

	Responsible Executive: Senior Vice President for University Finance and Business Services	
	Responsible Office: Contracts, Purchasing and Risk Management	
	Effective Date: 1/1/1999	Last Revised: TBD
	Policy Title: 20. Specific Procurement Requirements	

Definitions

Refer to 1. Procurement General Provisions

Policy

These Specific Procurement Requirements are established by the Chief Procurement Officer in accordance with University Procurement Code and supplement and are made a part of this University Policy.

This University Policy may be updated from time to time to meet the changing needs of the University.

Section I: Capital Equipment

- A. Equipment that is not permanently attached to buildings or grounds and that has an acquisition cost of \$5,000 or more (including sales and/or use tax, freight, and installation) and a life expectancy of one year or more is considered capital equipment.
- B. CPRM will ensure the proper account codes are utilized when procuring capital equipment.
- C. The buyer will notify Property Administration of the Procurement.

Section II: Construction and Maintenance

- A. Requests for maintenance, Construction or renovation projects will be submitted to the [University's Facility Services department](#).

Section III: Equipment Loan or Demonstration

- A. Departments that desire to utilize equipment on loan or demonstration must inform CPRM and submit a Purchase Request. CPRM will prepare the appropriate Contract.
- B. Vendors who desire to arrange for loans or demonstrations of their products on campus must coordinate these plans with CPRM.

- C. The Vendor is responsible for all moving, handling, transportation, and installation costs for loaned equipment. If the Vendor who loaned the equipment is the successful bidder and Awarded a University Contract, the Vendor must supply new equipment unless CPRM agrees to accept the loaned equipment at a negotiated lower price.
- D. If the University decides to purchase equipment all applicable Procurement policies will be followed.

Section IV: Employee Reimbursement

- A. Any Procurement not authorized by a Purchase Request or Purchasing Card is considered an unauthorized commitment of University funds.
- B. University employees shall obtain a Purchasing Card for Procurements of small dollar goods and avoid using a personal credit card, cash or any other method of payment using personal funds for the Procurement of University goods.
- C. When no other viable option for Procurement is available, a University employee may be reimbursed for a Procurement that does not exceed five hundred dollars (\$500). A reimbursement request shall be submitted for approval of the funding source, University business purpose, and Procurement compliance. If the transaction is not approved, the employee will not be reimbursed.
- D. A University employee shall not submit a request for reimbursement if the Procurement was made using a Purchasing Card.
- E. A University employee in violation of this University Policy will receive a Purchasing Notice of Violation in accordance with Title 2.II of this University Policy.

Section V: Foreign Purchases

- A. Purchase orders issued to foreign suppliers will be written in United States dollars unless otherwise required by the Vendor. The buyer will note the date and rate of exchange on the purchase order.
- B. All shipments from outside the geographical limits of the United States should generally be processed through a customs broker. Shipments may, however, be received directly from United States Customs without going through a customs broker.
- C. Applications for duty-free entry may be filed directly with the United States Customs or through the University's selected customs broker. It is the responsibility of the ordering department to file the application with assistance as required from CPRM. If the application is filed through a customs broker, a fee will be charged to the ordering department's account. Applications should be filed prior to purchase. United States Customs Service will return a copy of the application with a notation that duty-free entry has been requested. This copy is filed with Customs at the time of entry of the shipment. If the copy of the

application is not filed, the University must pay the duty and await the decision of the United States Customs Service.

- D. When plant materials, seeds, or animals are purchased from outside the United States, the ordering department is responsible for obtaining the necessary United States Department of Agriculture Entry Permits.
- E. If the shipment is to clear Customs through a customs broker, CPRM will note on the purchase order that shipment is to be made through the customs broker, listing the name and address. CPRM will file a copy of the purchase order with the customs broker. A separate Purchase Request is not required for the customs broker.

Section VI: Furniture

- A. The University's Facility Services department manages the Procurement of furniture for the University.

