Missouri Western State University

Policy Name: Purchasing Policy	**Date Effective:** July 1, 2024
Policy Category: Business and Finance	**Date Last Revised:** June 30, 2024
Approval Authority: Vice President for Finance and Administration	**Date Last Reviewed:** October 8, 2025
Responsible Office/Official: Finance/Controller	**Recommended Review Cycle:** 3 years

I. Purpose

The Purchasing department of Missouri Western State University is a supporting service of the campus. The department objective is to provide procurement services to all campus administrative and academic departments. The goal is to provide high quality goods and services in a timely fashion at a fair and competitive price.

To enable the Purchasing department to attain goals and objectives, departments must plan their requirements as advanced as possible. This practice will allow Purchasing to provide effective and efficient service to the campus.

II. Applicability

This policy applies to all employees and recognized student organizations (RSO).

III. Definitions

Encumbrance: Allocation of funds to pay for a proposed expenditure.

Expenditure: Payment of an invoice for goods or services.

Purchase Order (PO): Form assigned to a vendor stating all terms and conditions of a proposed purchase transaction.

Purchase Requisition: An internal form by which a department requests the Purchasing Department, in detail, to acquire materials or services to meet their needs. Requisitions are not to be sent to vendors nor should the requisition number be given to vendors under any circumstance.

IV. Policy

a. Purchasing Guidelines

Purchase Amount	Solicitation Type	Process	Documentation
$0 – $4,999	Not required	Purchasing Card if less than $1000 or Purchase Requisition (required if over $1000)	If obtained, not required
$5,000 – $24,999	Informal solicitation	Department bid (3 preferred) or single source	Required
$25,000 - $99,999	Informal solicitation Formal RFP	Department bid (3 required) or single source RFP preferred (if applicable) - work with Purchasing	Required
> $100,000	Formal solicitation Formal RFP	Required to work with Purchasing Department (Formal Bid and RFP required)	Required President approval BOG approval > $250,000

Items that are impractical or impossible to competitively bid may be purchased as a **Non-biddable Purchase**. Departments are responsible for validating with Purchasing that the purchase is non-biddable. Refer to Purchasing Manual for examples of such items.

b. Emergency Acquisitions

Department emergencies will be handled individually. An emergency purchase request must be completed prior to activity. Although an emergency procurement requires immediate action, in accordance with Section 34.045 RSMo, emergency procurement must be made with as much competition as is practicable under the circumstances.

An “emergency situation” is statutorily defined as a situation in which “there exists a threat to life, property, public health, or public safety or when immediate expenditure is necessary for repairs to state property in order to protect against further loss of, or damage to, state property, to prevent or minimize serious disruption in state services or to ensure the integrity of state records."

The President or VP for Finance and Administration of the University are authorized to issue emergency offers of purchase or lease for equipment and supplies, for which the cost is $100,000 or more in instances deemed to be an emergency and which need to proceed prior to the next meeting of the Board of Governors.

c. Federal or State Grant Funded Expenditures

Departments using grant funding of any kind must contact the Accounting office to ensure appropriate grant guidelines are followed for procurement of items.

Many Federal and State grants require lower bid thresholds or prohibit purchase of certain items or services. Failure to follow appropriate grant purchasing guidelines could prohibit the award of future grants.

d. Capital Projects

Capital Projects include construction, renovation, or other extensive structural changes to a building, parking lot, roadway, or other structure that extends the life of the asset.

As per Section 290.230 RSMo, a public body shall not divide a project into multiple contracts for the purpose of lowering the total project cost below the threshold. The total project cost shall be based upon the entire project and not individual projects within a larger project. Total project cost shall include all materials, equipment and supplies purchased for the construction project, and installation by a contractor.

Projects above $75,000 are applicable to prevailing wage law and projects above $50,000 are subject to Performance and Payment Bond stipulations and must be included in any solicitation.

e. Documentation

The approver(s) of the purchase requisition must ensure submission of all documentation to the Purchasing Department before a purchase order (PO) is issued or a purchase can be made. Documents should be submitted via email to purchase@missouriwestern.edu with a subject line referencing the requisition number.

V. References

Missouri Western State University. (2024). *Purchasing Policy and Procedures Manual. Purchasing Department.* https://www.missouriwestern.edu/purchasing/#

Missouri Western State University. (2024). *Accounting Procedures Manual. Accounting Department.* https://www.missouriwestern.edu/accounting/#

State of Missouri, Office of Administration, Division of Purchasing

https://purch.oa.mo.gov/media/pdf/delegation-authority-and-procedures-departments

https://purch.oa.mo.gov/cooperative-procurement-program

https://purch.oa.mo.gov/bidding-contracts