts

All contracts shall be reviewed and approved by the director of Purchasing, Office of the General Counsel, and/or chief information officer before being fully executed. All contracts involving information technology shall be reviewed and approved by the university chief information officer. All contracts involving university technology transfer program, such as licenses, options, confidentiality agreements, material transfer agreements and documents required by the US Patent and Trademark Office shall be reviewed and approved by the OGC. For additional information regarding this policy, please visit [UNCP's policies and procedures](#) webpage.

Ethical Standards

State and University policies prohibit the Purchasing Office from entering into any purchase agreements for personal purchases on behalf of employees. All goods and services purchased remain the property of the University until determined it shall be consumed or disposed of by public sale through Surplus Property procedures. This is regardless of funding source.

Code of Ethics

With increased purchasing flexibility comes increased personal responsibility for ethical behavior, integrity and good stewardship. Employees involved in Purchasing should adhere to the following:

- Give first consideration to the objectives and policies of the University.
- Strive to obtain the maximum value for each dollar to expenditure.
- Avoid conflicts of interest.
- Respect each supplier's pricing confidentiality when obtaining quotations.
- Grant all competitive suppliers equal consideration insofar as state or federal statute and University policy permit.
- Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
- Receive consent or originator or proprietary ideas and designs before using them for competitive purchasing purposes.
- Make every reasonable effort to negotiate an equitable and mutually agreeable settlement with a supplier; and submit any major controversies to purchasing for resolution.
- Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.
- Foster fair, ethical, and legal business practice.

NC General Statute 133-32 addresses the legal implications of State employees accepting gifts or favors from vendors. Briefly summarized, this statute states that it is unlawful for any vendor who has a current contract with a governmental agency, has performed under such a contract within the past year, or anticipates bidding on such a contract in the future to give gifts and favors to any employee of a governmental agency who is charged with preparing plans, specifications, or estimates for public contract. It is unlawful for a State employee to willfully receive or accept such gifts or favors. For additional information, see Executive Order No. 24 regarding Gift Bans at <http://www.doa.state.nc.us/pandc/documents/ExUNCptiveOrder24GiftBan.pdf>.

When competition is received during the bid solicitation phase of an acquisition, the requesting department will normally participate in the evaluation process. After requests for quotes/bids have been posted or issued by the Department of Purchasing Office and prior to the award of a purchase order or contract, possession of bid/quote information is limited to University and State evaluating personnel only. Any communication with bidding vendors that may be necessary for the purpose of clarification of a quote or bid must be cleared in advance through the Department of Purchasing Office.

Ethical Standards – Avoiding Conflict of Interest

Conflict of interest relates to situations in which financial or other personal considerations may compromise, may involve the potential for compromising, or may have the appearance of compromising an employee's objectivity in meeting University duties or responsibilities, including research activities. The bias that such conflicts may impart can affect many University duties, including decisions about personnel, the purchase of equipment and other supplies, the collection, analysis and interpretation of data, the sharing of research results, the choice of research protocols, the use of statistical methods, and the mentoring and judgment of student work. An EPA employee may have a conflict of interest when he or she, or any member of that person's immediate family, has a personal interest in an activity that may affect decision making with respect to University teaching, research, or administration.

A conflict of interest may be an actual or perceived interest by an UNCP employee in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain. A conflict of interest occurs when an employee has a direct or fiduciary interest in another relationship.

Conflicts from Related Parties

In order to avoid potential "conflict of interest," the University's policy is that if a University employee has an immediate family member (spouse/partner, mother, father, son, daughter, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law) who is a principal owner of a business, the department in which that family member is employed will not be allowed to do business with that firm.

Conflicts from Employees

University policy prohibits purchases from University employees or companies in which any University employee has any ownership stake.

Receiving of Goods

UNCP Central Receiving is responsible to inspect and identify all materials, supplies, and equipment immediately upon receipt. If any items are missing, damaged, or do not perform to the standards agreed upon, please contact Purchasing Office immediately and enter a comment on the Purchase Order in BraveCart to note the issue. Only when all materials, supplies, and equipment are received in satisfactory condition should receiving complete the receiving documentation in BraveCart. Completing the receiving documentation in BraveCart without physically receiving, inspecting, and identifying all items for satisfaction is a violation of NC purchasing [regulations](#) and UNCP policy. It is extremely important for UNCP's Central Receiving to receive the goods in BraveCart promptly upon delivery.

