



**Procurement and Materials Management  
Guidelines and Operational Procedures Manual  
September 2020**

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## **INTRODUCTION**

Procurement of goods and services for the University must be conducted in an open and competitive environment to ensure that prices paid are fair and reasonable. Purchasing activities include obligations for proper transaction documentation, fiscal responsibility, ethical behavior, adherence to applicable law, and compliance with University policy.

The Procurement Office provides support to the University in the selection, acquisition, and use of goods and services by:

- a. maximizing the University's purchasing power by focusing on strategic sourcing and obtaining the best value;
- b.

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In competitive procurements, requirements for goods and services to be procured shall not contain features which unduly restrict competition. Awards will not be permitted with vendors that have been debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities. The Procurement Office is responsible for checking the Excluded Parties List System (EPLS) website prior to the approval any contracts or purchase orders of any amount.

## **V. AUTHORIZED PURCHASING METHODS**

- a. Business Procurement Card (BPC Card) – The University issued BPC card may be used for approved purchases up to \$1,000. Purchases may not be split into smaller segments to circumvent the expenditure thresholds.
- b. Requisition - A requisition is created in UCMarket for the purchase of any supply, equipment, good or service, regardless of the funding source. Once the requisition is submitted, it is automatically routed through approvals based on dollar amount and account code.
- c. Purchase Order

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are not disclosed at the public opening or published through an electronic medium due to the potential to disrupt competitive negotiation. The RFP requires a sealed technical proposal to be evaluated independently from the sealed pricing proposal. After the evaluation of the proposals have been submitted to the buyer of record, competitive negotiations may be conducted with one (1) or more offerors who submitted potentially acceptable proposals. After completion of the competitive negotiations, best and final offers may be requested, submitted, and evaluated. The Procurement Office may issue an award to the offeror whose proposal (1) complies with all mandatory specifications and requirements of the RFP and (2) is the best

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Real or personal tangible property – must be a physical item, not insurance, lease usage changes, license agreements, test, or services;

Useful life of more than one year;

Cost (or estimated fair value if actual cost is not available) of \$5,000 or more at the time of acquisition.

**Department's Responsibility of University Property**

Each department's budget manager is responsible for:

All property and equipment purchased, donated, or constructed for and assigned to the department regardless of its cost or value;

- x Verifying and correcting all information related to th(po(b79 (e)-1.7 (pa)-1.6 (r)6.9 (t))10.9 (e)-1.7 (pa)9.3 (r)-4 .re

## **Commonly Used Account Codes**

If the transferred item(s) **is a tagged fixed asset and** there is **an exchange of funds involved**, an IDT form shall be completed and forwarded to Accounting Services.

If the transferred item(s) **is a tagged fixed asset and** there is **no exchange of funds involved**, the departments involved must update their respective equipment inventory.

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declared surplus property be itemized on the DSP form, as FPO Setups personnel will not pick up items not listed on the form. Property Control sends a copy of the DSP form to FPO Setups for those instances when this service is required. **TECHNOLOGY EQUIPMENT SHOULD NOT BE INCLUDED ON THE DSP FORM.** There is a separate form for disposal of technology equipment.

The FPO Setups personnel will pick up the declared surplus property and deliver to the Hale Lake Road property location or other designated location.

Property control maintains a listing of such property and the property is available to departments only on a first come basis, at no cost to the department. Departments may also make an appointment with Property Control to view the surplus items at any time.

Surplus property that is not redistributed to another University department will be disposed of by the Property Control Office. The Property Control Office will determine the best method to dispose of the property, i.e. public auction, sealed bid, sell to another public entity through negotiation, etc.

Proceeds from the sale of University owned property less expenses, will be credited to the appropriate fund in accordance with the formula listed below. Sale proceeds from scrap/salvage or other than auxiliary owned property may be retained in the Surplus Property fund for operational costs. In extenuating circumstances, an exception may be permitted.

SALE AMOUNT

\$ 0.00 - \$ 99.99: formula credit 0%  
\$ 100.00 - \$ 4,999.99: formula credit 80%  
\$ 5,000.00 - \$ 9,999.99: formula credit 85%  
\$10,000.00 - \$14,999.99: formula credit 90%  
\$15,000.00 and over: formula credit 95%

**Disposal of Technology Equipment**

UCM technology equipment cannot be recycled, donated, disposed, or purchased by department personnel. All technology items must be surplus through the Office of Technology. Technology related items include, but are not limited to Computers, Tablets, Cell Phones, Copiers, Multi-Function Devices, etc.

A computer hard drive contains licensed software, and in some cases, user data which may also be copyrighted and legally private. Allowing this “soft” material to be released from its original owner has a high potential for liability to the University. With university-owned equipment, disposal of equipment must adhere to, applicable data destruction requirements.

Contact the Technology Support Center at (660) 543-4357 or [tsc@ucmo.edu](mailto:tsc@ucmo.edu) to start a work order. Once the department has received the work order number, a Technology Equipment Surplus Form will need to be completed. It is highly suggested that the department retain a copy of the form for their records. It is **imperative** that all declared surplus property be itemized on the Technology Equipment Surplus Form and that the department list only technology related equipment on this form. The completed, signed form will be picked up by the Office of Technology. The Office of Technology will work with Property Control regarding disposal of surplus equipment/property. If you have any questions, please contact the Technology Support Center at (660) 543-4357 or [tsc@ucmo.edu](mailto:tsc@ucmo.edu).

For additional questions, please refer to the [procurement website](#) or contact the Procurement Office at (660) 543-4001.