



ADMINISTRATIVE POLICY

Policy Title	Purchasing Policy and Procedures Manual
Policy Subtitle/Subject	Purchasing requirements
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Responsible Office(s) (RO)	Materials Management
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☒ Permanent

☐ Temporary

1.0 POLICY STATEMENT

It shall be the procurement policy of the university to obtain supplies, equipment, and services at the most advantageous basis to the university that is consistent with quality, service, value, price, continuity, and availability of the items at the time of purchase and in compliance with applicable laws, regulations, and funding source requirements. In conforming to this policy, the capability, capacity, and performance of the vendor historically may be considered and weighed in the decision process. Competitive bids will be solicited whenever required, possible and practical. Tulane University is committed to honoring our core values and offers equal opportunity in all its endeavors. The University applies this principle to its procurement activity with the objective of encouraging participation by all qualified suppliers.

2.0 PURPOSE AND SCOPE

One of the functions of the Procurement Services Department (which is under Materials Management) is the organization and administration of centralized purchasing services for all departments of the university. Performing these services in accordance with sound and prudent business practices and in compliance with applicable laws and regulations, the department seeks to realize for the university the maximum value for every dollar expended.

The Materials Management Department is responsible for the following:

- Obtaining competitive bids when required and whenever possible to obtain maximum value from the expenditures of university funds.
- Maintaining liaison with the vendors that service the university.
- Coordinating the procurement of goods and services for the academic, administrative, and research activities of the university.
- Developing sources of supply to assure that the university departments have an adequate number of vendors from which to obtain goods and services.
- Performing administrative duties to assure delivery of promised goods and services, prompt payment of invoices, and assistance with the return of damaged or incorrect items.
- Monitoring federal, state, and local governmental regulations to ensure that purchase transactions made under governmental contracts and grants are in compliance with those regulations.

3.0 APPLICABILITY OF THIS POLICY

This policy applies to all Tulane departments that make purchases for the business of the university.

4.0 WEBSITE ADDRESS FOR THIS POLICY

www.policy.tulane.edu

5.0 CONTACTS

Subject	Contact	Telephone	E-mail/Web Address
Clarification and General Information Regarding Purchasing	Procurement Services	504-862-8696	tknittel@tulane.edu

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7.0 DEFINITIONS

Blanket Order - Repeated purchases of the same type of supply item made by one or more departments from the same vendor; establishment of a single order covering multiple purchases.

Emergency situations - Any situation which, if not corrected immediately, includes the following: would result in a hazard to persons or property, could result in damage to buildings or facilities, would result in a violation of law, statute or ordinance established by governmental or other regulatory agencies, or in any other fashion, if not acted upon, and/or would be seriously detrimental to the interest of the university

Lease - An agreement conveying the right to use property for a specified time and for a specific amount of money.

Price Reasonableness – A determination that a price is fair and reasonable, as per FAR (Federal Acquisition Regulation Part 15). Cost analysis should be used to evaluate the reasonableness of any quotation or certified cost. Cost analysis could be in the form of evaluating past invoices and pricing, competitive pricing, or historical pricing to name a few. The research establishes the fact for making the decision on reasonableness.

Materials Management – Materials Management is comprised of Procurement Services, SciQuest Administrators, Contract Management, Travel Management, and Tulane’s Corporate Card Services.

Procurement Department – Procurement Services is under the umbrella of Materials Management and reports up to the Controller. Procurement Services do not maintain or control any campus inventories, nor do they participate in any receiving or shipping responsibilities that rest under the purview of the Campus Services Organization, which resides under Facilities Management.

8.0 POLICY AND PROCEDURES

8.1 Purchasing Authority

8.1.1 Authority for Procurement

Tulane University's Procurement Services of Materials Management is a division under the University Controller.

The authority to make purchases from university funds for services or materials is conveyed to Materials Management by the departmental Senior Vice President, Division Head, Department Head, or their departmental delegate on the requisition or the electronic forwarding of an online requisition

to Materials Management. Approval to spend budgeted external research funds may be subject to prior approval of Sponsored Projects. Due to the nature of certain procurements, transactions occur at the university outside the scope and responsibility of the Department of Materials Management's procedures. A non-inclusive list of such transactions includes contracts for new construction/renovations, purchase of merchandise for re-sale, legal services, and Library books. Such transactions, though Materials Management may be involved in the encumbrance of funds for payment, are guided procedurally by the responsible areas.

8.1.2 Purchasing Department Organization

The Procurement Services at Tulane is located downtown at:

Downtown Campus
1555 Poydras Street
New Orleans, LA. 70112
7th Floor Suite 727

The downtown office is responsible for the procurement of supplies and equipment used on all campuses of the university. A non-comprehensive list of items purchased through these offices includes maintenance supplies, printing, vehicles, office equipment, computers, office supplies, athletic equipment, furniture, maintenance contracts, leases, and moving services.

Materials Management is also responsible for the procurement of supply and equipment items in support of the research and clinical laboratories of the university. Examples of the categories of products purchased include medical and surgical supplies, medical and laboratory equipment, laboratory supplies, scientific supplies and equipment, other life science commodities, and compressed gases.

Procurement Services also manages the Linen Room located in the J. Bennett Johnston Building at 333 S. Liberty Street.

8.1.3 Purchasing Functions

Depending upon the university's requirement, Materials Management may perform the following functions as needed:

- Prepare purchasing policies and procedures and ensure compliance
- Assist in audits and reviews
- Evaluate and manage the performance of vendors
- Prepare reports for management
- Conduct training programs
- Identify cost reduction and cost avoidance opportunities
- Monitor markets and the supply chain
- Conduct price/cost analysis
- Investigate supply sources
- Participate in development of specifications and standards
- Maintain specifications, standards, and purchasing history records
- Determine the correct purchasing method to fulfill requirements at the lowest acquisition cost
- Prepare and issue requests for bids
- Analyze quotations and/or bids

- Evaluate and select suppliers
- Participate in shared/group purchasing
- Schedule purchases and deliveries
- Determine mode of transportation and carrier
- Interview sales representatives
- Maintain vendor records
- Negotiate contracts
- Write and issue contractual arrangements (such as purchase orders, open-end agreements, blanket and standing orders, equipment leases and rental arrangements)
- Consult on legal conditions and special terms of contracts
- Reconcile invoices referred by accounting (not in agreement for payment)
- Negotiate adjustments with suppliers
- Negotiate contract changes
- Prepare and issue change orders as required
- Release requisition and purchase order commitments and encumbrances
- Terminate contracts
- Conduct supplier/vendor/contractor sanctions/debarment verifications

8.1.4 Issuing Office for University

The Department of Materials Management shall be the point of origin at Tulane University for all information pertaining to on-going and future procurements. The Materials Management Office may participate in competitive bid quotations, Requests for Proposals, contract documents, purchase orders and purchase order changes, and correspondence relating to any of the above documents or projects, and support campus on any other procurement related activities. This policy is designed to accomplish several positive goals simultaneously:

- The bid/proposal documents will be uniform in their organization and content, complete with terms and conditions of the solicitation that vendors must agree to before returning their offers.
- Because of the static organization of the bid documents, Tulane increases the clarity of its needs in the eyes of its vendors and the offers received from vendors should be correspondingly organized in a manner easier for the university to evaluate.
- The Department of Materials Management is established as the centralized clearinghouse for vendor questions or inquiries regarding specific projects or universal questions concerning procurement activities at the university.
- The control of purchasing information having some legal and/or procedural ramifications on the University is placed with individuals who routinely handle such matters.

