

PURCHASING POLICY NUMBER: 501 SUMMARY OF REVISION

Board of Governors Meeting, June 22, 2016

EXECUTIVE SUMMARY**Purchasing Policy Number: 501 Summary of Revision****I. PURPOSE/SCOPE**

No change.

II. POLICY**A. GENERAL RULES**

1. Updates responsibility for preparing contracts.

B. GENERAL RESPONSIBILITIES

1. Removes responsibilities transitioned to the Vendor Management Office.

C. APPROVAL AUTHORITY

1. Extends executive authority for approvals of requisitions and signature of contracts to all members of the Executive Leadership Team (ELT).
2. Clarifies that in the absence of an ELT member the President may delegate approval and signing authority to another member of the business unit or to another ELT member.

D. COMPETITIVE SOLICITATIONS

1. Removes redundancy to Section II.A.13.
2. Updates the responsibility for assisting business units.

E. OTHER STATUTORILY AUTHORIZED PROCUREMENT PROCESSES

1. Clarifies the ability to utilize contracts approved by the Florida Department of Management Services as provided in Florida law.
2. Corrects cross reference.
3. Updates terminology.

F. CONFLICT OF INTEREST

No change.

G. DIVERSITY PROGRAM

No change.

H. FLORIDA SMALL BUSINESS (FSBE) and FLORIDA BUSINESS ENTERPRISES (FBE)

No change.

III. COMPLETING A PURCHASE**A. METHOD**

1. Clarifies appropriate use of P-Card and check request process for payments must be consistent with purchasing and accounting policies.
2. Updates availability of direct orders method.

B. DELIVERY VERIFICATION

1. Removes responsibility transitioned to Accounting and Vendor Management Office.

IV. DEFINITIONS

1. Includes the meaning of the term ELT member.

RECOMMENDATION

It is recommended that the Board of Governors:

- a) Adopt the proposed revisions to the Purchasing Policy; and
- b) Authorize staff to take any appropriate or necessary action consistent with this Action Item.