



# KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

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**POLICY TITLE:**

**Purchasing Policy**

**VOLUME, SECTION & NUMBER:**

**ENTITIES AFFECTED:**

**All Divisions and Departments**

**ADMINISTRATIVE AUTHORITY:**

**Finance and Administration**

**APPROVED BY:**

**Office of the President**

**EFFECTIVE DATE:**

**July 8, 2024**

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**POLICY STATEMENT:**

A purchasing system is in place to help ensure that purchases of goods and services are properly approved and obtained at the best value with a fair and open opportunity to vendors for KSU business.

The Purchasing Department provides procurement services in a timely, legal, ethical, and professional manner to the research, academic and administrative departments in support of KSU's mission and goals, and at the best value to KSU.

**PROCESS:**

Purchasing is the central authority for KSU and is responsible for management and oversight of the purchasing process.

KSU adheres to Kentucky's Model Procurement Code and all applicable KSU policies, administrative regulations, and state and federal policies.

All purchases are made from board approved operating and capital budgets.

***Purchases that exceed \$40K may require a formal bid process*** unless the items can be purchased from an existing government contract. ***Purchases that exceed \$250K shall require additional board or legislative approval.***

All written supplier forms of agreement for the purchase of goods and services, such as quotations, proposals, contracts, and terms and conditions require vetting by Purchasing and the General Counsel to protect the best interests of the KSU.

In general, KSU does not enter into purchasing contracts with entities in which students, faculty, staff, or members of their immediate families have an interest. Rare exceptions may be allowed conditioned upon the other parties' compliance with all contracting requirements, including evidence of appropriate business insurance and licensing, and acceptance of the standard KSU contract terms. These transactions are subject to KSU's Conflict of Interest and Commitment Policy governing the conduct of staff relative to business relationships.

Purchases from federal funds will be reviewed for allowability of costs in accordance with Subpart E – Cost Principles of Title 2 CFR 200 and the terms and conditions of the Federal award prior to authorization and payment.

Any employee who commits KSU to expenditures without proper authorization may be held personally liable for the expenditure and may be subject to disciplinary measures, up to and including termination of employment, along with criminal and civil penalties.

## **RELATED POLICIES:**

Contract Management Policy

## **STATUTORY AND REGULATORY REFERENCES:**

[KRS Chapter 45 Budget and Financial Administration](#)

[KRS Chapter 45A Kentucky Model Procurement Code](#)

200 KAR Chapter 5

[Kentucky Finance and Administration Cabinet](#)

[National Institute of Governmental Purchasing Code of Ethics](#)

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