8.2 Purchasing Forms

8.2.1 University Requisitions

Departments must use Tulane's online eProcurement application to initiate a requisition using either one of the catalogs or the appropriate non-catalog form to describe the supplies, equipment, or services that

they need to purchase. In addition to description of the needed items or services, these forms contain delivery requirements and locations, budget charge accounts and natural accounts, and approval signatures or authorizations necessary to establish a purchase order.

These forms should be used for any type of supplies, certain services, and disposable equipment. The approval path of this form prior to its receipt in Materials Management may vary from department to department and/or school to school. To avoid delays, we recommend that you familiarize yourself with the procedure for approval of requisitions in your area. Refer to the user's training guide for guidance on preparing requisitions.

8.2.1.a Low Value Purchase Authorization

All purchases under this limit may be executed by campus personnel designated by each department. The current threshold limit for low value orders is set at \$2500. These orders, when placed through eProcurement, non-catalog, go directly to the supplier unless the purchase is over the spending limit of said campus personnel.

The campus procurement department is responsible for ensuring that training is available to all employees who will have this authorization to ensure observance of good business practices and compliance with University Purchasing Policy. Individuals delegated such purchasing authority shall have a functional responsibility to the Director of Procurement who shall ensure that all purchasing policies and procedures are followed.

Purchases shall be limited to goods and services not available either through campus laboratory stores or through local or strategic sourcing agreements, such as eProcurement punchout catalogs and to repairs not available internally or through established maintenance agreements.

Specific Restricted Commodity workflow exists within Jaggaer for the procurement of certain goods and services and are reviewed and approved by individuals within the Office of Environmental Health and Safety (OEHS) and Property Management. Examples include but are limited to inventorial equipment, controlled substances and other chemicals, narcotics and dangerous drugs, firearms, precious metals, explosives, and other hazardous materials, and consulting services. Where these specific restricted workflows do not exist, attempted purchases of prohibited goods or services determined to be inappropriate by the Director of Procurement will be rejected.

Transactions shall not be artificially divided to falsely create multiple small purchase orders that will exceed specified bidding requirements. Periodic appraisals shall be conducted by internal auditors cognizant of this procurement policy, to ensure proper performance under this authorization and to provide a basis for adjusting or discontinuing the authorization for specific individuals as the audit findings indicate.

8.2.2 University Purchase Orders

A Purchase Order is a contractual document that, once sent and accepted by a vendor, binds the performance of both parties to the transaction. There is only one purchase order form used in the university. It is generated out of the eProcurement application and may be used in various manners, depending on the type of purchase made and the frequency of the department's recurring need for some items.

A Purchase Order is prepared by Procurement Services within the eProcurement from an appropriately authorized Requisition form for all orders over \$2500(might change dollar value) for catalog items and all non-catalog items. Once prepared, copies are distributed to the vendor and appropriate departments as required.

The most common use of a Purchase Order form is for the one-time purchase of any goods or services required by the requisitioning department. When used in this manner, it is referred to as a Regular Purchase Order.

When a department has frequent, recurring needs for a variety of incidental items, the Purchase Order form may be used as a Blanket Order. This type of order has a definitive expiration date and dollar amount for each transaction but does not constrain the number of items to be purchased from a single vendor. Such orders generally apply constant discount percentages across a breadth of products. See "Blanket Orders", Section 8.4.3 for details. Blanket orders require a quote, price sheet, or price schedule to be attached to the PO for department oversight and audit.

8.2.2.a Purchase Order Changes

Requests for modification of Purchase Orders must be initiated through the change order function within the purchase order found in the SciQuest application. No changes to the purchase order amounts will be made without initiating the change order function.

When the situation requires it, an official notification will be sent to the vendor in the form of a revised Purchase Order.

8.2.2.b Acknowledgement

Purchase orders that are issued without a prior vendor quotation are contingent upon the acknowledgment and acceptance of the supplier. This is accomplished either by written acknowledgment of acceptance and projected shipping dates, or shipment of the order. This acknowledgment constitutes a legal contract between the two parties and confirms the supplier's acceptance of the buyer's terms and conditions.

When delivery dates and/or exact product shipments are critical to the successful conclusion of any project, confirmation of purchase order requirements should always be requested from the vendor. The acknowledgment/confirmation should be filed with the purchase order for reference.

8.2.2.c Unauthorized Purchases

Responsibility: An individual who has not been delegated purchasing authority who makes an unauthorized purchase of goods or services may be responsible for payment of the charges incurred. At the discretion of the University's Policy Exception Authority:

- The unauthorized individual may be required to pay either the full amount whenever the purchase is found to cover unneeded items or items whose purchase would not otherwise be authorized and the transaction cannot be cancelled, or the amount of any cancellation charges incurred within cancellation of said order; or

- The unauthorized individual may be required to pay the difference between the charges such individual incurred and those the University may reasonably have incurred if the purchase had been properly executed.
- The unauthorized individual may be required to reimburse the University for unauthorized purchase of goods or services.
- Reimbursement or payment of unauthorized purchases require policy exception by a locations policy exception authority and or designee(s).

This policy applies to all purchases and commitments incurred on behalf of the university. Employees who make an unauthorized purchase or approve an improper purchase, while committing University funds, may lose their purchasing authority, face administrative disciplinary action, including termination of employment and be held personally liable for any costs incurred. A purchase involving university funds for personal benefit could result in fines and penalties imposed by the Internal Revenue Service on employees who benefit, authorize and or approve such purchases.

8.3 Equipment Purchases

8.3.1 Capital Purchases

Tulane University's capitalization threshold is \$2500. Items with an extended unit cost equal to or exceeding this amount are added to the university's property records and should be charged to the 8200 series of natural accounts reserved for capital equipment. Items with extended unit costs below \$2500 that work together to form a single unit with a cost equal to or exceeding the capitalization threshold should also be charged to the 8200 series of natural accounts. These items are tagged and maintained on a TAMS asset database by the Department of Property Management.

