

**Industry and Defense Programs
Purchasing Policies and Procedures Manual**

Wichita State University

May 28, 2024

Section I **Purpose**

Wichita State University’s Industry and Defense Programs (IDP) Purchasing Policies and Procedures Manual (“IDP Purchasing Manual”) is provided for use in furtherance of University’s mission to develop and maintain a purchasing system that empowers our departments to make good business decisions and to pursue excellence while maintaining good internal controls to ensure accountability; compliance with all applicable laws, rules, and regulations; and the responsible stewardship of the University’s resources. The University’s Executive Vice President for Research and Industry & Defense Programs shall have authority for approval, and delegation of approval, for all purchases within IDP and shall have authority to make changes to the IDP Purchasing Manual at his or her discretion.

and requirements for advance approval from the University, Kansas Board of Regents, or the State of Kansas shall be followed by the IDP department.

Section V **Purchasing from Established Contracts**

To achieve the most efficient use of university resources, IDP departments are required to make purchases using established procurement contracts. These may include state or local contracts, university sources, and the Kansas State Use Catalog. A complete list of established contracts can be viewed at the University's Purchasing website or contact the Office of Purchasing for additional information. A waiver of this requirement can be requested through the IDP Prior Authorization Form **PRIOR** to the purchase or issuance of a purchasing order in instances where a non-contracted source offers considerable savings (either \$50 or 10%, whichever

B. Informal Bid Solicitation Small Purchases – \$25,000 To \$100,000

Informal bids on purchases with a total purchase price of \$25,000 up to \$100,000 will be obtained by the IDP department by receiving at least three informal competitive bids through written quotes, advertisements, internet searches or documented telephone quotes. The **IDP Informal Bid Approval Form** shall be used to document the research completed for the purchase. The IDP department shall accept the low bid that meets specification or must provide a satisfactory, written explanation as to why the low bid/quote was not acceptable on the IDP Prior Authorization Form. Upon completion of the form, the IDP department will forward the form to the Associate Vice President of Finance and Operations for IDP for approval **PRIOR** to purchase or issuance of a purchase order. Tc1p6adv..725 -1..

purchasing policies and procedures. Unless otherwise specified in approved purchasing procedures and in the specific bid documents governing a transaction, the criteria for award shall be on the basis of lowest responsible bidder meeting the specifications, terms and conditions established in the bid documents.

Section XI **Dispute Resolution**

The Associate Vice President of Finance and Operations for IDP is authorized to resolve any protests regarding any and all purchasing matters including but not limited to:

1. Any protest concerning the solicitation or award of a contract or purchase order; and
2. Any controversy arising between the University and a contractor by virtue of a contract or purchase order between them, including, without limitation, controversies based upon

3. Entertainment of WSU employees, including retirement and Holiday parties or celebrations, introduction, or onboarding of new staff;
4. Gifts to employees, including but not limited to get well soon, sympathy, or congratulatory items (e.g., flowers, etc.);
5. Trophies and plaques – recognition awards are only allowed if provided by Human Resources as part of the University sponsored recognition ceremony;
6. Payments to WSU employees for services or awards – Policy 13.03 Section B (3) requires all payments to University employees (including student employees) be processed through the University’s payroll process.

Some of the listed prohibited expenditures may be made from WSU Foundation funds, if available. If considering such expenditures, please consult with the Associate Vice President of Finance and Operations for IDP.

B. Gift Cards or Certificates to Employees

Gift cards should not be given to IDP employees as a gift or award. Payments for services or awards earned through, in connection with, or as a result of, an employment relationship with the University are subject to income tax withholding and must be paid through the University’s payroll process. There is no minimum dollar amount for this rule.

Gift cards won by WSU employees through “games of chance” (such as drawings) are taxable. The total amount of the prize will be reported to payroll and taxed accordingly.

C. Alcoholic Beverages

University funds generally may not be used for expenses associated with alcoholic beverages unless the purchase is (1) being made in accordance with University policy, or (2) approved by the appropriate budget officer.

Section XIII Use of Personal Funds

All individuals who have a procurement need must utilize the University's procurement tools and processes to verify compliance with state, federal and WSU