Section VII: Guest Lecturer/Speaker/Performer

- A. A fully complete [Guest Lecturer/Speaker/Performer form](#) will be submitted with the Purchase Request.
- B. Procurements that contain an agent/broker contracts, performance riders, other demand documents presented by the Vendor cannot be processed using the Guest Lecturer/Speaker/Performer form. A Purchase Request shall be submitted for these Procurements.
- C. Northern Arizona University employees shall be paid through the University's Human Resources department.
- D. Purchase orders for Guest Lecturers and Speakers will include the Guest Lecturer/Speaker/Performer form along with the NAU Standard Terms and Conditions and Terms and Conditions for Events.
- E. A Guest Lecturer/Speaker/Performer engagement shall not exceed two (2) weeks.

Section VIII: Hazardous Material

- A. Procurements for hazardous materials shall, in all cases, represent the minimum quantity needed to satisfy the intended use. The liability of storing hazardous material and the costs and liabilities associated with its proper disposal outweigh any savings that result from purchasing "in bulk."
- B. All hazardous materials shall be stored, handled and disposed of according to the procedures of the University's Environmental Health and Safety Department.

Section IX: Honorarium

- A. A completed [Honorarium](#) form will be submitted with the Purchase Request.

- B. Northern Arizona University employees shall be paid through the University's Human Resources department.

Section X: Independent Contractor

- A. Procurements for Independent Contractors may be made when specialized skills, knowledge, resources, and experience are required, and such services are not available by existing staff or University service departments.
- B. Independent Contractors must be requested through a Purchase Request and include the [Independent Contractor Request Form](#) prior to authorizing services or obtaining the Independent Contractor's signature. CPRM will issue a purchase order for the services after obtaining the Independent Contractor's signature and insurance if required.

Section XI: Information Technology

- A. Refer to [IT-Purchasing-Policy.pdf](#)

Section XII: Library Books and Periodicals

- A. Procurements for departmental or classroom books will be made through the University Bookstore, when possible, or by submitting a Purchase Request.
- B. Procurements for all periodicals and subscriptions for departmental or classroom use will be made by submitting a Purchase Request.
- C. Procurements for books and periodicals for the Cline Library are tax exempt. This tax exemption does not apply to books ordered by other University departments.

Section XIII: Live Animals

- A. The Institutional Animal Care and Use Committee (IACUC) is responsible for reviewing and approving all teaching and research activities involving the use of live vertebrate animals. No live vertebrates may be obtained or used without prior IACUC approval and notification to the IACUC Coordinator before animals are ordered. The IACUC coordinator must monitor Procurement to ensure animals are obtained legally and that the number of animals does not exceed that approved by the IACUC. Most vertebrates may only be obtained from approved Vendors to ensure that only pathogen free animals enter the facility. The IACUC must approve any exemptions to this University Policy prior to Procurement.
- B. All shipments of live vertebrates shall be shipped to the University's Animal Care Facility.
- C. The requesting Principal Investigator (PI) or designee shall e-mail the following information to the IACUC coordinator:
 - i. Age
 - ii. Animal Genus and species, stock/strain/breed or common name.

- iii. Date of arrival requested
- iv. Funding source
- v. Gender
- vi. IACUC approved Protocol Number and PI name
- vii. Number of each live vertebrate animal requested
- viii. Specialization request (i.e., surgical procedure, timed pregnancy)
- ix. Specific Pathogen Fee vendor

Section XIV: On-campus vs Off-campus

- A. Before preparing a Purchase Request, the requesting department must determine if an on-campus service department can meet its Procurement needs. On-campus services are preferred because they offer improved tracking, increased compliance, and improved management of University resources. Departments are required to order goods and services from the following on-campus departments or contracted service providers if they can fulfill the department's requirements. Any deviation from this policy must be approved in advance by CPRM.
- i. University Departments:
 - a. Campus Supply-Provides routinely used materials for personal protection, cleaning, and maintenance.
 - b. Comptroller-Provides for third-party payment processing.
 - c. Facility Services-Provides maintenance, repair, furniture, and construction services.
 - d. Fleet Services-Provides vehicle rental and vehicle repair services.
 - e. Printing Services-Provides printing services.
 - ii. Contracted Service Providers:
 - a. Follett-Provides textbooks and other products traditionally sold in a university bookstore.
 - b. Sodexo-Provides catering and other food services exclusively for food provided to the Flagstaff campus.