8.4 Purchase Order Types

8.4.1 Regular Purchase Orders

Standard purchase orders are purchase orders used to procure goods or services from a single vendor on a single occurrence basis. In general payment is made to the vendor upon shipment and acceptance of the goods or performance of the service in accordance with the terms and conditions of the purchase order.

8.4.2 Agreement Orders

Agreement orders are purchase orders used to procure maintenance services for equipment. These services are purchased when in-house expertise does not exist to maintain the equipment in proper working order or when it is deemed more cost-efficient to contract with an outside third party to perform the service requirement.

Agreement orders are initiated using a regular requisition. Any vendor maintenance agreements requiring institutional signature should be attached to the requisition for review and execution by the Director of Materials Management. Any request for maintenance service should receive prior review and approval from proper personnel within the department before forwarding to Materials Management.

Agreement orders are generally established for one year, or portion thereof, and generally renewed each July 1st for the new fiscal year or on the renewal date of a grant or contract. Materials Management will provide instructions on the annual renewal process.

8.4.3 Blanket Orders

A blanket order may be established for up to one fiscal year or one grant year. This allows materials to be shipped upon individual requests from the using department against the single purchase order number.

The blanket order often enables the university to obtain a lower contracted price, reduces administrative costs by eliminating multiple requisitions, and puts the user directly in touch with the source of supply.

The original requisition to establish a blanket order should contain specific information regarding vendor products, total dollar amount, timeframe, and authorized users. Only shipping dates are omitted. A blanket order should also contain a price quote, price sheet, or price table, attached to the requisition by the owning department, to ensure that the supplier is compliant with cost and for department oversight and audit.

Blanket orders must be renewed either annually on July 1st of the new fiscal year or on the renewal date of a grant or contract.

By the nature of its intended use, a large number of transactions may occur between a department and a vendor using the same blanket purchase order. It is important that the responsible department to whom the blanket purchase order is assigned monitor the purchases on a monthly basis to ensure the accuracy of vendor invoices and payment against them. Should a blanket order exceed \$25,000 in the aggregate, within a fiscal year, 3 quotes may be required to ensure Tulane Procurement compliance for orders exceeding \$25,000.

8.4.4 Lease/Lease Purchase/Rental Orders for Good or Services

A lease is an agreement conveying the right to use property for a specified time and for a specific amount of money. In a true lease, the property being used remains the sole property of the lessor (vendor), and the lessee (Tulane University) builds no equity in the leased property. A lease/purchase agreement allows the lessee to build equity and purchase the property from the lessor for a nominal amount at the completion of the lease.

Real estate Lease, Lease Purchase, or Rental Agreements must be signed by the Senior Vice President and Chief Operating Officer.

All forms of Lease, Lease Purchase, or Rental Agreements for the procurement of goods or services (e.g. equipment leases) must be signed by the Director of Materials Management subject to signature authority limits. The university may contract for leasing services. Contact Materials Management for information on our current provider and rate factors.

Regardless of the time period covered by such agreements, a formal Tulane University Purchase Order must be issued. The original copy of the Lease Agreement should accompany the requisition sent to Materials Management. Prior to accepting the Lease Agreement as submitted by the requisitioning

department, an analysis will be conducted by Materials Management to determine the economic soundness of whether the item or service should be a lease, lease-purchase, or rental.

8.4.5 Emergency Orders

Emergency situations, for purposes of this policy, shall be defined as any situation which, if not corrected immediately, includes the following:

- Would result in a hazard to persons or property;
- Could result in damage to buildings or facilities;
- Would result in a violation of law, statute or ordinance established by governmental or other regulatory agencies, or in any other fashion, if not acted upon; and/or
- Would be seriously detrimental to the interest of the university.

Failure to anticipate an operating need is not, of itself, considered a bona fide emergency. To initiate an emergency purchase, the authorized person in the department may call the Materials Management Department for assistance. They/Them must state the nature of the emergency, vendor's name and address, the material required, the account number to be charged, and the estimated cost. This must be followed up with a confirming requisition sent to the Materials Management Department, utilizing the normal approval channel, within three (3) days of the date the purchase order was given. In addition to the information normally required for processing, this requisition must also note the purchase order number issued by Materials Management, the date issued, and the words "Confirmation Only, Do Not Duplicate" as a note to buyer on the form.

Since this procedure is for true emergencies and Materials Management has an obligation to ensure that companies performing emergency services are promptly paid, Departments abusing this procedure may be prohibited from requesting emergency purchase orders.

8.5 Competitive Bidding Requirements

8.5.1 Solicitation of Bids, Request for Proposals (RFP's), and Quotations

It shall be the procurement policy of the university to obtain all supplies, equipment, and services at the most advantageous basis to the university that is consistent with quality, service, value, price, continuity, and availability of the items at the time of purchase. All bids will be evaluated through this process. Any or all bids may be rejected when it is in Tulane University's best interest to do so.

Formal written solicitations will be utilized where circumstances indicate this method to be in Tulane University's best interest. Invitations for Bids should be sent to at least three qualified vendors, when available, who are capable and willing to perform the tasks specified. Sealed bids will be utilized when required by law, government contractual requirements, or Tulane University procurement management decision.

8.5.1.a Requests for Proposals (RFP)

- Requests for Proposals may be issued for projects of any practical dollar amount where

subjective service or skill levels are an important component to a timely and successful completion of the project.

- While Materials Management encourages participation by as many vendors as possible in the competitive process, three bids are desired given the following: time restraints, potential vendors currently exist, and there is an opportunity for significant cost savings. Any exception to three participating vendors should be documented by Materials Management.
- All competitive bid documentation, where feasible, will be filed in Materials Management with the originating requisition and the resulting purchase order.

The bidding or negotiating process is indicated where the value and/or nature of the item or service warrants it, and the item or service can be obtained from more than one source. Purchases from catalogs in the eProcurement platform under contract do not require additional quotations. Unless approved for sole source procurement or otherwise covered under existing contracts, all requisitioned items or services should be sourced and or quoted. For sole source policy see section 8.6 and 8.6.1.

After bids are received and evaluated, the contract will be awarded to the vendor presenting the best combination of price, delivery, capacity to perform, which includes eligible current Certificate of Insurance, eligible current Institutional Conflict of Interest, and quality of service. Materials Management reserves the right to disqualify any or all bids and to make award decisions on factors other than price exclusively.

