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<tr>
<th>Policy Area: Technology</th>
<th>Subject: Purchasing of Technology Assets</th>
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<tr>
<td>Title of Policy: CEPS Technology Procurement</td>
<td>Number:</td>
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<td>Effective Date: 7/1/2015</td>
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<td>Approved Date: 7/10/2015</td>
<td>Approved by: William Crawley</td>
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1. Rationale or background to policy:

The purpose of this CEPS policy is to outline the facilitation of the procurement of “attractive assets” while taking into consideration the procedures outlined by UWF’s Procurement Office. Below are rationales for said policy.

- Establishing guidelines to define the purchase of attractive assets;
- Obtaining the best value for CEPS;
- Ensuring fair and ethical practices;
- Ensuring the appropriate stewardship of CEPS attractive asset purchases;
- Ensuring that CEPS attractive assets are made in accordance with Federal, State and local laws, regulations, codes, and ordinances as well as University policies and practices; and
- Providing competitive business opportunities to state certified minority and woman-owned businesses.

2. Policy Statement:

*UWF Procurement Policy:* “The University of West Florida's (UWF) Procurement & Contracts (P&C) Department procures materials, supplies, equipment and services while ensuring that federal, state and local government regulations as well as UWF's Purchasing Policies and Procedures are followed. These policies and procedures incorporate sound business practices and fair and open competition to maximize the benefit of each UWF dollar spent and to ensure that all applicable regulations are followed.”

Definitions, procedures, and responsibilities outlined in UWF’s procurement policy applicable to CEPS in the purchase of attractive assets are presented below:

**A. Applicable Definitions** (as defined by UWF’s Office of Procurement and Contracts)

**BANNER:** The financial software used by UWF.

**Best Value:** The highest overall value to the UWF based on objective factors that include, but are not limited to price, quality, design, and workmanship.

**Change Order:** Any change to a Purchase Order. All requests for a change to a Purchase Order must be in writing (email is acceptable) and directed to the Buyer who issued the Purchase Order.
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**Confirming Purchase Order:** A purchase order issued after the fact by a procuring agency to a vendor for goods or services ordered orally or by some other informal means (without a purchase order number). The order should be marked "CONFIRMING ORDER. DO NOT DUPLICATE".

**Expense:** The usual, ordinary, and incidental expenditures by an agency or the judicial branch, including, but not limited to, such items as contractual services, commodities, and supplies of a consumable nature, current obligations, and fixed charges, and excluding expenditures classified as operating capital outlay. Payments to other funds or local, state, or federal agencies are included in this budget classification of expenditures.

**Goods:** Material, equipment, supplies, printing, and automated processing hardware and software.

**Inspection:** Examination and testing of goods and services to determine whether the goods and services furnished conform to contract requirements.

**Latent Defect:** A deficiency or imperfection that impairs worth or utility that cannot be readily detected from visual examination of a product, examples would be the use of nonspecification materials in manufacture, or missing internal parts such as a gasket, gear, or electrical circuit, etc.

**Procurement:** The procedure for obtaining goods or services, including all activities from the planning steps and preparation and processing of a requisition, through receipt and acceptance of delivery and processing of a final invoice for payment.

**Purchasing:** The process of ordering and receiving goods. (CEPS Definition)

**Software:** Includes all applications; whether packaged or requiring development, and all systems software such as assemblers, compilers, CPU performance measurement systems, data base management systems, file back-up and recovery, job accounting, operating systems, programming aids and development systems and soft-merge utilities.

**Split Requisitions or PCARD Charges:** Splitting of purchases to intentionally circumvent competitive requirements or single limit are considered unacceptable and unlawful.

**Standing Purchase Order:** An arrangement under which a purchaser contracts with a vendor to provide the purchaser's requirements for an item(s) or a service, on an as-required and over-the-counter basis. Properly prepared, such an arrangement sets a limit on the period of time it it valid and the maximum amount of money which may be spent at one time or within a specified period and specifically identifies those persons authorized to purchase goods.

**Vendor:** One who sells goods or services.
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B. UWF Procurement Policies:

**After the Fact** purchases are made by UWF personnel without going through UWF-established approvals and procedures. Personnel will be required to submit a Banner Requisition with a detailed explanation for non-compliance that will be reviewed by Internal Auditing before a Purchase Order (PO) can be processed and payment issued to the vendor.

**Contracts/Agreements** are to be sent as an attachment to the Banner Requisition and signed ONLY by personnel who have been delegated this authority by UWF President. An unauthorized signature will obligate that individual personally.

**Equipment, Trade In** Departments must obtain approval from the Surplus Board and Property Manager and Financial Services, prior to submitting a Banner Requisition to purchase new equipment with a trade-in. The approval documentation is required and is to be sent as an attachment to the Banner Requisition before a PO can be processed.

