

# PROCUREMENT SERVICES POLICY 19 UNIQUE PURCHASE ITEMS

The University of North Carolina at Greensboro

Approved by Paul Forte, Interim AVC for Finance, March 29, 2022

Revised March 29, 2022

## 1. Purpose

This policy describes criteria for purchasing selected specific items and/or unique situations.

## 2. Scope

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

## 3. Definitions and Roles and Responsibilities

### 3.1 Definitions

Controlled Substances – Generally a drug or chemical whose manufacture, possession, or use is regulated by law. An updated and complete list of the schedules is published annually in Title 21 Code of Federal Regulations [1308.11](#) through [1308.15](#).

Radioactive Materials – Substances with unstable nuclei which undergo nuclear decay, whereby ionizing radiation is emitted in the form of alpha, beta, or gamma rays, to reach a stable state.

Radiation Generating Devices – Equipment that generates radiation, typically in the form of X-rays, for the purposes of clinical, analytical, or industrial diagnostics. Such equipment contains no radioactive materials and only presents a radiation hazard when in operation.

## 4. Policy

### Purchases from Employees or Employee Family Members

Every reasonable effort shall be made to avoid making purchases from or doing business with [NC General Statute \(NCGS\) 143-58.1](#)

### Purchases of Food Items, Refreshments, Sundries, etc.

Food items, refreshments (coffee, donuts, drinks, etc.) and sundries may not be purchased using State funds. Such purchases may, however, be allowed under certain explicit grants, contracts or trust funds, or discretionary accounts, providing the funding agency will not disallow the expenditure. Further information can be found in the [Spending Guidelines](#).

### Active Materials and Radiation Generating Devices

The possession and use of radioactive material is authorized under UNCG's license to

the University by the NC Department of Health and Human Services. Similarly, Radiation Generating Equipment must be registered with NCDHHS. The University Radiation Safety Officer, Department of Environmental Health and Safety, is required to provide assurances under the license that all radioactive materials and radiation generating equipment are obtained, used and disposed of in accordance with NC regulations 10A NCAC 15, license conditions, and the [UNCG Radiation Protection Policy](#). Accordingly, all requests for radioactive materials or radiation generating equipment are to be made on a purchase requisition and forwarded to the Radiation Safety Officer. Once approved, the requisition will be forwarded to Procurement Services for placement of the Purchase Order, provided all licensing and registration requirements have been met.

### **Purchase of Controlled Substances**

University stakeholders may, during lawful research, teaching or testing, find it necessary to use Federally Controlled Substances. Various Federal and state statutes and regulations address this need. Due to their potential for abuse, Controlled Substances are subject to extensive licensing, storage, use, disposal, and inventorying requirements. The regulations governing Controlled Substances include the U.S. Department of Justice (DOJ), the U.S. Drug Enforcement Agency (DEA), 21 CFR Section 1300, and the North Carolina Department of Health and Human Services (NCDHHS).

The University Chief Medical Officer is registered for the University as the authorized official to purchase controlled substances for clinic/infirmarary use only. This registration cannot be used to purchase controlled substances for instructional or research purposes.

University stakeholders seeking to use/purchase any federal controlled substances meeting the criteria described above are subject to the requirements of the [UNCG Controlled Substance Policy](#). Accordingly, all requests to purchase controlled substances are subject to the requirements of this policy and all requirements of this policy must be met before such a purchase is approved.

### **Purchase of Industrial Alcohol**

The Department of Treasury, Bureau of Alcohol, Tobacco and Firearms (ATF) regulates the tax-free purchase of industrial alcohol and specifically denatured spirits. Such purchases may only be made for these items upon receipt of the ATF's approval as documented by the ATF issuance of an "Industrial Alcohol User Permit" (ATF Form 5150.9). Upon issuance of the ATF permit number, the University may withdraw and use alcohol tax-free on a continuing basis and will remain in force until suspended, revoked, or terminated. The University's current permits data is:

**Permit Number:** TF-NC-154

**Effective Date:** June 4, 1985

**Maximum Quantity to be Withdrawn per Calendar Year:** 3,000 proof gallons

Associated with the issuance of this permit are the requirements to (a) maintain records and file periodic reports as required by U.S.C. 5275 and its regulations, (b) pay the \$250

Special Occupational Tax on an annual basis [a tax on the use of the alcohol and not itself], and (c) post the permit in the authorized and approved place of storage.

- These functions are accomplished by the University's Department of Chemistry which also provides the University's only recognized storage facility. The Procurement Services serves as the 'custodian' for the program.

## 5. **Compliance and Enforcement**

The Director of Procurement Services, in conjunction with the Director for Environmental Health and Safety, is responsible for ensuring compliance with this policy.

## 6. **Additional Information**

### 6.1 **Supporting Documents**

[Spending Guidelines](#)

[UNCG Environmental Health & Safety](#)

[UNCG Controlled Substance Policy for Research](#)

[UNCG Radiation Protection Policy](#)

[Procurement Services PrControlled Substance Policy for Research](#)

[Procedure A Purchasing from Commercial Vendors](#)

### 6.2 **Approval Authority**

This policy will be approved by the Interim Associate Vice Chancellor Finance.

### 6.3 **Contacts for Additional Information and Reporting**

- Responsible Executive: Michael Logan, Director of Procurement Services, (336)334-4104, [mflogan@uncg.edu](mailto:mflogan@uncg.edu)
- Responsible Administrator: Richard Fleming, Assistant Director of Procurement Services, (336)334-3078, [rrflein@uncg.edu](mailto:rrflein@uncg.edu)
- Other Contact: Timothy Slone, Director of Environmental Health and Safety, (336)334-4357, [safety@uncg.edu](mailto:safety@uncg.edu)