In establishing university procedures, Tulane must comply with certain government procurement regulations applicable to the use of federal grant monies. These regulations are primarily embodied in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance or UG), which may require that certain procedural formalities be observed. These regulations may also be supplemented or modified by federal agency specific regulations, or when receiving a federal contract or subcontract, subject to the Federal Acquisition Regulation (FAR). Additionally, certain sponsored agreements may have additional bidding and or sole source purchasing requirements. Department personnel, including the Principal Investigator, should be familiar with the specific bidding requirements associated with their sponsored grants and contracts. As a result, certain procurements may require prior approvals, and bidding requirements as noted before proceeding.

8.5.1.b Solicitation and Documentation

Bids may be solicited either orally (and subsequently documented) or in writing. In either case, the documentation shall become part of the bid packages permanent file which may include attaching all relevant documentation to the requisition or purchase order. The purchase order is then managed by Procurement Services.

Procurement Services may participate in all solicitation of competitive quotations and bidding and solicitations shall be based on a clear and accurate scope of work and description of the technical

requirements for the material, product, or service to be procured. Such a description shall not, in competitive procurements, contain features that unduly restrict competition. It is recognized and encouraged that highly technical equipment purchases, and service requests will require the direct participation of the requisitioner, and possibly others, such as department administrators, university counsel, engineers, etc. to ensure that the item or service purchased is as the requisitioner requires, and that such items as transit insurance, warranties, installation, transportation, etc., are adequately covered. Procurement Services will be responsible for ensuring compliance when involved with any solicitations as outlined by this policy and in various internal business processes and that prudent procurement practices are followed and documented when applicable within an electronically issued purchase order within Tulane's ERP platform. All such documentation will be retained electronically within the issued purchase order within Tulane's ERP platform and or within relevant Procurement Services e-files. Retention of such e-files are determined by Tulane's Document Retention policies housed with The Office of Records Management. [\(link\)](#)

8.5.1.c Competitive Bidding-Dollar Thresholds

To ensure that the resources of the university are protected and maximized, and to encourage participation in the university's procurement process by a variety of vendors, competitive bidding between and among suppliers should be used whenever reasonably possible. Competitive bidding will be used whenever required by applicable laws or regulations. There will be circumstances when competitive bidding is not possible or advisable. Examples of such situations would be:

- Emergency situations endangering the health and safety of faculty/staff, students or third parties as discussed in Section 8.4.5 above.
- Proprietary or single source items as discussed in Section 8.5.2 below.
- Individual items and/or total requisitions of less than \$5000, where one informal quote is required. The competitive bidding thresholds and requirements are stated below. Written confirmation of verbal bids should be requested and received from vendors. On the basis of historical vendor costing and performance, Materials Management may deem it more cost effective and efficient to confirm and award some low dollar purchases without the competitive bid process. Documentation of such action will be retained with the purchase records.

\$0 - \$4999. All requisitioned items or services between \$0 - \$4999 require one informal quote. An informal quote might be an email, a phone conversation, or a documented quote provided by the supplier, and should either be attached or referenced in the requisition or purchase order. Written confirmation of verbal bids should be requested and received from vendors. Exceptions to this process shall be documented.

\$5000 - \$9999. All requisitioned items or services between \$5000 - \$9999 require one written quote provided by the supplier, if the good or service is not on an existing Tulane contract. Price reasonableness should be a consideration in making the procurement decision. The quote should be attached to the requisition or purchase order. Exceptions to this process shall be documented.

\$10,000 - \$24,999. All requisitioned items or services between \$10,000 - \$24,999 require two quotes provided by the suppliers. Price reasonableness should be a consideration in making the procurement decision. Quotes should be attached to the requisition or purchase order. Exceptions to this process shall be documented.

\$25,000 – Above. All requisitioned items or services totaling \$25,000 or more individually, or as a system including multiple components, will be handled by formal written competition. Three written quotes should be provided by the suppliers to purchase items or services over this dollar threshold of \$25,000. The three quotes should be attached to the requisition or purchase order. Exceptions to this process shall be documented.

8.5.2 Sole Source Procurement

From time to time, situations arise where there is only one unique vendor for certain products or services. When it appears impractical to obtain competition or when it appears certain that substitutes are not acceptable, purchase of a product or service may be justified to be made from a particular vendor only. In such cases, a full explanation from the requisitioning department, covering the reason or reasons for such restriction, is required. The reasons should not include justification as to why or whether the requisitioner needs the item(s) to be purchased. The reason should also not be due to time constraints related to lack of preparation. Instead, it should document why one supplier is requested or required over others. Such situations require supporting documentation explaining the exceptional circumstances of the purchase. Price reasonableness should be documented within the explanations and justification, including how it was determined that the sole source price is fair and reasonable. With respect to federally funded grants (governed by the Uniform Guidance) or contracts (governed by FAR), a cost analysis will be required, which must also examine profit as a separate element.

All explanations for sole source procurement requests must include explicit statements about whether anyone in the requisitioning department involved in the request (e.g., requisitioner, request initiator, approver) has or does not have any Financial Interests, Research Financial Interests, Leadership Roles, Research Leadership Roles and/or Secondary Commitments (collectively, outside interests), as defined in the [Tulane University Policies on Conflicts of Commitment and Interest](#) (see Appendix 1.) in the sole source. If such outside interests exist, the procurement request will require review by the Tulane University Conflict of Interest Committee and/or the Tulane University Institutional Research Conflict of Interest Committee prior to approval.

Explanations/justifications shall be completed when departments are requesting purchases without competition of equipment or services costing \$5000 or more individually or in aggregate per requisition. In the absence of such justification, Materials Management will proceed with usual and customary procurement practices.

8.5.3 Sole Source Exceptions

Sole source designation may be applicable in these instances. This list may not be all inclusive:

- Property or services can be obtained only from one firm or individual.
- Competitive bidding is precluded because of the existence of patent rights, copyrights, secret processes, control of raw materials or similar circumstances.
- Procurement of electric power or energy, gas, water, or other utility services where it would not be practical to allow other suppliers to provide such services.
- Procurement of technical services in connection with the assembly, installation, or servicing of equipment of a highly technical or specialized nature.
- Procurement of parts or components to be used as replacements in support of equipment specifically designed by a particular manufacturer.
- Procurement involves construction where a contractor is already at work on the site, and it would not be practical to engage another contractor.
- Procurement where only a single vendor in a market has the capacity to provide and/or maintain the equipment being purchased.
- Procurement of compatible additions to existing equipment where a differing manufacturer's equipment would be impractical for the specific need.
- As necessary to meet physical design.
- Procurements where specialized research services and data points should remain consistent, due to continued or prolonged sample testing. Often during multiyear grant award projects
- The requisitioned product will be made available to research participants by Tulane and there are legitimate ethical and/or operational reasons to utilize a specific product for the benefit of the research project or its participants.
- To comply with the university's standards programs; and
- As embodying specific characteristics essential to the proposed application not found in items of other manufacturer.

