

WAGNER COLLEGE

Finance & Business

Purchasing Policy

As of 2/11/26

Table of Contents

Purpose3

General Guidelines3

Authority and Responsibility.....4

Conflicts of Interest.....4

Purchasing Methods5

Capital Purchases.....6

Competitive Bidding6

Placing the Order.....7

Receiving the Order.....7

Tax Exemption Policy8

PURPOSE

Wagner College obtains a wide range of goods and services commercially in order to achieve its mission, goals and objectives. Good stewardship requires that it do so in a way that results in the best quality product or service at the lowest life cycle cost. Further, we must address our requirements in ways that are fair to all vendors, that are ethical and that enhance the business reputation of the College. The Procurement Department mission is to:

- a) Provide leadership through contract negotiation, supplier management, and conversion to modern eCommerce purchasing technologies.
- b) Support the college's commitment to environmental responsibility.
- c) Support the college's commitment to outreach with the local business community.
- d) Ensure that all aspects of our business relationships are held to the highest ethical and professional standards.
- e) Assist departments in maintaining compliance with all college policies regarding contracting and purchasing.

The policies and procedures that follow have been prepared to provide guidance for the administration of the purchasing function at Wagner College. Procurement policies and procedures will be revised and supplemented, as required, to meet changing needs and requirements. It is the responsibility of all who have been given the authority to commit College funds through the purchasing function to adhere to the College's policies contained herein.

GENERAL GUIDELINES

A requisition must be generated in Oracle to procure goods/services. All the proper GL codes and Cost Centers must be entered into the requisition. If additional help is needed with this please reach out to the Purchasing Department prior to submitting (this may cause a requisition to be rejected). Appropriate approvals must be obtained from the employee's supervisor through the Oracle system. NO orders will be placed without a system generated PO number from Oracle. Depending on the circumstances, employees making unauthorized purchases may be subject to disciplinary action. Please allow 5 - 7 days for requests to be processed. In the event of an emergency please contact Purchasing Department at purchasing@wagner.edu.

AUTHORITY AND RESPONSIBILITY

There are levels of authority and “signature authorization” that must be adhered to at Wagner College; the following signatory requirements apply to all procurement and payment methods.

Transaction Approver:

- Up to \$1,000Purchaser/Cost Center Manager/EVP
- \$1,001- \$10,000Purchaser, Cost Center Manager, and Controller and or Assistant Controller and EVP
- \$10,001 and over.....Purchaser, Cost Center Manager, and Controller and or EVP or CFO/President

No individual except as indicated above has the authority to obligate the College in any way for the procurement of goods and services

The policies and procedures contained in this manual will be monitored, reviewed and amended as needed to ensure that the Wagner College faculty, administrators, and staff are conducted according to appropriate standards of accountability.

Adherence to the above guidelines and instructions will enable vendors and individuals to be paid in a timely manner. Failure to comply with this policy may result in verbal or written warnings, revocation of card privileges, or other disciplinary action, up to and including termination.

Employees involved in the purchasing process take full responsibility for understanding the policies and procedures regarding purchasing and vendor relations. Each department should determine the source and availability of funds prior to initiating or submitting a purchase request. The College’s policy must be completed, approved and signed in advance of all commitments of expenditures. All purchases of goods and services, including contracted services, must be authorized by and signed by the appropriate approver, prior to delivery of goods and services.

Those who sign a contract or other commercial document they are not authorized to sign may be held personally responsible for the spending. The only officials authorized to sign contracts binding the College are the president, the chief of staff, and the chief financial officer.

For further questions, pertaining to the purchasing, please contact the Purchasing Department in the Finance & Business Office at purchasing@wagner.edu

CONFLICTS OF INTEREST & BUYING ETHICS

Faculty and staff who act on behalf of the college have an obligation to avoid activities or situations which may result in a conflict of interest or the appearance of conflict of interest. Employees must not use their positions to influence

outside organizations or individuals for the direct financial, personal, or professional benefit of themselves, members of their families or others with whom there is a personal relationship.

PURCHASING METHODS

The purchasing method used will be determined by the monetary value of the item being purchased, the nature of the good or service, the ability to acquire the good or service via electronic means, the level approver (e.g. Senior Staff member, Department Head) the complexity of the procurement and, the value, risk and transaction volumes associated with the proposed purchase. Where there is a question about the appropriate method to be used, the determination shall be made by the Procurement Department.

PURCHASING THROUGH Preferred Departments and PROVIDERS

The College has elected to provide for the purchase of certain commodities and services through internal departments. Some of these include Facilities Management providing physical plant and repair services, as well as IT providing data and telecommunications services. Requestors are encouraged, and in some cases required, to purchase their supplies and services from service departments located on the campus whenever possible.

SUPPLIES, FURNITURE & EQUIPMENT

- W.B. Mason is our preferred vendor for office supplies and furniture.
 - Do not submit personal expense reimbursement forms or Wagner College credit card purchases for Staples, Amazon, or any other vendor for such items.
 - All online W.B. Mason orders are automatically submitted to our Purchasing Manager for approval before fulfillment, which could take up to a week for processing.
 - All items must have a legitimate business purpose and are subject to cancellation if not within the College's budget.
 - Should you find better pricing on Amazon or other websites, you must contact the Purchasing Manager to see if price matching is available through W.B. Mason.
 - The Purchasing Manager can provide approval to purchase elsewhere if W.B. Mason cannot meet the price or does not have the inventory of items needed.
- For furniture requests, please contact the Deputy Chief of Staff for Operations and Presidential Initiatives to check the College's inventory prior to creating a requisition. If a suitable item is not currently available, then the Purchasing Manager can assess the request and facilitate the ordering of new furniture through W. B. Mason. Employees should not purchase their own furniture on the Wagner College credit card or submit for reimbursement any purchases from vendors like Ikea, Wayfair, Bob's, etc. that do not have prior approval from the Purchasing Manager.