Also, it is very important that vendors send the invoice directly to Accounts Payable and not to the departments. This will allow Accounts Payable to pay our bills promptly. If a department receives an invoice, send it immediately to Accounts Payable and please instruct the vendor to send any future invoices to Accounts Payable or to accounts.payable@uncp.edu. For more information on receiving goods in BraveCart, please visit <http://www.UNCP.edu/cs-admin/purchasing/BraveCart/BRAVECARTTrainingProcedures.cfm>

Scams

UNCP faculty and staff should be aware of an on-going problem with unauthorized supplier representatives using questionable business tactics to market "special promotions", "limited time offers", etc. for copier toner, office supplies, maintenance items, etc. These telemarketers attempt to scam the University by convincing faculty and staff to order or approve shipments of goods based on the misperception that they are a University approved supplier. These supplies are usually of inferior quality and priced significantly higher than fair market value from University approved suppliers. Some of their questionable business tactics include:

- Phone calls about renewal orders never placed
- Invoices for goods never shipped
- A deadline for special promotion or sales
- Pre-authorization for a future shipment
- Phone calls to send FREE samples of toner
- Bogus email order confirmations
- Fictitious invoices for services or items never requested or received

To help the University community stay on guard against these telemarketing suppliers, Purchasing Office has found some useful tips to help faculty and staff avoid being swindled.

How to Avoid Scams

Faculty and staff should take the following steps to avoid falling victim to the supplier's scams:

- Watch out for fake "invoices" that do not reference an UNCP purchase order number or that were not generated by an official PCard purchase.
- Watch out for telemarketers that call you directly with "limited time offers". Don't order from a supplier calling you!
- Order your supplies from state contract suppliers.
- Never give out your PCard information to unknown suppliers.
- Report any problems directly to your Purchasing Specialist.

What to Do if You Become a Victim of a Scam

1. Receiving calls from individuals claiming to be representatives from toner companies:

- They will usually ask for your copier model and serial # or they may know it and ask you to verify it. Say, "I'm not authorized to accept your products" and hang up or transfer them to your Purchasing Specialist. **Never** give them any information or verify any information.

2. Receiving unsolicited toner, other items, or invoices for services or items never requested:

- If possible, get as much information off the label and refuse the box from the delivery service. Then call your Purchasing Specialist.
- If you end up signing for the items, DO NOT OPEN. Contact your Purchasing Specialist with as much information as possible (company, address, etc.) and to receive further instruction.
- Forward all documentation to your Purchasing Specialist

Please communicate these guidelines to your faculty, staff, and student employees. If you have any questions or concerns, please contact your Purchasing Specialist.

Purchasing Methods

Note: A purchase order should be obtained prior to placing the order or prior to any request for services.

There are a number of different purchasing methods which can be used for acquiring goods and services. Remember that we can only track shipments which have assigned purchase order numbers.

Purchasing Card / UNCP PCard

Procurement Cards are issued to permanent UNCP faculty or staff and are to be used only by the named cardholder. The purchasing card is essentially a corporate VISA card for business use only that allows rapid purchase of low dollar goods. Liability rests with the University instead of the individual cardholder. Individuals with must complete the [Works User Request Form](#) and required to attend a PCard training session and sign a card use agreement. All state purchasing rules and regulations and University policies apply to PCard transactions. Please see <http://www.UNCP.edu/cs-admin/purchasing/pcard/ProCardHome.cfm> for more information.

Purchase Requisition

BraveCart is the purchasing system for University of North Carolina at Pembroke. Users access BraveCart for creating, tracking, and/or approving requisitions. The UNCP BraveCart system makes the process of purchasing quick and convenient through its browser-based screens. Online catalog shopping, placing requisition requests, purchase order tracking, order history, and other features help departments keep track of the process. Online approvals and electronic distribution of purchase orders to vendors reduces processing time, and paperwork, and provides a cost savings to the University.

Requisitions are transmitted via the BRAVECARD (Purchase Order & Requisition Tracking) system to the Purchasing Office to request goods and services. Requisitions require departmental and divisional approval in accord with established workflow. Sometimes Grants and IT approval may also be necessary. Once a pre-audit review is complete, by the assigned Purchasing Specialist, the Director of Purchasing will review and approve a purchase order for requisitions that are less than \$5,000.00 and or on State Term Contract. If the total order is over \$5,000.00 and not on State Term Contract, informal bids are solicited and awarded to the low qualifying bidder. Please refer to the **How-To** sections of this guide or <http://www.UNCP.edu/cs-admin/purchasing/BraveCart/BRAVECARD.cfm> for guidelines.

Expediting the Purchasing Process

Plan Ahead

We encourage you to plan ahead for your needs. However, if you need to have your requisition handled as a priority, you should flag your requisition as URGENT. This should only be used when appropriate and should be communicated with the Purchasing Office ahead of time. Purchase orders \$5,000.00 or less can normally be issued within 24 hours after receipt of approved requisition by Purchasing Office. Orders \$5,000.01 to \$250,000.00 are subject to the bid process; Orders \$250,000.00 and above are handled and awarded by the Division of Purchase and Contract.