The Procurement Services Department has final responsibility in determining whether an item should be handled in this manner and may require additional justification for audit purposes and additional compliance due to grant funded procurements where other stipulations may be present and required under. Lack of planning or time constraints due to lack of preparation is not a justification for sole source.

8.6 Vendors

8.6.1 Vendor Selection

Vendors are screened, interviewed, and selected on the basis of their capacity to serve the needs of the university in the most economical and efficient manner possible. Pricing strategy, product line breadth, quality, and services offered are considered in their selection.

Vendors must comply with all applicable insurance license requirements required by Tulane, and any applicable federal, state, and local laws; guidelines and policies; and governmental legislation in order to conduct business with the university.

The Materials Management Department will maintain a list of all persons and firms who wish to bid on university purchases. Invitations to bid will be solicited from those vendors whom the Materials Management Department determines will stimulate competitive bidding and have proven they meet high standards of quality, service, and delivery. Not all vendors will receive an opportunity to bid on all projects due to the size of our vendor database.

University personnel desiring information regarding vendor representatives should contact the Materials Management Department for assistance.

8.6.2 Vendor Qualifications

All vendors doing business with the university are monitored as to how well they perform their contractual obligations. References are checked and interviews conducted to determine their qualifications as bidders.

Each competing supplier is evaluated on the quality and price of their products or services and their capacity to provide service to the university. Factors in this evaluation include meeting required specifications, comparative prices quoted on like items, prompt submittal of data, response to inquiries, delivery performance, special service rendered, and other intangibles.

University departments are encouraged to provide information to the Materials Management Department on the performance of vendors and their satisfaction or dissatisfaction with vendor activities for use in future procurement decisions.

8.6.3 Terms and Conditions

When contracts are awarded to outside vendors, Materials Management / Procurement Services may be asked to assist in providing the vendor with certain terms and conditions that form our expectations for their performance under the contracts, and that provide remedies to the university in the event of vendor non-performance. The terms and conditions would be general in nature and should not be confused with the product or service specifications set forth in the bid document. Vendors are expected to adhere to both the contract specifications and the terms and conditions governing their work.

9.0 CONSEQUENCE OF VIOLATING THE POLICY

If any employee violates this policy, they will be subject to discipline through the Human Resources process, up to and including termination.

APPENDIX 1. RELATED POLICIES OR PROCESSES

APPENDIX 2. ADDITIONAL PROCUREMENT POLICY DOCUMENTATION

APPENDIX 3. DECISION TREE MATRIX – In Progress

APPENDIX 1. RELATED POLICIES OR PROCESSES

Export controls and international purchases including but not limited to Foreign Influence

Export Control Office (exportcontrols@tulane.edu)

Please review the Research Compliance Office's [export control policies and guidance](#), including considerations of [improper foreign influence](#), to ensure that you comply with all relevant export control regulations and university policies.

Tax-Exempt status – Sales tax exemptions

Office of General Counsel (504) 865-5783

<https://counsel.tulane.edu/sales-tax-exemption>

AI vendor services

<https://ai.tulane.edu/>

FEMA requirements

emergencyprep@tulane.edu

Climate Commitments

<https://campusservices.tulane.edu/departments/sustainability>

Contact Office of Sustainability under Campus Services (campusservices@tulane.edu).

Federal Contracting and other compliance requirements – with cross reference to government access, flow down requirements, bonding requirements for construction projects

Conflict of Interest and Institutional Research Conflict of Interest

Office of General Counsel (504) 865-5783

<https://counsel.tulane.edu/conflict-interest-policies>



Appendix 2

Policy Title	Purchasing Policy and Procedures Manual – Appendix 2
Policy Subtitle/Subject	Appendix 2
Responsible Executive(s) (RE)	Jim Wandling, University Controller
Responsible Office(s) (RO)	Materials Management
Primary Point of Contact from RO	Director Central Procurement Services
Contact Information (email and phone)	tknittel@tulane.edu 504-862-8696
Date Proposed	4/2/24
Reviewed	4/2/24
Last Updated	4/2/24
Effective Date	4/2/24

☒ Permanent

☐ Temporary

1.0 POLICY STATEMENT

2.0 It shall be the procurement policy of the university to obtain supplies, equipment, and services at the most advantageous basis to the university that is consistent with quality, service, value, price, continuity, and availability of the items at the time of purchase and in compliance with applicable laws, regulations, and funding source requirements. In conforming to this policy, the capability, capacity, and performance of the vendor historically may be considered and weighed in the decision process. Competitive bids will be solicited whenever required, possible and practical. Tulane University is committed to honoring our core values and offers equal opportunity in all its endeavors. The University applies this principle to its procurement activity with the objective of encouraging participation by all qualified suppliers.

3.0 PURPOSE AND SCOPE

One of the functions of the Procurement Services Department (which is under Materials Management) is the organization and administration of centralized purchasing services for all departments of the university. Performing these services in accordance with sound and prudent business practices and in compliance with applicable laws and regulations, the department seeks to realize for the university the maximum value for every dollar expended.

The Materials Management Department is responsible for the following:

- Obtaining competitive bids when required and whenever possible to obtain maximum value from the expenditures of university funds.
- Maintaining liaison with the vendors that service the university.
- Coordinating the procurement of goods and services for the academic, administrative, and research activities of the university.
- Developing sources of supply to assure that the university departments have an adequate number of vendors from which to obtain goods and services.
- Performing administrative duties to assure delivery of promised goods and services, prompt payment of invoices, and assistance with the return of damaged or incorrect items.
- Monitoring federal, state, and local governmental regulations to ensure that purchase transactions made under governmental contracts and grants are in compliance with those regulations.

4.0 APPLICABILITY OF THIS POLICY

This policy applies to all Tulane departments that make purchases for the business of the university.

5.0 WEBSITE ADDRESS FOR THIS POLICY

www.policy.tulane.edu

6.0 CONTACTS

Subject	Contact	Telephone	E-mail/Web Address
Clarification and General Information	Procurement Services	504-862-8696	tknittel@tulane.edu
Regarding			

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8.0 DEFINITIONS

Blanket Order - Repeated purchases of the same type of supply item made by one or more departments from the same vendor; establishment of a single order covering multiple purchases.

Emergency situations - Any situation which, if not corrected immediately, includes the following: would result in a hazard to persons or property, could result in damage to buildings or facilities, would result in a violation of law, statute or ordinance established by governmental or other regulatory agencies, or in any other fashion, if not acted upon, and/or would be seriously detrimental to the interest of the university

Lease - An agreement conveying the right to use property for a specified time and for a specific amount of money.

