

102 PROCUREMENT AUTHORITY AND RESPONSIBILITY

I. **PURPOSE**

Establish authority and responsibility for ensuring compliance with the procurement of goods, services, and equipment.

II. **POLICY**

A. **General**

- i. Procurement activities are decentralized; conducted by the Procurement Office, academic and administrative employees (as appropriate). Procurement activities include obligations for proper transaction documentation, fiscal responsibility, ethical behavior, adherence to federal and state government regulations, and compliance with college by-laws and policies.
- ii. No employee of the college, except as authorized by the Board of Trustees, the bylaws of the college or President's letter of delegation, is authorized to incur any obligation or make any commitment on behalf of the college for the procurement of goods, services, or equipment unless designated in writing by an Officer of the college and in accordance with college guidelines.
- iii. All purchases must be made for the purpose of college-related activities. Purchasing any goods, services, or equipment for personal use is prohibited.
- iii. Authorization to vendors for the purchase of goods and services must be made through an approved college purchase order, procurement credit card, or contract as appropriate.

B. **Authority and Responsibilities**

i. **Manager of Procurement Services**

The Manager of Procurement Services is responsible for the daily operations of the Purchasing Office. The Manager of Procurement Services has authority and power to ensure compliance with all procurement policies and procedures.

The Manager of Procurement Services has the authority to:

1. Establish and maintain policies and procedures to provide for the efficient and responsible conduct of all procurement activities.
2. Administer the centralized procurement system.
3. Negotiate procurement terms and execute the purchase of goods, services, and equipment unless otherwise prohibited by college statutes or policy or Trustee action; and
4. Determine and recommend, when appropriate, the potential benefits offered by a lease as compared to the purchase of equipment in accordance with Procurement Policy 106 Procurement of Equipment.

ii. **Academic and Administrative Personnel**

College Offices/Departments are responsible for their respective expenditures and the required paperwork.

College Offices/Departments must:

1. Comply with delegated purchasing limits and restrictions, as appropriated.

2. Comply with Policy 108 Government Grant-funded Purchases for all purchases of goods, services, and equipment through government awards, subawards, and contracts.
3. Ensure goods, services, and equipment are secured through an approved college purchase order, procurement credit card, or contract as appropriate. (See Policies 103 Purchase Orders, 104 Contracts, and 105 Purchase Card Use)
4. Utilize Oberlin College's eProcurement application, ObieBuy, to secure goods, services, and equipment.
5. Utilize college contracted Vendors as identified in ObieBuy or through the consortiums for which the college is a member.
6. For purchases with College funds, obtain competitive bids with an aggregate value of \$2,500 or higher. Regardless of the dollar amount, competitive bids are not required for purchases from vendors with an authorized college contract, as identified in ObieBuy or on the Procurement website.

C. Procurement Approval Limits

Dollar Amount	Approvers	
Up to \$999.00	Level 1	AA or A&PS or Other Designate
\$1,000 – \$4,999	Level 2	Chair/Department Head
\$5,000– \$9,999	Level 3	Divisional Budget Manager
\$10,000 – \$24,999	Level 4	Senior Staff
Purchases Over \$25,000	Level 5	Vice President for Finance and Administration

D. Methods of Procurement

All employees procuring on behalf of the college must use college-approved vendors and purchase methods. Purchase methods include a purchase order generated by the college's eProcurement application (ObieBuy), college Procurement Card (PCard), and a contract (as appropriate).

- E.** Individuals who bind the college in violation of this policy are subject to disciplinary action and may be held personally liable for all unauthorized expenses and damages caused to the college.