Note: Purchasing Office reserves the right to obtain quotes or process a bid document for any order as deemed appropriate.

Emergency Purchases vs. Pressing Need

The [NC Procurement Manual](#) defines “pressing need” and “emergency” as follows:

- Pressing need -a need that arises from unforeseen causes, including but not limited to, delay by contractors, delay in transportation, breakdown in machinery, or unanticipated volume of work
- Emergency -a situation which endangers lives, property or the continuation of a vital program and which can be rectified only by immediate on-the-spot purchases or rental of commodities, printing or services

In either case, the department should contact Purchasing Office prior to any purchase for guidance and proper handling of the order whenever possible. If an emergency occurs during non-business hours, contact Purchasing Office on the next working day so the incident can be noted and the file can be documented.

If you have a true emergency, please contact Purchasing Office at 910- 521-6349 immediately for a needs assessment. If warranted, measures will be taken to honor the request.

Approved emergency purchases must have a purchase requisition entered in BRAVECARD by the following business day so a purchase order can be sent to the vendor and prevent delay of payment.

Supplier/Vendor Setup

A [vendor registration form](#) must be completed for all new vendors and for updating existing vendor information. It is the responsibility of the requesting department to check the [debarred vendor](#) before doing business.

To request a Banner vendor to be synced to the BraveCart system or all other vendor related information, please contact the Purchasing Office at 775-4657.

UNCP Branding

Only licensed vendors may produce items featuring university trademarks. A complete list of approved licensed vendor and information on how become a licensed vendor for UNCP is available on the University Communications & Marketing website. The University of North Carolina at Pembroke is required by law to control the use of its trademarks and control is maintained through allowing only officially licensed manufacturers to reproduce University trademarks. Therefore, items such as apparel and promotional/gift items must use licensed vendors and submit designs for approval PRIOR to production.

All materials produced for the university must conform to the standards set forth in the University Style Guide. A direct link to the guide can be found here: <https://www.uncp.edu/resources/ucm/resources/style-guide>

Please visit, [University Communications & Marketing](#) for more information.

How to Buy Goods (non-IT)

The University's Purchasing Office Department has exclusive responsibility for making all purchase contracts entered into for the University with the exception of rental or real property. This includes all supplies, materials, printing, equipment, and services.

- Examples of Goods:
 - Audio Visual
 - Office Supplies
 - Paper
 - Furniture and Office Furnishings
 - Scientific Supply and Equipment
 - Medical Supply and Equipment
 - Recreational/Athletic Equipment

State Term Contracts

The State has entered into contracts for goods and services with various vendors at competitive prices. The University is required to purchase items provided by mandatory [State Term contracts](#) when applicable.

Guidelines

Purchasing Office operates by the rules and guidelines set forth by the State of North Carolina Purchase and Contract Division of the Department of Administration.

Dollar Value ¹	Rule	Method
\$.01-\$5,000 Small Dollar Purchases	1. State Term Contracts if applicable, if the item is not on State contract, choose one of the following: 2. University Storeroom (BRAVECARD) 3. University convenience contracts (BRAVECARD) 4. Any non-barred vendor	Even though competition is not required, all purchases must be made via a requisition in BRAVECARD. The UNCP PCard is also an approved purchasing method for authorized expenditures up to the cardholders single transaction limit.
\$5,000.01-\$25,000	1. State Term Contracts if applicable; if the item is not on State contract an informal bid process will be required.	A requisition must be entered into BRAVECARD.

\$25,000.01- \$250,000 Formal Bids	1. State Term Contracts if applicable are mandatory; if the item is not on State contract a formal bid process will be required.	A requisition must be entered into BRAVECART.
Over \$250,000 P & C Bids	1. State Term Contracts as these are typically mandatory, if the item is not on State contract a formal bid process by State Purchase & Contract will be required	A requisition must be entered into BRAVECART.

¹Dollar Value includes shipping, freight, and any other applicable fees.

Only the Purchasing Office is authorized to issue purchase orders. Departments must submit a requisition into BraveCart **PRIOR** to receiving goods from suppliers or services rendered. Purchase orders are legally binding agreements with the vendor and the University and only Purchasing Office has the authority to sign these agreements.

Departments shall not divide orders in attempt to keep them under the \$5,000 small purchase threshold, and thereby avoid the rules requiring the applicable method for competition.

Office Supplies

Office Depot’s punch-out catalog is available in BraveCart. Orders are entered online in BraveCart and are transmitted directly to the vendor upon completion of required approvals. Purchase orders are indicated by a number that starts with “PO” (i.e. P0610970) and internal journal entries are processed to charge these expenses to the end-users FOAPAL code (Fund/Account) entered on the requisition. Assistance with ordering, please contact ext. 4657; assistance with billing, please contact ext. 6203.