Section XV: Radiation

- A. The University's Environmental Health and Safety office shall be notified prior to the Procurement of radiation producing equipment.

Section XVI: Sustainability

- A. The University is committed to buying products with recycled content or environmentally sustainable alternatives. Solicitations require the Vendor provide information regarding the Vendor's overall sustainability efforts.

- B. Refer to the University's [Office of Sustainability](#) for information about the University's sustainability efforts.

Section XVII: Trademarks and Licensing

- A. Procurements for printed products using University logos or trademarks shall be made only through [licensed Vendors](#) approved by the University's Trademarks and Licensing department.

Section XVIII: Used Equipment

- A. Used equipment may be purchased if it meets the standards required by and results in savings for the University. Requests for used equipment shall include written determination that the:
 - i. Equipment has been inspected by the requestor either in-person or other method to include but not limited to video, photo, and equipment records.
 - ii. Condition of the equipment is as represented.
 - iii. Equipment meets the requirements of the user.
 - iv. Best interest of the University will be served by the Procurement of the used equipment.
 - v. Price represents fair market value or better.
- B. CPRM shall verify that the purchase price is reasonable.
- C. CPRM will follow relevant Procurement processes for Procurements of used equipment.

Section XIX: Vehicles

- A. Vehicles are motorized vehicles used to transport people or goods, or any other item that requires a title in accordance with Arizona Department of Administration Motor Vehicle Division rules and include but are not limited to low-speed vehicles, passenger cars, trucks, buses, trailers, off-road vehicles, and heavy equipment.
- B. The Procurement of Vehicles by the University shall be approved by the University's Transportation Services Department (UTS) for necessity, appropriate use and options, sustainability, and compliance with this University Policy and state and federal law. The [Vehicle & Motorized Equipment Request Form](#) will be included in the Purchase Request.
- C. Procurements of fifteen (15) passenger vans is prohibited.
- D. Procurements of used vehicles is prohibited.
- E. Vehicle Procurement options, in priority order:
 - i. Battery Electric Vehicles (BEV) or Neighborhood Electric Vehicle (NEV) are required unless no model is available that fulfills the functional

- requirements of the intended use. These vehicles should be equipped with ground clearance of at least 6"
- ii. Plug-in Hybrid Electric Vehicles (PHEV).
 - iii. Hybrid Electric Vehicles (HEV) with an average fuel economy of over 35 MPG highway.
 - iv. An alternative fuel capable vehicle (AFV) with an average fuel economy of over 35 MPG highway.
 - v. A non-compliant fueled vehicle if no AFV is available that meets the functional requirements of the intended use (i.e. heavy equipment, off road, police interceptors).
- F. All Vehicles must have the following equipment and features to be operated on public roadways:
- i. Headlights, taillights and reflectors
 - ii. Heated defrost
 - iii. Cabin heat
 - iv. Rear view mirrors
 - v. Windshields with wipers
 - vi. Parking brake
 - vii. Seat belts for all passenger seating positions
 - viii. Minimum speed of 20 mph and a maximum speed of 25 mph
- G. The Procurement of any Vehicle that is not BEV must be approved by the University's Chief Financial Officer.
- H. UTS will place required markings all University vehicles.

Cross reference: [Motor Vehicle Use for University Business Policy](#)

Section XX: Vending

- A. Vending services for food and/or drink are managed by the University's Campus Services and Activities (CSA) department. Any request for food and/or drink vending services must be requested through CSA. CPRM will prepare Contracts as appropriate between the University and the vending contractor as recommended by CSA and after review by appropriate University officials.

Related Information*

[Arizona Board of Regents Policy](#)

[Arizona Revised Statutes, Chapter 23](#)

* Related Information and Policy History are solely for the user's convenience and are not part of the official university policy.