**Exemption from Competition** When a product or service must be obtained through a particular source and the purchase does not fall into an exempt form competition category (UWF/REG-6.0055 Actions Not Subject to Competition), the department will complete an Exemption From Competition Affadavit. This required form is to be sent as an attachment with the Banner Requisition before a PO can be processed. Visit P&C's forms page. If the purchase exceeds the formal solicitation threshold, it must be posted on P&C's website for 72 hours before the purchase can be made.

**Formal Solicitations** When the service or commodity costs $75,000 or more, a formal solicitation is required per UWF Regulation (UWF/REG-6.0054). The solicitation can be an Invitation to Bid (ITB), a Request for Proposal (RFP), or an Invitation to Negotiate (ITN).

“Go Shopping” Page provides direct links to the UWF/Vendor web sites for P&C’s contracted vendors, such as Dell, CDW-G, Office Depot, etc. displaying contract discounted prices and terms. Visit P&C's Go Shopping Page (My UWF) by: logging on to My UWF; clicking on "Employee Resources"; and then clicking on "Go Shopping" (Procurement)

**Green Environmental Program** When shopping, always consider an environmentally friendly products (green) such as toners, office supplies and energy saving equipment. Toner cartridges, computer equipment, and batteries, cannot be disposed of in your office trash and must be recycled. Used toner cartridges and batteries should be sent through campus mail or delivered to the attention of EH&S, Building 95. IT equipment including monitors should be processed through UWF's property surplus system to ensure that it is disposed of in an environmentally-friendly manner. Certain metals contained in the composite of IT equipment are dangerous and must be handled and disposed of in accordance with federal environmental regulations. Visit P&C's Environmentally Friendly/Green Purchasing web page.
PCard (Credit Card) The PCard can be used for almost anything you can buy with a PO (except OCO and items listed on the PCard Prohibited/Restricted List.) To obtain a PCard, you must complete online training, and submit required forms. An Account Manager (Approver) and Business Manager (Back-Up Approver) must be designated for your account and they must also complete training. Visit P&C’s online PCard Reference Guide.

Purchase Dollar Limitations Dollar limitations for purchases are as follows:

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<th>Description</th>
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<tr>
<td>$0 - $19,999.99</td>
<td>Departmental quote obtained from vendor to include shipping</td>
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<tr>
<td>$20,000.00 - $49,999.99</td>
<td>Two or more written/faxed quotes (include a minority vendor)</td>
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<tr>
<td>$50,000 - $74,999.99</td>
<td>Written RFQ form initiated by P&amp;C or the requesting department (include a minority vendor)</td>
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<tr>
<td>$75,000 and up</td>
<td>Formal Sealed Solicitation Process (plan ahead - very lengthy &amp; detailed process)</td>
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Purchase Orders (POs) A PO is a document used to execute a purchase transaction with a vendor. The requestor must submit a Banner Requisition with detailed information and attachments when applicable. POs are issued when a PCard cannot be used.

Requisition, Banner A Banner Requisition is required to establish a PO to purchase commodities or services that cannot be purchased with the PCard. On-line training and security is required before a requestor can submit a Banner Requisition. Attachments to support the Banner Requisition must be identified with the Requisition number and sent through campus mail or emailed to procurement@uwf.edu. Visit P&C’s Requisitions Pages.

Return Merchandise When returning any item purchased on a PO, regardless of the reason, a Return Merchandise to Vendor Form must be prepared and taped to the outside of the package prior to pickup by Central Receiving. Contact Central Receiving for more information. Visit P&C’s Forms web page.

Sales Tax Exemption UWF is exempt from the payment of sales tax. A copy of the is available at P&C's Forms web page. A miniature laminated card accompanies your PCard and can also be picked up from P&C.

Sole Source Purchase When a product or service is available from only one source, the department will complete a Sole Source Affidavit. This required form is to be sent as an attachment with the Banner
Requisition before a PO can be processed. Visit P&C's Forms web page.

**Trade In, Equipment** Departments must obtain approval from the Surplus Board and Property Manager (Ext. 3113) prior to submitting a Banner Requisition to purchase new equipment with a trade-in. The approval documentation is required and is to be sent as an attachment to the Banner Requisition before a PO can be processed.

**Unauthorized Purchases** The UWF President has delegated full authority to P&C to commit UWF to purchases and contractual arrangements. Any obligations incurred without the approval of P&C may be considered the responsibility of the employee and not UWF.