Printing

The purchasing procedures for printing are the same as other commodities/services. For print jobs exceeding \$5,000, competition and the bid process will be required. It is critical that departments allow sufficient time for Purchasing Office’s bidding requirements and print vendor delivery times to ensure printing is performed in a timely manner.

All materials produced for the university must conform to the standards set forth in the University Style Guide. A direct link to the guide can be found here: <https://www.uncp.edu/resources/ucm/resources/style-guide>.

Any work provided by University Printing does NOT require bidding or Purchasing Office’s approval. Purchasing Office strongly encourages departments to contract UNCP Print Services for your printing needs.

Copiers

Canon is a copier management system in place at University of North Carolina at Pembroke. This service allows departments to eliminate the need to purchase a copier and maintain a service contract. It also reduces the need to stock and keep inventory of paper and toner.

Contact Business Services at 521-6292 or visit <https://www.uncp.edu/resources/auxiliary-business-services/print-services>

HUB Vendors

A vendor may be classified as a HUB (Historically Underutilized Business) vendor if their business is minority-owned, female-owned, a disabled business enterprise, or a non-profit workshop for the blind or severely disabled. Departments are encouraged to solicit competition from small and historically underutilized businesses when making any purchase.

If questions arise on proper procedure, the Purchasing Office is available for clarification and assistance.

Animals

All living vertebrate animals must have Comparative Medicine approval PRIOR to purchase. All rodent, rabbit, and other traditional laboratory animal purchases must be placed by Comparative Medicine. Live animal purchases are prohibited on the PCard.

Radioactive Materials

The possession and use of radioactive materials by the University is authorized by the State of North Carolina, in agreement with the U.S. Nuclear Regulatory Commission. Permission to obtain and use radioactive material is granted to a faculty or staff member who can demonstrate, through training and experience, that these materials will be used in a safe and proper manner consistent with all regulations. This permission is granted to a qualified faculty or staff member upon an application to and approval by the University Environmental, Health, and Safety Office (EH&S). The EH&S Office, also empowers the Environmental, Health, and Safety Officer to ensure compliance with regulations, and carry out the administrative duties of the Safety Program at the University.

For more information contact, the Radiation Safety Office at 744-2070 or visit

<https://studentaffairs.uncp.edu/health-safety/about/>

Propelled Equipment

Any propelled equipment purchases (lawn mowers, golf carts, etc.) must be reviewed by Facilities Operations Director prior purchase.

Product Safety Listing

All manufactured items and/or fabricated assemblies subject to operation under pressure, operation by connection to an electric source, or operation involving a connection to a manufactured, natural, or LP gas source shall be constructed and approved in a manner acceptable to the appropriate state inspector which customarily requires the label or re-examination listing or identification marking of the appropriate safety standard organization; such as the American Society of Mechanical Engineers for pressure vessels; the Underwriters Laboratories and /or National Electrical Manufacturers' Association for electrically operated assemblies; or the American Gas Association for gas operated assemblies, where such approvals of listings have been established for the type of device offered and furnished. Further, all items furnished shall meet all requirements of the Occupational Safety and Health Act (OSHA), and state and federal requirements relating to clean air and water pollution.

The following link has been provided to access this information,

How to Buy General Services or Consulting Services

The University's Purchasing Office Department has exclusive responsibility for making all purchase contracts entered into for the University with the exception of rental or real property. This includes all supplies, materials, printing, equipment, and services. For the application of purchasing rules, services are divided into three categories: general services, personal services, and consultant services. General and consulting contracts are subject to the rules of competition. Procurement is initiated by submitting a purchase requisition and detailed specifications if required. Contact the Department of Purchasing Office for assistance in preparing a formal Request for Proposal to obtain competition.

- Examples of Services:
 - Consulting
 - Dining
 - Janitorial
 - Maintenance
 - Printing
 - Repair
 - Translation Services
 - Uniforms

Things to Consider When Purchasing Services

Type of Service Required

A full statement of work; what is it a vendor needs to do for a department.

Type of Maintenance Contract Required

A full statement of work for the type of maintenance required as well as the current maintenance contract from the vendor.

A statement of work should include nomenclature of the item, make, model, serial number, location, person to contact and phone number.

Total Dollar Value of Contract over a One Year Period

Need to know the total expenditures per year to assist with choosing the proper bid process requires and well as the appropriate approval levels.

Request Start and End Dates

Keep in mind fiscal year and splitting money within a fiscal year.

Funding Source

The type of funds used for the purchase.

