

PROCUREMENT SERVICES POLICY 16 PURCHASING DELEGATIONS

The University of North Carolina at Greensboro

Approved by Paul Forte, Interim AVC for Finance, August 4, 2021

Revised August 4, 2021

1. Purpose

This policy outlines purchasing situations where responsibility has been delegated to certain areas or authorities within UNCG.

2. Scope

This policy applies to all University employees, departments, units and divisions.

3. Definitions and Roles and Responsibilities

3.1 Definitions

Purchasing Delegation: Delegation exists when either the State of North Carolina, UNC System or the UNCG Procurement Services distributes authority and responsibility to purchase to a specific area of the University.

General Delegation: The authority granted by the State of North Carolina Purchasing Officer (SPO) for an agency to handle purchases made under a certain dollar amount, in accordance with the guidelines in the State of North Carolina Procurement Manual.

Special Delegation: The authority granted by the State of North Carolina Purchasing Officer (SPO) for an agency to handle a specific or special purchase, where it would serve no practical purpose for the purchase to be handled by the State of North Carolina Purchasing and contracts (P&C) office.

4. Policy

The State of North Carolina Purchasing and Contracts (P&C) office and [UNC System](#) has approved a general delegation of \$500,000 for UNCG.

The State of North Carolina Purchasing and Contracts (P&C) office has approved special delegations for all state agencies. See section 1.1.2 of the [State of North Carolina Procurement Manual](#) for a list of these special delegations.

In some instances, the Procurement Services can distribute authority, responsibility and knowledge to permit decentralized purchasing support for these special delegations. In each instance when this delegation is exercised, the campus department is encouraged to support the [Levied Purchasing Programs; Historically Underutilized Businesses](#)

[\(HUB\) and Buy-Recycled. Section 1 of the State Procurement Manual](#) covers general delegation and special delegation rules.

This decentralized purchasing authority includes the Purchasing Card (PCard) program UNCG utilizes the state of [North Carolina Statewide Term Contract, 946A, State Procurement Card](#) contract.

The University offers the use of this Procurement Card (PCard) to authorized employees and agents of the University. The PCard can be used for purchases under \$5000. This card may be used wherever the VISA card is accepted and within the prescribed limits set forth in the [Purchasing Card Policy](#).

Additional delegations have been made for select categories of requirements per the special delegations provided in the state of North Carolina Procurement Manual. These delegations encompass areas where the requisite professional knowledge and experience are resident and, thereby, value is added to the purchasing process. Each of the following departmental delegation is subject to the evidence of adequate training and sufficient competency in fulfilling the responsibilities and duties incumbent with the delegation. These delegations include:

Facilities Design and Construction, Auxiliary Services and Residence Life: Repair and Renovation

The authority to compose, solicit and make the recommendations for award of all construction requirements defined by North Carolina General Statute [143-129](#) and [143-135.27](#) has been delegated to the University's Facilities Design and Construction and Office of Residence Life. This delegation permits the Facilities Operations, Office of Residence Life and Auxiliary Services to execute the responsibilities prescribed by the [North Carolina State Construction Manual, Section 110.6](#) under an "informal bidding process." These responsibilities span from the preparation of bid documents to the requirement's competitive solicitation to evaluation and recommendation as to award. These delegated actions support the award of individual repair and renovation purchase orders. This is limited to the benchmark established by [General Statute 143-129](#) of \$500,000.

Athletics Department: Athletic Apparel

Pursuant to [North Carolina Administrative Code T01:05B.1601](#) and the [North Carolina Procurement Manual, Section 1.1.2 State Special Delegations](#), University Athletics is delegated the authority to solicit and make the recommendations for award of athletic apparel requirements for requirements less than \$10,000. This delegation recognizes certain considerations regarding athlete health and safety, and permissible and allowed product endorsements. As well, this delegation acknowledges the unique cost structure of athletic apparel marketing practices of which University Athletics has expertise. Reviews of each instance purchase is accomplished per this delegation are made by Procurement Services to assure that the use is compliant with University guidance prior

to the issuance of a consummated purchase order.

5. Compliance and Enforcement

The Director of Procurement Services is responsible for the enforcement of this policy.

“Any violation of this policy by a University student is subject to the Student Code of Conduct in the Student Policy Handbook. For employees, violation of this policy will be subject to consideration as "misconduct" under EHRA policies (faculty and EHRA non faculty) or "unacceptable personal conduct" under SHRA policies, including any appeal rights stated therein.”

“If violation of the policy also results in a violation of law, the violation may also be referred for criminal or civil prosecution.”

“Additionally, violations of this policy may result in termination or suspension of access, in whole or in part, to University information systems at the discretion of ITS where such action is reasonable to protect the University or the University information infrastructure.”

6. Additional Information

6.1 Supporting Documents

[State of NC Procurement Manual](#)

6.2 Approval Authority

Chancellor, Board of Trustees, Vice Chancellor for Finance and Administration, Interim AVC for Finance.

6.3 Contacts for Additional Information and Reporting

- Responsible Executive: Michael Logan, Director of Procurement Services, (336)334-4104, mflogan@uncg.edu
- Responsible Administrator: Richard Fleming, Assistant Director of Procurement Services, (336)334-3078, rrflein@uncg.edu