Price Reasonableness – A determination that a price is fair and reasonable, as per FAR (Federal Acquisition Regulation section 15). Cost analysis should be used to evaluate the reasonableness of any quotation or certified cost. Cost analysis could be in the form of evaluating past invoices and pricing, competitive pricing, or historical pricing to name a few. The research establishes the fact for making the decision on reasonableness.

9.0 POLICY AND PROCEDURES

9.1 Public Relations

The Department of Materials Management maintains regular contact with many individuals and companies seeking to initiate or expand business relations with the university. The professional manner in which these contacts are managed reflects on the entire University. University employees who come in contact with vendor representatives should be constantly aware of the perceived image and reputation it has with the vendor community and others with whom Materials Management interacts.

The attributes listed below are essential for all employees to be aware of in their communications with vendors of the University.

9.2 Fairness

The university's reputation for dealing in a fair manner must always be upheld and promoted by treatment of all vendors equally in a competitive environment. Without compromising the University's interests, we must work with the vendor community cooperatively in order for our needs to be met the most efficiently and effectively.

9.3 Integrity

Employees must, at all times, maintain their integrity and that of the university by observing strict truthfulness in every transaction, respecting the confidence of each vendor and refraining from any personal obligation to a vendor.

9.4 Courtesy

The University's business cannot be conducted in a satisfactory manner unless all relationships, regardless of personal feeling, are maintained in a courteous and polite manner. This statement does not suggest that any employee should be less than firm in representing the university's interest. There can be no excuse for discourtesy even in the most difficult vendor relationships.

9.5 Proprietary Information

Tulane University holds all cost and price data, including bid information furnished to the University by others (suppliers), as private information. This information (cost, price and bid information) is not to be divulged. The only exceptions are those required by law, government contractual requirements, and release of such private information as deemed to be in Tulane University's best interests (See "Confidentiality of Quotations", Section 8.5.4).

9.6 Confidentiality of Quotations

Price quotations and/or resulting prices through negotiation arrived at between vendors and Tulane University are considered confidential and shall not be revealed to any other vendor or unauthorized person. Not only is it unethical to discuss one vendor's pricing and/or proposal with other vendors, but it may also affect future negotiations with all vendors on the basis of lack of trust in the University.

9.7 Late Bids or Quotations

It is the responsibility of all vendors to ensure that their quotations are received in the Materials Management Department no later than the appointed hour and date for submission as stated on the university bid request or Request for Proposal document. Unless there are extenuating circumstances

acceptable to the Materials Management Department or it is deemed to be in the best interests of the university to do so, late bids will not be opened nor considered. There is no public opening of bids at the university.

All bids will be dated, and time stamped to assure that they are received by the requested date and time on the bid document.

9.8 Errors in Bids or Quotations

Vendors are responsible for the accuracy of their quoted prices. In the event of a discrepancy between a unit price and its extension, the unit price will govern. Quotations may be amended or withdrawn by the bidder up to the bid submission deadline, after which, in the event of an error, bids may not be amended, but may be withdrawn. After an order is issued, no bid may be withdrawn or amended without penalty to the vendor, unless the Materials Management Department considers the change to be in the best interest of the university.

9.9 Solicitation by Sales Representative

Permission to detail or attempt to sell within the University must be obtained through the Materials Management Department. Materials Management will assist vendors in establishing appointments with potential users for discussion of their product line as necessary. It is the responsibility of the vendors to keep Materials Management informed of their activity on campus and the prospect for sale of their product to any particular user in the university.

In order for new products to be properly demonstrated, Materials Management should be contacted, and a determination made as to where this product may be demonstrated in the university. Materials Management may suggest the individual who should be contacted, or it may determine that it is not suitable for demonstration within the university.

9.10 Demonstration of Sample Material

University employees wishing to see samples or have equipment demonstrated on campus should contact the Materials Management Department for assistance.

Should the department wish the equipment to remain in the department for trial and evaluation, this action should be supported by an executed "No Charge" requisition issued by the requesting department referencing the equipment retained at \$0 total dollars and the words "No Charge" on the face of the requisition. If a procurement decision is recommended following the evaluation period, requisition funding must be submitted by the requisitioning department in accordance with normal University procurement policy and procedure. No other representations should be made to vendors whose items are to be evaluated.

Vendors should always work through the Materials Management department to clarify their opportunities.

Vendors are to provide their own insurance coverage for any material left at the university.

9.11 Ethics

9.11.1 Ethics Requirements

While purchasing is perceived to be a structured process, the decisions often require personal judgment and experience gained through personal contacts and relationships. The Materials Management Department is responsible for the conservation and wise expenditure of university funds. Moreover, Materials Management is custodian of the university's reputation for courtesy and fair dealing with vendors. For these reasons, a high ethical standard of conduct is essential. This position is a matter of being above suspicion of unethical behavior, as well as acting ethically. All university personnel share the responsibility for fair and ethical treatment of vendor representatives with whom they come in contact. Such consideration, among other issues, is reflected in the requirements of "Conflict of Interest" in the Tulane Staff Handbook.

The following Code of Ethics has been formulated by the National Association of Educational Procurement (NAEP) and is practiced by the Materials Management Department at Tulane:

- Give first consideration to the objectives and policies of my institution.
- Strive to obtain the maximum value for each dollar of expenditure.
- Decline promotional gifts of more than nominal value.
- Grant all competitive vendors equal consideration insofar as state or federal statute and institutional policy permit.
- Conduct business with potential suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
- Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
- Receive consent of originator of proprietary ideas and designs before using them for competitive purchasing purposes.
- Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier; and/or be willing to submit any major controversies to arbitration or other third-party review, insofar as the established policies of my institution permit.
- Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.
- Cooperate with trade, industrial and professional associations, and with governmental and private agencies for the purposes of promoting and developing sound business methods.
- Foster fair, ethical and legal trade practices.
- Counsel and co-operate with NAEP members and promote a spirit of unity and a keen interest in professional growth among them.

9.11.2 Conflict of Interest

The university as a general rule does not enter into purchasing contracts with students, faculty, staff, or members of their immediate families. An acquisition from a business in which an employee has an interest is prohibited unless full disclosure of the background facts is presented in writing to the

Materials Management Department. Interest is deemed present if:

- The employee and/or his/her spouse or dependent children (including stepchildren) own five percent or greater interest in any of the assets of a business entity or trust, or
- The employee or a member of his/her family is in a decision-making capacity that would involve the use of a product sold by the company owned by them.

Situations that are not specifically covered by the university policy, such as a one-time purchase from an employee who is not in business, shall be judged using the following criteria:

- Purchase of the item is in Tulane's best interest; quality and price are comparable to that of other vendors.
- The employee cannot participate in the decision whether the university will buy from him/her.
- Neither the employee who wishes to purchase, nor the employee who is selling, have the authority to set the price that the university will pay for the material/services. The buyer will obtain or verify the selling price from a qualified source.