Exceptions for Service Contracting

The following are exceptions to the purchasing definitions and rules cited above:

- Architect and Engineering Services or other similar services related to building construction, maintenance and repair are arranged through the University's Facilities Services Department.
- Installation services which are incidental to the purchase of supplies, materials or equipment are acquired under the same requisition used for equipment or supplies.
- Services provided directly by an agency of the state, federal or local government or their employees when performing service as part of their normal governmental function are purchased through Purchasing Office; however, competition is not required for such services.

Consulting Services

Services is defined as work or tasks performed by State employees or independent contractors possessing specialized knowledge, experience, expertise and professional qualification to investigate assigned problems or projects and to provide counsel, review, analysis or advice in formulation or implementing improvements in programs or services. This definition includes but is not limited to, the organization, planning, directing, control, evaluation and operation of a program, agency or department. Whenever possible, consulting services shall be obtained from other State agencies when the services available from other agencies substantially meet the reasonable specifications of the requesting agency.

If your department is in need of consulting services, please contact Purchasing Office 521-6241 for guidance through this process.

How to Buy Personal Contract Services (Independent Contractors)

The University's purchasing Office reviews Contractual Services Contract Agreement, which is legally binding the University for Personal Services with Independent Contractors.

- Examples of Personal Services
 - Performances
 - Speeches
 - Research

Personal Contract Services

Personal Services Contract and the checklist must be received in the Purchasing Office two (2) weeks prior to the event. This allows for additional review and approvals with delaying the payment process. Additional reviews/approves are General Counsel, Human Resources, Payroll, etc.

Services Provided For

Provide the name of the person contracting the services of the recipient, the department the services are being provided for and a phone number where this individual can be contacted if there are questions.

Certification

Provide the signature and typed name of the person contracting the services of the recipient. This signature certifies that the above services were rendered satisfactorily, that it has been determined that the payee is an independent contractor as defined by the "twenty factor test", and that a contract was approved if more than 3 days and/or exceeding \$5,000. Provide the typed name of the person completing the form if different than the person contracting the services.

Certification

Obtain a signature of the independent contractor. This signature certifies that the independent contractor understands that the University is not required to withhold federal* or state taxes** or social security on payments made to independent contractors, who are NC residents. Independent contractors will be sent a Form 1099-Misc at the end of the calendar year if the payment(s) made during the year aggregate to more than \$600.

*Foreign nationals may be subject to Federal withholding taxes up to 30% based on status. Please contact Accounts Payable prior to entering in any contract for further guidance.

**Withholding from nonresidents for personal services - North Carolina income tax is required to be withheld from non-wage compensation (personal services income) paid to nonresidents for personal services rendered in this State. The requirement to withhold is 4%.

Chair/Director

Provide the signature at unit level by Chairman, Dean and/or Director. This signature certifies that the services and budget were authorized and approved.

Vice Chancellor

Provide the signature at division level. This signature certifies that the services and budget were authorized and approved. The division is approved to sign up to their delegated authority amount granted by Purchasing Office.

Human Resources

Provide the signature by the Department of Human Resources, if applicable. This signature certifies that the payee is not an UNCP employee.

Foundations

Provide the signature by Foundations (if applicable). This signature certifies that the services and budget were authorized and approved.

Grants Administration

Provide the signature by Grants Administration (if applicable). This signature certifies that the services and budget were authorized and approved.

Purchasing Office

Provide the signature by Purchasing Office. This signature certifies that for services that exceed three days we are covered by a Personal Services Contract to ensure that the University does not experience any liability as a result of this service.

Forms

[Personal Services Contract](#)

[Independent Contractor Checklist](#)

Any questions about this process should be directed to the Department of Purchasing Office (910)521-6241.

<http://www.UNCP.edu/purchasing/>

How to Buy Goods-Information Technology

All Information Technology contracts must be reviewed and approved the university CIO, General Counsel, and Purchasing.

IT Purchases- Hardware and Software

All requests for University technology purchases must be approved by the University's Division of Information Technology (DoIT) including with personal funds. To ensure the security and integrity of the University's computing resources and to be able to provide instruction, consultation and maintenance in a cost effective and efficient manner, the University provides computer purchasing recommendations for standard computer hardware. The DoIT provides standard software only for university owned computers recommended by the division. Other technology purchases (i.e., peripherals, printers, display systems) should be made in consultation with DoIT to ensure compatibility with operating systems, network protocol, and the software image which are accepted for general use throughout the University. While campus departments are not precluded from purchasing products outside the standard, they should be aware that functionality on the campus network, and support from DoIT will not be provided for non-standard, stand-alone purchases.

All computer purchases are placed through BRAVECARD. Personal reimbursements must be approved by DoIT prior to the purchase and approval must accompany the request. The PCard is not allowed for IT purchases. Basic purchasing policies and procedures apply.

In response to the necessity to assess software purchases from both a technical and Americans with Disabilities Act (ADA) perspective, the university have established a procedure to facilitate an easier, trackable, and compliant process. All software (hosted/non-hosted, boxed, downloaded, etc.) will need to be assessed and approved for purchase by before your order can be placed.

