

# University of Baltimore

## V-2.1 UB Procurement Policies and Procedures

### **Overview of Procurement and Materials Management Policy.**

The procurement of goods and services is accomplished in accordance with the USM and UB Procurement Policies and Procedures. The Board of Regents approved the USM Procurement Policies and Procedures on December 3, 1999, and on February 9, 2000, the Maryland State Board of Public Works approved the policies and procedures for the governance of procurements by the University System of Maryland consistent with the mandate of Chapter 15 of the Laws of 1999.

The full text of the USM Procurement Policies and Procedures can be found on the web at <http://www.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVIII/VIII300.html>

### **Delegation of Purchasing Authority**

Delegation of purchasing authority up to \$5,000 may be authorized by the Director of Procurement and Materials Management. That authority is typically exercised using the VISA Purchasing Card. To receive delegated purchasing authority, Departments should obtain and complete a Purchasing Cardholder Application, available from the Department of Procurement and Materials Management. The Department is required to provide the signature of the Dean, Director or Department Head, or his designee who may authorize the obligation of department funds. Purchasing Card cardholders are also required to attend a training session and sign a cardholder agreement form.

If you do not have a [University VISA Purchasing Card](#) or your requirement is over \$5,000, you must submit your request to purchase goods or services to the Procurement Department on a UB Requisition Form via the PeopleSoft system. [See the link on Procurement's web site for more information about the PeopleSoft system.](#) The approved and valid Requisition will be converted to a purchase order by the Procurement Office staff after an appropriate procurement process has been completed. You may not place orders for requirements (including goods or services) over \$5,000 without authorization from the Department of Procurement and Materials Management.

### **Receiving and Inventory Control**

Receiving capability at UB is limited. The campus loading docks may only be used for official UB business purposes. Personal items may not be received or shipped from UB loading docks. All items with a unit value greater than \$5,000, all computers, and all sensitive items must be tagged with a UB property tag and included in the UB inventory of assets. Contact Procurement for more information.

We strive to be seen as resources and business partners, not adversaries. We are problem solvers, keeping the control aspects of our responsibility in the background. The core competency of the central procurement office is its experience in interacting with the private sector to develop and deliver solutions while ensuring fair treatment among suppliers.

Powerpoint presentation on [How to Do Business with UB Procurement.](#)

### **Ethics**

The staff of the Department of Procurement and Materials Management subscribe to the [National Association of Educational Procurement Code of Ethics.](#)

**Authority**

Pursuant to [Chapter 15 of the Laws of 1999, Higher Education-University System of Maryland-Coordination, Governance](#) and effective July 1, 1999, "except as provided in Section 11-203(E) of the State Finance and Procurement Article....and any contract for Services and Capital Improvements with a value that exceeds \$1,000,000 shall require the review and approval of the Board of Public Works.... the University System of Maryland is exempt from Division II of the State Finance and Procurement Article."

The Board of Regents approved the USM Procurement Policies and Procedures on December 3, 1999, and on February 9, 2000, the Board of Public Works approved the policies and procedures for the governance of procurements by the University System of Maryland consistent with the mandate of Chapter 15 of the Laws of 1999 (BPW Action Agenda Item 3GM).

The Board of Regents delegated to the Chancellor of the University System of Maryland the authority to implement and to delegate to the presidents of the constituent institutions, to the extent permitted by Board of Regents policy, authority to implement the USM Procurement Policies and Procedures. The Chancellor has delegated to the President of UB authority to implement the USM Procurement Policies and Procedures. The President has delegated that authority to the Director of Procurement and Materials Management to be the procurement officer for the University of Baltimore.

The Director of Procurement and Materials Management has delegated authority to Buyers in the Department of Procurement. That authority enables us to execute contracts and related documents for maintenance, supplies, services, construction, construction-related leases and other procurement-related needs for the University of Baltimore.