The full Tulane University Conflict of Interest Policy can be found on the General Counsel homepage.

9.11.3 Gifts and Gratuities

It is the policy of the Materials Management Department, as well as other related personnel of Tulane University, to accept no gifts of other than nominal value or those normally associated with promotional campaigns of the individual vendors. In no case should the gift exceed \$25.00 in estimated value.

9.11.4 Personal Purchases

University policy permits the Materials Management Department to assist full-time paid faculty and staff by purchasing for them appliances, furniture, and other high-cost items where substantial savings can be realized. Faculty and staff should call Materials Management for assistance and instructions. Purchases against personal accounts are payable in advance by check or money order. Personal purchases are taxable. University policy does not permit routine small order buying of convenience items where savings realized are negligible. For-personal-use purchases from wholesalers and distributors are subject to terms very different from those of retailers. Most purchases are final and are not subject to adjustment or return for credit, except for defective material or workmanship. Repair services are often not provided, and the purchaser must make his own arrangements. The individual must assume these risks, just as the university does for its official purchases. The Department of Materials Management will not assume any responsibility in the event an item cannot be returned, serviced, or exchanged. Delivery of a personal purchase is the responsibility of the individual, not the university.

9.12 Surplus Property

For items purchased with university funds or funds from any external source, the management, control, and use of such equipment extends to its final disposition. For those property items that are no longer needed by the initial procuring department, it is university policy to manage the redistribution or disposition of the surplus items centrally through the Property Management department.

9.13 Fiscal Interfaces

9.13.1 Account Numbers

The Office of Accounting for the university is responsible for establishing account numbers that represent the source of funds (department or function). Account numbers may also represent the type of revenue or expense to be transacted.

Each department is assigned an account number(s) in order to detail and control expenditure activity for their area(s) of responsibility. All requisitions must carry the complete account number to be charged in order that required approvals may be obtained prior to its receipt in Materials Management and for proper encumbrance and payment once the procurement process is complete.

9.13.2 Fund Source

All funds deposited with Tulane University, regardless of source, are university funds and must be handled in accordance with university policy.

9.13.3 Invoice Approval

All invoices should be received centrally by the Accounts Payable Department. If a computerized match within set tolerances is obtained with the purchase order and corresponding invoice, the invoice is scheduled for payment in accordance with the most economical pay date. Should there be a problem regarding the item or services received under the purchase order, Accounts Payable is to be notified by the receiving department to withhold payment. Materials Management may be contacted by the department to assist in reconciling the problem.

Since the credit standing of the university is dependent upon its ability to pay its obligations on time, communications between the requesting department, Materials Management and Accounts Payable must be done in a timely manner.

9.13.4 Cancellation of Encumbrances

The elimination of small residual encumbrances is the responsibility of the Materials Management Department.

The department should request cancellation of such balances by providing Materials Management with a copy of the departmental report, indicating the purchase order balance that should be deleted. Electronic report versions are preferred. After reviewing the request, Materials Management will close the purchase order, thereby removing the encumbrance.

9.13.5 Requests for Payment

Departments should not use Requests for Payments or the Concur application to purchase equipment, supplies, and services ordinarily obtained through the purchase order system.

The eProcurement check request form should only be used to request payment for a limited set of transaction types that Tulane Accounts Payable has designated as not requiring a purchase order. Transactions allowable for check requests are limited to cash awards and honoraria for non-Tulane faculty and staff, subscriptions for journals or related media, registration fees, and other such items.

Additional restrictions and limitations regarding the use of this form may apply and vary among the various Schools and other units of the university. Departments should become knowledgeable about the policies within their organizational unit before handling procurements and/or reimbursements using this form.

9.13.6 Travel Expenses

Purchase orders are not to be used to pay for employee travel expenses. Occasions may arise where conferences attended by university employees will allow pre-payment of registration fees only with a purchase order.

The Materials Management Department will make that determination on a case-by-case basis. If approved by Materials Management, the department should forward a requisition to Materials Management to initiate a purchase order.

9.13.7 Year End Closing Procedures

The university operates on a July 1 - June 30 fiscal year for accounting purposes. To ensure that departments properly close university current fiscal year purchases, Accounting, will provide a schedule of dates for submission of requisitions and invoices and for completion of purchasing activities prior to the start of the new budget year. This schedule may change slightly from year to year.

For an item to be paid for with current year funds, it must be ordered and invoiced in the current year. No invoice will be paid without the submission of a requisition by the department and the establishment of an order by Materials Management to set up a current year encumbrance.

There is no routine carryover of institutional operating budget funds. Budgets on restricted fund grants and contracts with project life continue for their prescribed project dates, fiscal year or otherwise.

9.14 Required Prior Approvals

9.14.1 Alterations to Plant Facilities

Requests for alterations or renovations to existing plant facilities must be coordinated through and approved by either Plant Operations, or Facilities Services depending upon campus location. The amount and complexity of the changes and building location will dictate the department through whom the work will be coordinated. The Materials Management Department will work with the coordinating department to obtain the required materials and necessary services to complete the project for the requesting department.

Regardless of the degree of construction that will be required for a project, it is advisable that the requesting department refer to the policies and procedures of Plant Operations or Facilities Services as appropriate, before proceeding with their planning.

9.14.2 Animals

All purchases of animals must be made under the supervision and assistance of a qualified veterinarian. The Health Sciences Center Vivarium and the Tulane National Primate Research Center are charged with this responsibility and all requisitions for animal purchases must be forwarded or originated by them for placement of orders. The Materials Management Department has made special arrangements to allow Vivarium and TNPRC to make such procurements.

9.14.3 Controlled Substances

Application must be made for licensing to the United States Drug Enforcement Agency by appropriate individuals within a department wishing to buy controlled substances for use in university sponsored projects. Any department wishing to purchase controlled substances must have an individual within the department with a valid DEA permit. Materials Management will use that individual's DEA permit to order their required controlled substances. The DEA number must appear on each purchase order released in order to obtain delivery.

All orders are shipped to the attention of the individual listed on the DEA license number in order to ensure proper record keeping for the DEA.

Additionally, departments of the Tulane National Primate Research Center must have prior approval of Veterinary Medicine before placing a requisition for controlled substances.

9.14.4 Radioactive Materials

Requisitioning departments must have a radioactive license in order to purchase radioactive material. Licenses may be obtained from the Office of Environmental Health and Safety. SciQuest catalogs may not be used to order radioactive materials. Requesting departments must route their SciQuest non-catalog requisitions through OEHS who will then forward approved requisitions to Materials Management. Orders must be shipped through Uptown Receiving or HSC Central Receiving. Once inbound shipments are cleared by OEHS, material can be received by the requesting department.