Domains

Requests and information regarding domains can be directed to DoIT Infrastructure at 521-6179.

Telecommunications - Cellular, Broadband and Pager Services

Departments are required to order cell/pager service, calling cards, and internet broadband service cards through the ITCS Network Services office.

<http://www.UNCP.edu/cs-itcs/telecommunications/telecomservices.cfm>

Any questions about IT related processes or purchase should be directed to DoIT

<https://www.uncp.edu/resources/division-information-technology>

Understanding the Bid Process

Purpose

The following information is provided in an effort to help purchasing departments and requisitioners understand the responsibilities and sequence of events that must occur with every bid required on non-contract items over \$5,000.

Bid Goal

To obtain goods or services as specified by the department at the most competitive price while complying with NC Purchasing Rules, Regulations, and UNCP policies and procedures.

Responsibilities

- a) Requesting Department: To know the specifics of what is required to fulfill your particular need.
- b) Purchasing Specialist: To oversee the process of obtaining goods and services for a department ensuring that all of the State and University policies and procedures are met as required by law.
- c) Bidding Vendor: To provide the goods or services to the department as specified by the bid documentation.

The Bid Process

- 1) Develop specifications, denoting a detailed precise presentation, plan, or proposal for the item or services to be purchased, for use in the bid document.
- 2) Select a potential vendor/supplier and create a requisition that is submitted for Division approval and then send to Purchasing Office with all supBraveCarting documentation attached as appropriate. This will encumber the funds for your purchase.
- 3) Requirements and specifications provided by the department are merged with the bid document.
- 4) The bid document is posted on the State's IPS site where it is advertised and made available to the public for 10 days.
- 5) If necessary, the potential bidders submit questions and concerns or provide feedback on the bid requirements.
- 6) Provide answers to any questions referred to the department by the purchasing specialist on behalf of the bidder. (Departments should not discuss this project directly with any bidder while it is in the bid process.)
- 7) Respond with the answers provided by the department to the potential bidder and, if necessary, issue a bid addendum.
- 8) Submit a bid that meets or exceeds the bid specifications prior to the date and time on the bid document. There are no exceptions to this requirement.
- 9) A public bid opening takes place during which the purchasing specialist will read the submitted bids. Bid tabulation is completed to include all vendors' names and bid prices/responses.

- 10) After the bid opening, the purchasing specialist will retain the original copies of the bids and bidders' names and total bid price will be posted on the State's IPS website where it is available to the public.
- 11) Copies of the lowest bids are sent to the department for evaluation.
- 12) Reviewing of the bids are started with the lowest bidder to determine if the bids submitted have met all the specifications as outline in the bid document. Only specifications included in the bid document can be used to evaluate the bid.
- 13) An award recommendation is sent to the purchasing specialist by the department based on the lowest bid that meets specifications.
- 14) Purchasing specialist reviews the department's recommendation.
- 15) Purchase order is issued using the original created requisition on which the supplier will be changed if necessary.
- 16) Bidder provides the goods and services.

Any questions about this process, please refer to **Appendix A** or contact the Department of Purchasing Office 521-6349. <https://www.uncp.edu/resources/purchasing>

Surplus Property

UNCP Surplus Property Office is responsible for tracking and disposing of all property purchased with University funds.

What is Surplus Property?

Surplus Property/Asset relocation encompasses all university property no longer in use by a university department. University departments should transfer all surplus property and equipment to Surplus Property as soon as determining that the property is no longer needed. Departments may not transfer or sell any state property, except to other university departments. Surplus property may not be discarded, given away, or converted to personal use. Property designated as surplus is available to university departments on a first-come first-served basis.

How Do Departments Prepare Computers for Surplus?

The process is initiated by a department contacting the DoIT Helpdesk at ext. 6260 to request an assessment of the unwanted computer equipment. DOIT will do an assessment on the computer, laptop or tablet to determine whether a computer needs to be sent to surplus or if it can be reused or refurbished. Based upon the results of this assessment, DoIT will instruct the department how to complete a Transfer of Movable Equipment Form and to submit it to DoIT.

PC's, laptops and tablets should be on a Transfer of Movable Equipment Form separate from other surplus items such as furniture, monitors, keyboards, etc.

How Do Departments Designate Property as Surplus Property?

Transfer/Surplus of Movable Equipment form

Departments must prepare a Transfer/Surplus of Movable Equipment form (when emailing use Internet Explorer) to send property and equipment to Surplus Property, regardless of whether the item is equipment or not, or has a fixed asset tag. Multiple items may be listed on one Movable Equipment form when a group of like items without fixed asset decals is being declared surplus property. For example, if you surplus 40 student desks, use one form for "40 student desks." Upon receipt of the form, Fixed Assets will contact the warehouse for property pick up.

