



Title: University Procurement of Goods & Services Policy	Policy Category: Financial
Issuing Authority: Administration & Finance	Responsibility: Procurement Office
Publication Date: 08/17/2023	Next Review Date: 08/17/2026

Printed copies are for reference only. Please refer to the [electronic copy](#) for the latest version.

Policy Statement/Background:

Stony Brook University ("University") procurement is conducted following SUNY and State Purchasing and Contracting policies and applicable provisions of the State Finance Law and Education Law. Departments are required to follow this policy when researching and selecting a proposed vendor, preparing a related purchase requisition and ensuring prompt payment of invoicing.

Other University related entities, including the Research Foundation and Stony Brook Foundation have their own procurement policies and requirements. Individuals should consult with these entities policies when procuring goods and services using these funds.

Objective

The University's basic procurement objective is to secure the most appropriate materials, supplies, equipment and services from the most reasonable and responsible sources, consistent with quality requirements and delivery needs as will best promote the interests of the University. The practice of competitive bidding, whether formal (sealed bids or proposals) or informal (quotations), not only tends to assure reasonable prices, but also guards against favoritism, improvidence and fraud, and should therefore be used to the extent practicable.

Policy:

All individuals procuring goods and services using State funds must follow this policy. Any deviation to this policy is at the discretion of the Procurement Office.

Financial Commitments

- All financial commitments to vendors by University departments must be made through the Procurement Office (generally, through the WolfMart e-procurement system).
- All contracts and purchase orders that commit the University to a financial obligation must be signed by the Campus President or the designees of the President. Only the Campus President can delegate authority to sign contracts. A list of individuals authorized to sign contracts is available in the Procurement Office.
- Precluding p-card holders, except in the case of an emergency (as defined below), no employee may make a financial commitment to acquire goods or services on behalf of the University.
- Those who purport to bind the University to financial commitments without prior authorization are violating State law and University policy. They may be subject to the imposition of discipline, including discharge, and may also bear personal financial responsibility for any liabilities that result from these unauthorized actions.

Other Department Requirements & Considerations

- Price reasonableness and justification for selection are required for all procurements singularly or combined above \$2,500.00.
- Departments should consider their annual total expenditures for all supplies and services at the beginning of the fiscal year so that unintentional, small dollar split purchases are not requested.
- Procurement card holders are required to follow procurement guidelines established by New York State, SUNY and the University. Failure to do so will result in the suspension or revocation of the procurement card privileges.

Sourcing & Contracting Requirements

- Purchases must be made from NYS preferred source vendors (e.g. NYSID, Corcraft) for commodities and services where the "form, function and utility" are met unless granted a waiver from the preferred source.
- Purchases may be made directly or pursuant to any contract for commodities or services let by the Office of General Services, the Office of System-wide Procurement, any other state or federal agency or any contract for commodities let by an eligible consortium or cooperative.
- The user department is responsible for notifying the vendors as well as the Procurement Office of any defects or improprieties in the goods or services or the invoice, within five days of receipt.
- Working in conjunction with Procurement staff, it is the user department's responsibility to develop/establish procedures which

monitor contractor performance, and to notify the Procurement Office when the contractor is not meeting contractual requirements.

- **Departments are strongly encouraged to purchase supplies and materials from certified NYS Minority and Woman Owned Business Enterprises whenever possible.**

Definitions:

Emergency: an unanticipated, sudden and unexpected occurrence beyond the control of the University, which threatens the life, health, safety or welfare of any person, or the continued public use or function of property of the State of New York.

Contact:

Additional information about this policy is available here:

Procurement Office

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Relevant Standards, Codes, Rules, Regulations, Statutes and Policies:

- [Authorized Signatures for Fiscal Transactions Policy](#)
- [State Funded Single/Sole Source Procurement Requests Policy](#)
- [Procurement Office Website](#)
- [Procurement Office Website, Credit Card Programs](#)
- [SUNY Procurement Policy & Procedures](#)
- [NYS OGS Procurement Council Guidelines](#)
- [NYS OSC Guide to Financial Operations](#)