

LOKER UNIVERSITY STUDENT UNION, INC. PURCHASING POLICY

Expenditure Authority and Documentation

- The Loker University Student Union, Inc. is solely responsible for all expenditures made from its accounts. The University Student Union must ensure that all expenditures are in support of the Student Union and its programs as a component of the educational mission of CSUDH. This responsibility includes expenditures for supplies, equipment, services, stipends, awards, scholarships, and any other type of payments to businesses or individuals. All University Student Union expenditures require prior approval by the director, University Student Union. Accordingly, it is the fiduciary responsibility of the University Student Union to maintain documentation standards required by Federal, State and Local governments. Original receipts are required for expenditure unless unavailable, in which case copies or written explanations may be accepted. If the documentation provided is not adequate, the expenditure may be disallowed (see General Requirements for Reimbursement of expenditure. All expenditures must be in compliance with University Student Union policy, unless an exception is granted by the University Student Union Director. University Student Union procedures shall be followed for all expenditures.

Service Provider Selection

- The University Student Union supports general campus policy for the use of campus service (i.e. Physical Plant, printing, catering) whenever practical. The university Student Union reserves the right to use outside service providers when deemed appropriate by the University Student Union Director and in accordance with campus policies and procedures. In selecting a service provider, the variables of price, timeliness, terms, and conditions should be considered. Generally, price is the most important consideration in the selection of a service provider. In some cases, however, factors such as payment terms, product quality, existing equipment compatibility and delivery schedules may be equally important.

Competitive Bidding Requirement

- The Loker University Student Union recognizes its responsibility for ensuring that its resources are put to the best use, and thus is committed to obtaining competitive bids on any single equipment purchase, service or leasehold improvements costing more than \$5,000 (per item, not per vendor). Sole source purchases in excess of the \$5,000 limit will be considered. The Director, Loker University Student Union has the right to waive the requirement when the purchase is required for operational emergencies or is otherwise justified.

SUPPLIES AND EQUIPMENT PURCHASES

- **Purchases of \$1,000 or More**
 - All purchases in the amount of \$1,000 or more, not including tax and related charges, must be approved by the university Student Union Director and one additional authorized account signer prior to commitment. A University Student Union Purchase Order Form must be completed prior to making the purchase and in accordance with University Student Union procedures.

- **Purchases of Less Than \$1,000**
 - Purchases of less than \$1,000 can be made on a reimbursement basis, although the pre-approved purchase order method is preferred. A University Student Union Check Request must be submitted in accordance with University Student Union procedures.

- **Purchase Advance**
 - Purchase advances may be available with the approval of the University Student Union Director. Purchases which require prepayment are allowable with the appropriate original supporting documentation attached to the purchase order or check request. Original receipts or documentation must be provided to the University Student Union Bookkeeper within 7 (seven) days of the issuance of a purchase advance.

- **Title to Equipment Purchases**
 - The Loker University Student Union, Inc. retains title to all equipment purchased with its funds. Upon receipt of equipment purchased, a property tag will be affixed to the equipment, and its location, date of purchase, and serial number (if available) will be recorded in the Inventory Log. For items subject to depreciation (see Depreciation Policy), notice will be sent to the Accounting Service Provider of the estimated useful life of the equipment. As appropriate, equipment purchased with Student Union monies through CSUDH Procurement Office shall also be tagged in accordance with campus policy. Custody for all such property shall remain with the Loker University Student Union unless transferred or surveyed.

CONTRACTUAL SERVICES

- **Individual Performance Contracts**

- Individual Performance Contracts are used to when contracting for the services of individuals or groups who perform a unique service, such as live-performances, speeches, novelty acts, and art displays. While it is not reasonable to attempt competitive bidding in these situations, the best value for the service should be sought. The contract should clearly outline the service to be provided the compensation to be provided for performance, and should protect the interest of the Loker University Student Union, California State University, Dominguez Hills, and the California State University including all officers, agents, and employees. Individuals or groups with whom the Loker University Student Union enters into Individual Performance Contracts are responsible for their own licensing, taxes, insurance and fair labor practices.

- **Service Contracts**

- The Loker University Student Union, Inc. contracts out for services which it is unable to provide for itself. The University Student Union will consider use of CSUDH service agencies when available. The University Student Union reserves the right to use outside contractors for services when the same services can be provided at lower cost and/or more efficiently. The contract should clearly outline the service to be provided, the compensation to be provided for performance of services, and should protect the interest of the Loker University Student Union, California State University, Dominguez Hills, and the California State University including all officers, agents and employees. Individuals or companies with whom the Loker University Student Union enters into contracted services are responsible for their own licensing, taxes, insurance and fair labor practices

- **Leases**

- The Loker University Student Union, Inc. may find it more financially prudent to lease equipment for short or long term use. The decision to lease equipment rather than purchase it outright will be made by the Director, and will take into consideration cash flow, lease cost, and overall value to the corporation of both options before making a decision. The contract for leasing equipment should clearly outline the obligation, time period of the lease, buy out options and any disposition of the equipment at the termination of the lease.

PRIZES AND AWARDS

- Prizes and awards are payments to individuals as a result of a judging or decision. Payment shall be made after a University Student Union Check Request is submitted to the University Student Union or CSU Dominguez Hills at the time of payment must be paid through the University Student Union payroll system.

STIPENDS

- The University Student Union defines stipends as periodic payments to individuals for allowance purposes, not for the performance of services. Allowances are amounts of money given to allow an individual to study or conduct research in an effort to further themselves at CSUDH scholastically. Stipends payments will be made after a University Student Union Stipend Form is submitted and approved in accordance with University Student Union procedures.

HONORARIUMS

- Honorariums are defined as payment. For services on which no set fee has been established, usually a one-time payment to speakers in appreciation for their presentation. Requests for payments of honorariums must be submitted on a Student Union Check Request and must state the payee's address and social security number.
- Honorarium payments to individuals who are employed by CSU Dominguez Hills, CSUDH Student Union or any entity related to CSU Dominguez Hills, either at the same time the services are to be performed or at the time payment is to be made by the Student Union, must be paid through Student Union Payroll.

CONSTRUCTION AND RENOVATIONS

- The Loker University Student Union, Inc. will follow the campus policy for public works projects in all instances where it applies, including any construction, renovation, or work that affects utilities.