**Vendor Commercial Solicitation Policy** In accordance with P-05.00-1/99, vendors are prohibited from entering the UWF campus for the purpose of soliciting or transacting business directly with students, faculty or other UWF personnel without PRIOR authorization. Uninvited written and/or telephone solicitations are also prohibited. If you receive an unsolicited telephone call or a visit from any sales person, please contact P&C with information about the vendor. If you receive any unethical or threatening telephone calls, emails or visits, please contact the UWF Police and Legal Counsel promptly. Visit P&C's Commercial Solicitors and Vendors web page.

**Vendor Online Registration** All vendors doing business with UWF are required to complete the online registration process located at P&C's Vendor Registration web page. Per Federal Tax Law, UWF must be able to determine the vendor’s type of business before invoices can be paid in full. Failure to complete the registration process could affect payments from UWF, i.e. deduction of withholding amounts from invoices. Visit P&C's Vendor Registration web page. If the vendor is a PCard vendor or student vendor, they are registered internally by the department - see PCard and Student Vendor Registration.

**Vendor Searches** To find vendors already registered with UWF, suspended and debarred vendors and certified minority vendors registered with the state visit P&C's Vendor Information web pages.

**C. Department Responsibilities**

It is the responsibility of the requisitioning department to provide the specifications or scope of work relating to the needed commodity or contractual service, including delivery requirements and minimum vendor qualifications. It is also the responsibility of requisitioning department to determine the price and secure the source of supply (vendor) for the purchase.

All university departments and employees are required to comply fully with the policies and established procedures related to the procurement of commodities and contractual services. Departments are responsible for the following when purchasing commodities and contractual services:

- Ensuring that all purchases made with university funds are appropriate, necessary, reasonable and directly related to the goals and mission of the university. Under no circumstances may
university financial resources be used for personal expenditures
• university financial resources be used for personal expenditures
• Using the appropriate procurement system and mechanism for all procurements of commodities and contractual services.
• Clearly defining the specifications and/or scope of work for any commodity and/or service in need including delivery requirements and minimum vendor qualifications.

D. The Procurement Process
As a public entity, CEPS must ensure that fair and open competition exists in all procurement activities in order to avoid the appearance of, and prevent the opportunity for, favoritism and to inspire public confidence that contracts are awarded equitably and economically.

There are three primary methods of procurement (outlined by the Office of Procurement and Contracts) which are listed below in order of precedence:

1. Buying on an Existing Contract - often the most efficient and most economical means of procurement.
2. University P-Card – Purchase is less than the P-Card single transaction limit.
3. Competitive Process – Formal or Informal Solicitation process depending upon the Total Contract Value of the procurement. All competitive solicitation procurements must be administered so that they are not arbitrary, capricious, contrary to competition or clearly erroneous.

PCard
The following information is taken directly from the UWF PCard Reference Guide. (The complete guide is accessible via the Procurement webpage on the University’s website.)

The University of West Florida (UWF) has a banking contractual agreement to issue PCards for eligible individuals who meet the required criteria allowing them to make certain tax-exempt business-related purchases on behalf of UWF…Possession and use of a UWF PCard is a privilege, not a right, and should be protected and treated with the utmost care. The PCard is a credit card that provides a cost effective, convenient, and decentralized method for staff and faculty to ONLY purchase authorized goods, services and travel expenses directly for and by UWF. The PCard replaces the use of a Purchase Order (PO), Direct Pay or the reimbursement process in most cases.

Approving PCard Charges

a. All PCard charges must be approved prior to the 14-day auto-post date.
b. Four (4) required fields must be completed and/or updated in FAAINVT:
Cardholder Checklist

a. The Cardholder Checklist has been designed to provide the Cardholder and the Managers pertinent information and to assist in the avoidance of audit findings.

b. This Cardholder Checklist, if applicable, becomes part of the backup documentation for the Manager’s PCard files.

c. The four highlighted areas on the checklist must be keyed into Banner for PCard charge approvals not to become an infraction, unclassified and an audit finding.

Cardholder Role & Responsibilities

The Cardholder is an employee (not a student) who has been approved to obtain a PCard by the Department Head and has been granted the privilege of spending public funds for UWF-related expenses… This privilege requires the employee to:

- be committed and responsible to comply with the terms and conditions stated in this PCard Reference Guide, PCard Cardholder Request, and PCard Basic Training;
- have both an assigned Account Manager and Business Manager;
- work with either Account or Business Manager for the incoming electronic PCard charges to be approved correctly and on time;
- cooperate and communicate with Managers to ensure charges are approved correctly and timely by providing required, sufficient documentary evidence within ten (10) calendar days after a purchase;
- NOT approve their own charges;
- NOT approve their own Temporary Override Request, Special Limit Increase Request, or updated PCard Cardholder Request;
- NOT reconcile their charges as Reconciler; and
- NEVER give their PCard number to another individual to use.
Guidelines for Purchasing via PCard

