

Procurement Laws, Policies, & Authorities

Updated April 2020

State & University Laws and Policies

As an Institution of Higher Education under the Higher Education Restructuring Act, the University adheres to the following [laws and policies](#) for procurement-related activities:

- ▶ [Governing Rules](#) & the [Higher Education Manual](#)
 - ▶ Both outline the policies which govern procurement processes for Restructured Higher Education Institutions. These policies provide guidance for all formal solicitations and give the University the authority to create its own procedures for procuring small purchases.
- ▶ [Construction and Professional Services Manual \(CPSM\)](#)
 - ▶ Sets the standards, policies, and procedures to be followed by state agencies and institutions in procuring professional design and construction services.
- ▶ **Commonwealth Accounting Policies & Procedures (CAPP) Manual**
 - ▶ Small Purchase Charge Card (SPCC) Program policies are detailed within [CAPP Manual topic 20355](#)
- ▶ [UMW's Gift Policy](#)
 - ▶ Long story short - don't accept gifts of any kind (physical items, vouchers, gift cards, paid meals, etc.) from current or potential vendors as it could create the appearance of impropriety.



Delegated Purchasing Authority

- ▶ All University employees have been granted “**Delegated Purchasing Authority**” by the Agency head, Dr. Paino, up to \$10,000. This means that employees may approve purchases up to this dollar limit that follow all applicable laws, policies, and procedures.
- ▶ All employees, regardless of whether they have responsibility for payment (i.e., holds a University charge card), must still adhere to all Procurement laws, regulations, policies, and procedures.

No employee shall contractually obligate the University, including verbal commitments, without receiving prior authorization and in accordance with applicable laws.

- ▶ The University shall not issue payment upon any voucher for any using department covering the purchase of any material, equipment or supplies, when such purchases are made in violation of law.
- ▶ Contracts awarded in violation of the Governing Rules are voidable.
- ▶ Contracts, agreements, or accepted quotes signed or otherwise authorized by individuals without authority to do so are void from the beginning.

Seek guidance from and refer to your procurement-trained department buyers to manage your area's small purchases.

University Signature Authority

The University's Agency Head (President) can delegate to certain University officials the authority to sign procurement and surplus property documents.

The ONLY individuals designated to sign procurement documents at UMW for specific contract categories are contained in the [University's Signature Card](#).

If your name is not on this list, you are **NOT ALLOWED** to sign procurement documents.



If you are unsure if you should sign a document on behalf of the University, contact Procurement for advice.

Exercise 1

True or False:

No employee shall contractually obligate the University, including verbal commitments, without receiving prior authorization and in accordance with applicable laws.

Go to the next slide for the answer.

Exercise 1

Answer:

True! Individuals who are not responsible for the payment of purchases are still responsible for adhering to all Procurement requirements.

Exercise 2

Restructured Institutions of Higher Education are required to follow the laws and policies outlined in what two manuals?

Go to the next slide for the answer.

Exercise 2

Answer:

The Governing Rules and the Higher Education Manual.