

# University Rule 3-100E: Restricted Purchases and Special Procurement

## 1. Purpose & Scope

1. To implement Policy 3-100 and outline Rules, including prohibitions, special approvals, limitations, and restrictions, governing the purchasing and control of specific categories of supplies and services. This Rule is binding for all University's departments.

## 2. Definitions

1. See Policy 3-100, University Procurement

## 3. Rule

### 1. Prohibited Procurements

1. The use of University funds to procure supplies or services for personal use is prohibited. This prohibition does not include employee recognitions.
2. Alcoholic beverages may not be acquired with state appropriated funds.
3. Donations to charitable, scientific or educational organizations are prohibited.
4. Non-State Public Auctions
5. Donations to Red Cross, United Way are acceptable provided they are self-generated funds, specifically collected for that particular cause
6. Requisitions for purchase above \$10,000.00 furnishings, office equipment, and accessories require the authorizing signature of the President, or his/her designee.

### 2. Procurement Funded by Research Grants and Contracts

1. Requisitions calling for expenditures to be funded by grants or contracts for capital equipment or remodeling of facilities are subject to review by Grants & Contract Accounting to ensure only allowable procurement based upon the terms of the grant or contract.
2. Requisitions calling for capital equipment not specifically authorized by the grant or contract will not be processed until approval is obtained from the granting agency.
3. A requisition for capital equipment will not be processed if the requisition is dated 30 days or less prior to the project ending date, unless the requisition is accompanied by documentation, approved by the Director of Grants &

- Contract, demonstrating that procurement of such equipment is necessary to achieve the objectives of the contract or grant.
4. A requisition for either supplies or equipment will not be processed if it appears probable that the requisitioned items will not be received by the University within a reasonable period of time prior to the project ending date.
  5. All federally funded procurements must comply with applicable federal Purchasing Procedures, regulations, terms and conditions. Purchases based on single price quotations must meet price reasonableness/cost analysis criteria prior to award. Questions regarding these regulations should be directed to the Purchasing Department.
  6. Memberships in organizations and associations. May not be purchased with grant and contract funds unless allowed by the award.
3. Procurements Subject to Special Limitations, Restrictions or Procedures
    1. Narcotics and Controlled Substances
      1. Requisitions for narcotics and controlled substances can only be purchased through the University Infirmary.
      2. Individuals requesting any control substance must be registered with the State of MS Department of U.S. Drug Enforcement Administration.
      3. Further information regarding the purchase of controlled substances may be obtained from the Purchasing Department.
    2. Procurement of Export Restricted Items
      1. Export regulations apply to the export of items to foreign countries AND to access to controlled items by foreign nationals in the United States (“deemed export”).
      2. Organizational units procuring items subject to export control restrictions are responsible for recognizing the item as subject to export control and for identifying the applicable United States Munitions List (USML) classifications or Export Control Classification Number (ECCN). Selling entities may be able to provide assistance in identifying the USML classification or ECCN for their product(s).
      3. Organizational units procuring items subject to export control restrictions must obtain approval from the University’s President prior to the procurement.

4. Organizational units procuring items subject to export control restrictions must implement a Technology Control Plan to ensure compliance with export control regulations.
5. Assistance with the requirements of this section can be obtained from the Company the items are being purchase from.
3. Radioactive Materials and Radiation-Generating Equipment
  1. Radioactive material and radiation-generating equipment must be requisitioned with the standard University requisition form.
  2. Whenever required, applications for licenses or other approval forms from the Department of Energy (DOE) will be initiated and processed by the Director of Radiological Health.
4. Items Restricted by University Contract
  1. Product's or Merchandise with MVSU Trademark
    1. All purchases must be made from an approved or licensed supplier.
    2. All artwork must be reviewed and approved by the Communication and Marketing Office.
5. Procurement of Government Property
  1. Surplus University Property
    1. Surplus University property is disposed in one of four manners.
      1. Advertise for a public Auctioneer
      2. Advertise for Sealed Bids
      3. Transfer or Sale to another State Agency or Government
      4. Destroy or make inoperable and put in land field
    2. Information regarding the availability of surplus property may be obtained from the Purchasing Department
  2. Excess Federal Property
    1. Available at GovDeal.com
6. Procurement of Vending Services
  1. Business and Finance is responsible to provide or contract for all vending services and equipment to employees, students and visitors on campus and at other University controlled buildings, except as outlined below:
    1. The Director of the University Union is responsible for video and other amusement machines located in the Student Union.
7. Requests for Vending Services

1. Requests for vending services, shall be submitted to the Business and Finance for review and response.
8. New Locations and Remodeling of Existing Locations - Vending Requirements
  1. For planned new construction projects or remodeling, contact the Business and Finance Department for service.
  2. Vending machines shall be installed in compliance with all applicable building, fire, safety, and other codes and regulations if approved.
9. Maintenance and Repair of Vending Machines
  1. Shall be the responsibility of the owner of such machines.