a. All Cardholders are encouraged to use the **Cardholder Checklist**.
b. All Cardholders should refer to **Prohibited and Restricted Items** before making a purchase to ensure that the items purchased comply with UWF policies.
c. The Go Shopping page (located on My UWF Desktop - search by Go Shopping) should always be referenced to view the contracts and obtain competitive discount pricing.
d. UWF utilizes multiple contract Vendors for the purchase of goods and services. If a non-contract Vendor is used, you must document either
   - a lower price than the contract Vendor, or
   - the goods or services being purchased are not available from the contract Vendor.
e. If a car rental company other than Avis is used, collision damage waiver must be purchased (CDW) or loss damage waiver (LDW) to protect UWF against property damage claims from the rental company.
f. The Cardholder is to **always** provide UWF’s Tax Exempt Number #85-8012708276C-6. If the Vendor requests the **Tax Exempt Certificate**, this is located on P&C's Internal and External Web Pages. If the Vendor will not grant a sales tax exemption, note the Vendor’s refusal on the receipt.
g. The PCard can be used outside the United States.
h. As stated in **PCard Policy**, failure to use the PCard in compliance with UWF Policy, PCard Reference Guide, signed electronic forms, and training will result in at least one of the following consequences:
   - reimbursing UWF;
   - retraining;
   - suspension or revocation of the PCard; and
   - possible disciplinary action.
i. The PCard can only be used for business-related goods or services permitted by UWF, and must never be used for any personal expenses or any goods or services that do not meet UWF policies.
j. If the PCard is used (inadvertently) for a personal purchase, P&C and IAMC must be notified immediately, and UWF reimbursed.
k. Contact P&C staff for assistance and questions to ensure compliance.

**Personal Purchases**

University funds must not be used for personal purchases for UWF faculty, staff or students at any time. Similarly, a department may not place a personal order for an individual employee or student and then have that individual reimburse the department.
E. CEPS Purchasing of Attractive Assets Approval Process

_University Policy:_
For departmental purchases, the following procedure should be followed:

1. Review the Faculty/Staff Computer Hardware Recommendations [outlined in Confluence].
2. Submit a Jira ticket requesting assistance.
3. A reply email from ITS [will be sent] with the quote.

_CEPS Policy:_
The CEPS Technology Director determines if an attractive asset requires IT approval. The CEPS Technology Director has PCard privileges.

_Process for items that require ITS approval:_

_Items that require ITS Approval:_
- Computers (includes hardware, peripherals, microcomputers-desktop or towers, microcomputers-handheld-laptop-notebooks)
- Touch Screen Tablets (e.g., iPad, TouchPad, etc.)
- E-books (excluding Nook and Kindle)

1. The trustee submits a purchase request through the CEPS Help Desk Ticket Portal (accessed via the CEPS Technology Support Services webpage).
2. A CEPS Technician notifies the requestor that his or her request has been received and if any additional information is required.
3. A CEPS Technician _quotes out_ the purchase request.
4. If computer hardware is requested, a CEPS Technician forwards quote to ITS for approval.
5. A CEPS Technician notifies the requestor regarding the approval decision with one of two possible responses:
   - Request is approved.
   - Request is denied, but alternatives offered that would be approved.
6. A CEPS Technician forwards the quote to the trustee.
7. If the trustee approves the quote, a CEPS Technician places the order.
8. If hardware is received, the CEPS Technology Director or Technician assigns a tamper-proof ID property tag and enters the appropriate information into the CEPS Attractive Asset Database. (Refer to CEPS Attractive Assets Policy)
9. CEPS Technician configures the hardware/device.
10. At the time of delivery or set up, the CEPS Attractive Asset Transfer Form is signed by the hardware's trustee.

**Process for Items that do not require ITS Approval:**

Items that do not require ITS approval include but are not limited to:

- Communications equipment (e.g., Cellular phones, PDA’s, etc.)
- External CD Burners/Writers
- Fax Machines
- Flat Screen Monitors and Specialty Monitors
- Portable Video Projectors
- Printers
- Scanners
- Televisions, VCRs, DVD players, etc.
- Nook and Kindle e-book readers

1. The trustee submits a purchase request through the CEPS Help Desk Ticket Portal (accessed via the CEPS Technology Support Services webpage).
2. A CEPS Technician notifies the trustee that his or her request has been received, and if any
3. A CEPS Technician *quotes out* purchase request.
4. A CEPS Technician forwards the trustee a quote for approval.
5. If the trustee approves the quote, a CEPS Technician places the attractive asset order.
6. Once the asset is received, the trustee signs the CEPS Attractive Asset Transfer Form.
7. The CEPS Technology Director enters the data from the CEPS Attractive Asset Transfer Form into the CEPS Attractive Asset Database. (Refer to CEPS Attractive Assets Policy).