9.14.5 Hazardous Chemicals and Safety Equipment

Hazardous chemicals used at the university are monitored and tracked by the Office of Environmental Health and Safety. To facilitate tracking, hazardous chemicals must be ordered by requisition and not by purchase card. These requisitions for hazardous chemicals and some types of safety equipment are forwarded to OEHS by Materials Management in order to obtain required approval by OEHS prior to purchase.

9.14.6 Publications

University Publications must review publications containing the Tulane Logo prior to printing to ensure compliance with Tulane Visual Identity requirements.

9.14.7 Restricted Funds Purchases

Requisitions, using grant account funding, for equipment and supplies, other than lab supplies, require prior approval by the appropriate Grants and Contracts office. Requisitions for equipment over \$2500 require prior approval by the Office of Research.

9.14.8 Alcoholic Beverages

University policy states that requisitions for/including the purchase of alcoholic beverages must be accompanied by approval from the appropriate Senior Officer.

9.14.9 Copier and Printing Equipment

Copiers, Network Printers and Multifunction Devices costing over \$1,000 or requiring a service agreement require the prior approval of University Services. University-wide agreements for supplies and services of these devices are managed by University Services. Materials Management will ensure requisitions for this equipment and services are forwarded to University Services in order to obtain approval prior to purchase. Regardless of the device, University Services is available to offer analysis and recommendations appropriate for the expected use.

9.14.10 Postage Meters

Purchase and rental of Postage Meters requires the prior approval of University Services. All interaction with the US Postal Service is facilitated by University Services.

9.15 Miscellaneous

9.15.1 Damages and Shortages to Items Received

When receiving items from freight companies, the number of packages received should match exactly the number on the common carrier's freight bill. If not, make sure the driver writes the number of packages received on the bill before signing. Inspect all packages for damage to the outside container. Any visual damage should also be noted on the freight bill before signing.

In cases of concealed damage, a report should be made immediately to the delivering carrier. The report should include the following information: Freight Bill Number, Purchase Order Number, date of delivery, vendor, and extent of damage or shortage. In the event of damage, it is essential that you retain all the original shipping cartons for inspection by a claims adjuster.

Government regulations require the university to file claims within a specific number of days. Failure to comply could result in the claim being disallowed. Notification upon first discovery is recommended, even if the extent of damage has not yet been determined.

Errors in shipping by the vendor causing shortages should be reported to Materials Management immediately by the department. Sufficient detail should be given in the report that will allow negotiation with and resolution of the error by the vendor.

9.15.2 Insurance

The insurance requirements of this section are related to the purchasing of goods and their related services. The required limits of coverage will be determined by the specific contract exposure, and not the price of the contract. Below are the basic insurance requirements for a vendor. These requirements can be changed at the discretion of the Office of Enterprise Risk Services (OERS) based upon the vendor's operations.

Prior to commencement of any work or services on the premises of Tulane University or on behalf of Tulane University, the vendor shall, at its own expense, maintain the following insurance coverages and will present evidence of appropriate insurance coverage to the Office of Enterprise Risk Services.

- Statutory Workers' Compensation, including Employer Liability coverage with a minimum of \$1,000,000 each accident, each disease and in the aggregate covering all of vendors' employees who are engaged in any work under contract.
- Commercial General Liability insurance coverage, applying to bodily injury, property damage, personal and advertising injury, and contractual liability that shall protect the vendor and any sub-vendor performing work covered by the contract, whether such operations be by the vendor or any sub-vendor, or by anyone directly or indirectly employed by either of them. The limits shall be no less than \$1,000,000 for each occurrence and \$2,000,000 general aggregate.
- Automobile liability insurance with a minimum of \$1,000,000 combined single limit per occurrence. Coverage shall be for any automobile (symbol 1) or for owned, hired, and non-owned automobiles (symbol 7, 8, and 9).
- Umbrella Liability with a minimum limit of \$1,000,000 per occurrence and in the aggregate on a following form basis to include General Liability and Workers Compensation coverage.
- Additional Terms and Conditions
 - All policies shall include Additional Insured wording in favor of The Administrators of the Tulane Educational Fund d/b/a Tulane University, its subsidiaries, its affiliates, its officers, agents, employees, volunteers, and governing board are hereby named as additional insureds as their interests may appear. Any additional insured endorsement written on a blanket basis, "as required by written contract", will need to include the additional insured wording listed above in the contract, and the contract will need to be executed by both parties prior to the performance of any services.
 - All policies shall include a Waiver of Subrogation in favor of The Administrators of the Tulane Educational Fund, its subsidiaries, its affiliates, its officers, agents, employees, volunteers, and governing board. Any waiver of subrogation endorsement written on a blanket basis, "as required by written contract", will need to include the waiver of subrogation wording listed above in the contract, and the contract will need to be executed by both parties prior to the performance of any services.
 - All policies shall contain primary and non-contributory wording in relation to any policies carried by Tulane.
 - All policies shall be endorsed to provide written notice at least 30 days prior to the non-renewal, cancellation, or material alteration of coverage to any policy.
- In consultation with the using department, the Office of Enterprise Risk Services may waive or alter the suggested coverages because of the type of work being performed by the vendor.

9.15.3 Returns for Credit/Refund

When a vendor has shipped items as specified on a purchase order, they have legally complied with their part of the contract and are under no obligation to accept for credit/refund any of those delivered as specified. Acceptance of a return by a vendor is not automatic, and if accepted, a restocking fee of 5% - 25% of the original item cost is sometimes charged by the vendor. This charge will have to be borne by the requisitioning department.

When an item is received from a vendor that is not as specified on the purchase order, contact should be made by the department and/or Materials Management to that vendor requesting a Return Authorization

Number. A label with the Return Authorization Number and other identifying information should be placed on the outside of the package to be returned for easy identification when received by the vendor. No item should be returned without prior authorization from the vendor.

Requests for the return of supplies and equipment for adjustment or credit must be coordinated through the Materials Management Department. The appropriate Returned Goods form must be completed and forwarded to Materials Management to affect a return.

9.15.4 University Business Enterprises

The university departments are encouraged to support the activities of the enterprises of the university. This non-inclusive list includes the Bookstore, Computer Store, Printing Services, Document Imaging and Photography, Health Sciences Center Storeroom and Food Services.

When items and/or services to be procured are available from any of the university enterprises and these items and/or services are comparable in quantity, quality and price, these enterprises should be given preference in order placement.

10.0 CONSEQUENCE OF VIOLATING THE POLICY

If any employee violates this policy, they will be subject to discipline through the Human Resources process, up to and including termination.