



Title: University Purchasing & Contract Administration Policy	Policy Category: Financial
Issuing Authority: Administration & Finance	Responsibility: Procurement Office
Publication Date: 11/14/2022	Next Review Date: 11/14/2025

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

Policy Statement/Background:

University procurement is conducted following SUNY and State Purchasing and Contracting policies and applicable provisions of the State Finance Law and Education Law.

Policy:

Departments are required to follow these requirements when researching and selecting a proposed vendor, preparing a related purchase requisition and ensuring prompt payment of invoicing:

- All financial commitments to vendors by University departments must be made through the Procurement Office unless the individual is an authorized procurement card holder (p-card).
- 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.
- 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.
- 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.
- Individuals may not enter into financial agreements on behalf of the University (other than those who hold procurement cards). 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.

- Unless released for purchase by the preferred source, when a commodity or service is available in the "form, function and utility" required by the University, the purchase must be considered from an approved NYS preferred source vendor.
- **Departments are strongly encouraged to purchase supplies and materials from certified NYS Minority and Woman Owned Business Enterprises whenever possible.**
- 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.
- 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.
- 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.
- Other University related entities, including Research and Stony Brook Foundation have their own purchasing policies and requirements. Individuals should consult with these entities policies when procuring goods and services using these funds.
- Any deviation to this policy is at the discretion of the Procurement Office.

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

Research and Development Park, Building 17
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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 Procedure 7553: Procurement & Contracting](#)
- [NYS OGS Procurement Council Guidelines](#)
- [NYS OSC Guide to Financial Operations](#)