- All technology supplies, software and hardware (such as cables, computer and peripheral equipment, ink, toner, televisions, etc.) must be requested through the IT Department via the Purchasing Process.
- All facilities related items (humidifier, refrigerator, etc.) must be ordered through the Facilities & Campus Operations department via the Purchasing and Procurement process.

CAPITAL PURCHASES/SERVICES REQUIRING QUOTES/RFP'S

Capital Expenditures are generally defined as expenditures of \$2500 or greater for equipment, furnishings, buildings, and building repairs. Purchases of items that do not exceed \$2500 should be budgeted for in the department's operating budget. Examples of capital expenditures:

- a) Furniture (office, classrooms, conference rooms, public spaces)
- b) Equipment
- c) Building systems (fire, mechanical)
- d) Vehicles

All competitive methods should be directed through the Procurement Department. Competitive methods are used when items aren't available from a preferred vendor or a group purchasing organization. There are 2 basic competitive procurement methods:

- 1. Formal Quotations
- 2. Competitive or Sealed Bidding

For goods and services exceeding \$2,500, at least three competitive bids or proposals should be obtained.

- 1. Formal Quotations Purchasers or the Purchasing Department may solicit written quotations. This method is intended for off the shelf items (e.g. quotes for 100 8-foot 2X4 planks; items from a catalog, etc.).

Quotations must be returned in writing. Quotations may be solicited verbally as long as the good or service being obtained can be accurately described in a follow up phone call, e-mail, or letter. Vendors must be capable of providing identical or nearly identical items in response to the solicitation.

The following apply:

- a) Quotations received from vendors must be in writing and include price, description and quantity.
- b) The quote must be signed by the vendor.
- c) The actual order will be placed either by the Requestor or the Purchasing Manager

2. Competitive or Sealed Bidding is used when the good or service is well understood, when an accurate purchase description can be specified and when a variety of vendors or providers can provide a functionally equivalent product or service. Normally the order or contract is awarded to the vendor or provider offering the lowest price. The Purchasing Department will provide each potential bidder with a written, detailed Invitation for Bid (IFB). The IFB should clearly list the salient characteristics for the product or service (i.e. size, shape, color, functionality, technical requirements, and drawings). The purchaser should recommend a specific deadline for bids to be submitted to the College. This will normally be 20 to 30 days after the bid documents are issued to potential bidders. If the requestor does not recommend a date, the Purchasing Department will establish one. The Purchasing Department will assist with the preparation of the IFB, if needed, but the Purchaser must provide the detailed description for the purchase.

The following guidelines should be followed during the bid process:

- a) All vendors must be provided with the same information and deadlines to avoid any advantages for any vendor.
- b) No information on the bids submitted (especially price) may be disclosed to the other competing vendors.
- c) Vendors should not be told the dollar amount that should be submitted.
- d) Vendors should not be allowed to unilaterally resubmit a bid. Resubmission (if permitted) must include all vendors.
- e) The list of vendors receiving the IFB should be reviewed by the Department Head. A contract or order will be placed with the bidder who submits the best value, generally the lowest price, in accordance with the requirements set forth in the bid specifications.

PLACING THE ORDER

Once a procurement method has been selected and coordinated with the Purchasing Department, as needed, the order for the goods or services can be placed. The procedure to be used to place an order depends on the method of procurement selected and will either be a purchase requisition, a purchase order, or a signed agreement/contract. Where there is a question about the appropriate method to be used, the determination shall be made by the Purchasing Department.

Preparing and submitting Purchase Orders:

1. Requestor enters the purchase information into the Purchase Order system (Oracle).
2. Request goes through the process or review and if properly followed the procedures will move on to approval.
3. Approver approves the requisition in Oracle.
4. The requestor should print the PO and distributes it to the vendor (this may happen automatically).

RECEIVING THE GOODS OR SERVICE

The authorized requestor has the responsibility to confirm that goods/services received conform to specified order requirements and are detailed on the receiving documentation. Goods should be inspected and entered into Oracle upon delivery. Verify the quantity and quality of your order when you receive it. If your order is incorrect, or if you are returning any items, immediately inform the vendor. Doing so prevents over-paying and over-charging your department's budget. This must be completed within 3 days of receiving goods or service.

Any and all invoices must be sent to the Accounts Payable office.

TAX EXEMPTION POLICY

As a non-profit institution of higher education, Wagner College has been granted sales and use tax exemption status by the State of New York as well as certain other states. The College conveys this information to vendors by means of a tax exemption certificate.

When originating departments need this information provided to vendors, the Finance and Business Office should be emailed with as much advance notice as possible to provide the appropriate certificate directly to the vendor. The request should include the vendor name, vendor address, what is being purchased and confirmation that Wagner is paying the vendor directly because a tax exemption certificate can only be issued to a vendor when Wagner College is paying for the purchase per IRS regulations.

An employee doing business on behalf of the College cannot obtain a tax exemption certificate if the employee pays a bill out of pocket to be reimbursed by the College later. This would violate state law and result in the particular state taking the exemption privilege away from Wagner.

The College has sales & use tax exemption in the following states:

- Florida
- New Jersey
- New York
- Massachusetts

Employees will be notified if/when any new state has been added to the list.

Questions or Assistance please contact the Purchasing Department at purchasing@wagner.edu.