Does UNCP recycle toner cartridges? What do I need to do?

UNCP Surplus recycles all toner cartridges. When recycling your toner cartridges use the box your new toner cartridge arrived in.

For the larger toner cartridges please follow the directions below:

- Use the box and plastic that your new toner cartridge arrived in.
- The old toner should be in the plastic bag that comes with the replacement cartridge.
- Please place the toner cartridge back into box that it arrived in.

Please place box in your campus mail box for pick up. If you do not have the new toner's packaging material to utilize to repack the old cartridge, please do not place an unwrapped or leaky cartridge in with the outbound mail. Please call 910.521.6346 and arrange to have the cartridge picked up separately or they will forward packing material for you to use. Thank you for your cooperation.

Surplus Property Sales to the Public through Bids

Surplus property that is not needed by university departments is listed with the State Surplus Property Agency in Raleigh, which advertises it for public bid. Interested parties may view bid sheets, states classifieds, vehicles lists, and place bids online at <https://www.ncstatesurplus.com/ssp-sealedbid/>.

Retail Store-Onsite Surplus Property Sales

The Surplus Property Office will be conducting monthly sales to allow the general public to purchase surplus items no longer needed by the university. These sales will be held once every month at the Surplus Warehouse on campus.

Fixed Assets

The University of North Carolina at Pembroke (UNCP) has made a significant investment in fixed assets and these assets are used to support its mission of providing education and research. The purpose of this department is to ensure that assets are properly acquired, accounted for, maintained, and disposed. These procedures are carried out in accordance with state policies, federal regulations, audit requirements, and generally accepted accounting principles.

RESPONSIBILITY, ACCOUNTABILITY, OWNERSHIP

All fixed assets are owned by UNCP and not a specific individual. The University has sole ownership of these assets except for:

- Equipment purchased with certain federal funds for a sponsored project
- Equipment that is leased
- Equipment that is on loan from another institution or business

All university employees are responsible for protecting UNCP property. They are accountable for care, maintenance, and safe keeping. Not following correct policies and procedures can lead to audit findings for the University. Repeated audit findings can have the consequence of restrictions on how future state appropriations can be spent. All University employees and in particular: Department Heads, Unit Directors, Provosts, Vice Chancellors, Deans, Public Safety, the Controller, and Internal Audit all have specific responsibilities with regards to fixed assets.

DEFINITION: FIXED ASSET

A fixed asset is defined as property with a total cost equal to or greater than \$2,500 for inventoried and a total cost equal to or greater than \$5000.00 for capitalized and has a useful life of two or more years. Some examples of fixed assets are land, infrastructure, buildings, equipment, and art. Total costs are all costs necessary to place the asset in its location and its condition for use. Total costs include the purchase price plus other necessary costs like shipping charges, legal fees, installation costs, sales tax, surveying fees, demolition costs, and insurance premiums during the construction phase. All of these charges combined must be \$2,500 or greater. A tangible asset can be touched or physically measured like vehicles, furniture, and buildings. Intangible assets are rights that result from ownership of assets that are owned by the University, lack physical substance, and are non-financial in nature. Intangible assets include patents, easements, trade names, and logos. Fixed assets are acquired for use in normal operations and are not allowed to be resold without written approval from the NC State Surplus Property Office.

CAPITALIZATION

An asset becomes capitalized when it is recorded as a fixed asset in that statement of net position. The fixed asset is then depreciated over its useful life. Certain fixed assets are kept at their original cost indefinitely. This is the case with land, collectibles, and other appreciable assets such as works of art. The benefits to capitalizing an asset are improved accountability and consistency. Also, it provides comparability to the private sector. The University capitalizes assets that have a value or cost of \$5,000 or greater at the date of acquisition and an estimated useful life of two or more years. The only exception is intangible assets. Intangible assets with an estimated useful life of two or more years are capitalized if they meet the following thresholds: 1) Purchased or licensed software, easements, land use rights, patents, copyrights and trademarks are

capitalized when the value or cost is \$100,000 or greater, and 2) internally generated software is capitalized when the value or cost is \$1,000,000 or greater. All other assets not meeting these thresholds are expensed in the year of acquisition including all furniture, machinery and equipment with a cost of less than \$5,000 or a useful life of less than two years.

For more information, please contact the [Fixed Assets Office](#) at 521-6234 .

Equipment Traded-In

When equipment is requested to be traded-in, a requisition should be transmitted to Purchasing Office via BRAVECARD for the new equipment along with a description of the item(s) that are being traded-in. In addition, a [Fixed Asset Trade-In Form](#) must be completed and submitted to the Purchasing Office and Fixed Assets Office. The trade-in must be approved by State Surplus Property. Fixed Assets will communicate with a purchasing specialist in Purchasing Office to confirm that approval has been granted and appropriate documentation has been obtained for the trade-in. The purchase order cannot be processed until the approval is obtained.

Note: This property cannot be removed from the University campus until prior approval is received from State Surplus Property and Purchasing Office issues a purchase order.

Donations / Gifts

REMEMBER: All gift(s) to the University must be recorded in the Advancement Office. Please contact Advancement at 521-6262.

Request for Insurance

To have equipment insured or to receive additional information regarding insurance, please contact Risk Management at 521-6209.

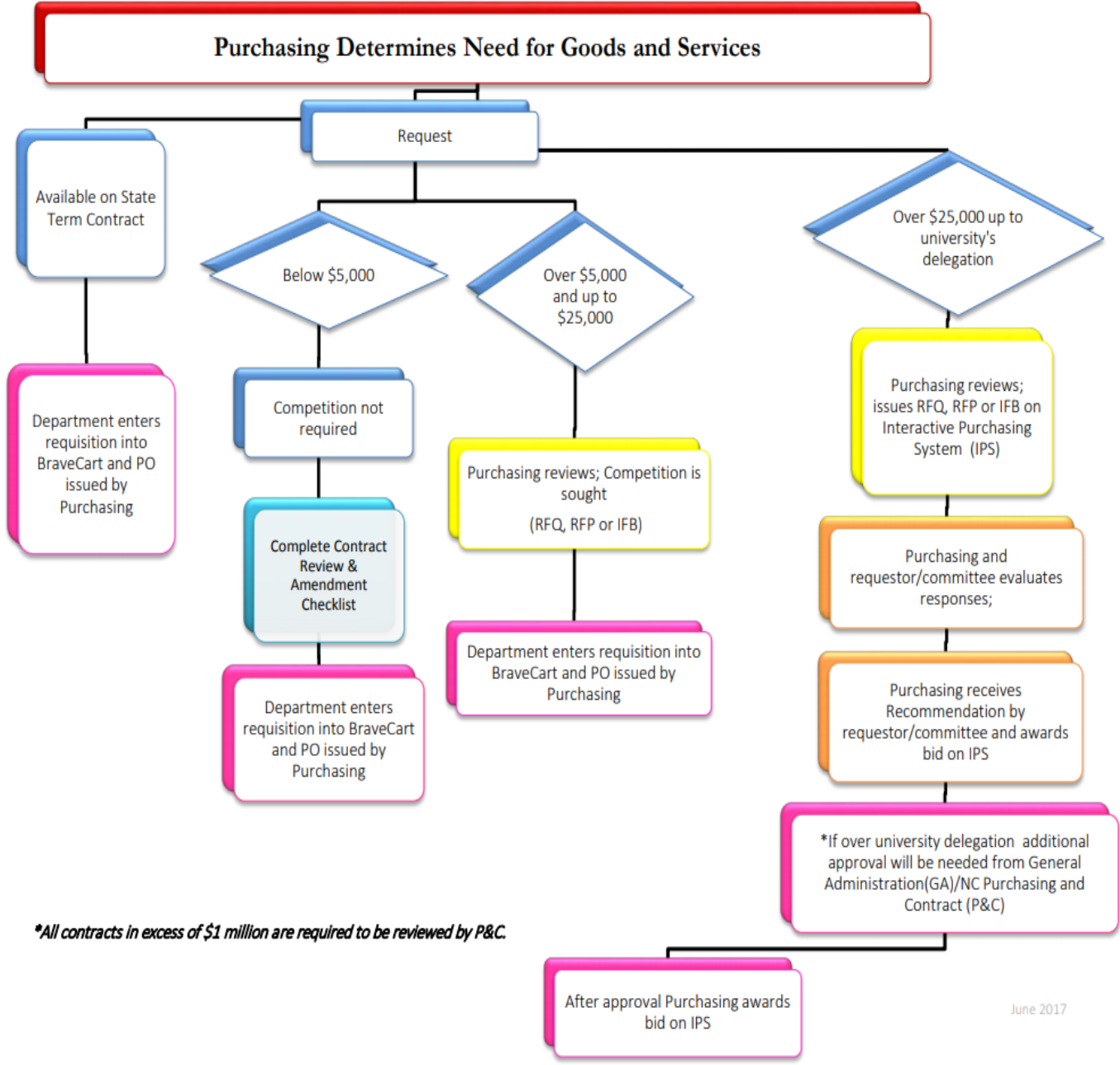
Helpful Quick Links

[University Spending Guidelines](#)

[NC Purchase and Contract](#)

[NC Debarred Vendors](#)

Appendix A



Updates

This manual was updated in May 2017.