



**ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY, LOS ANGELES**

Approved: 05/31/01

**ADMINISTRATIVE MANUAL
PROCUREMENT & PURCHASING**

POLICY 216

- 1.0 PURPOSE:
To establish policies and procedures for purchasing & procurement.
- 2.0 REFERENCES:
None
- 3.0 POLICY:
All purchase requests of \$5,000 or more must be accompanied by three (3) written bids.
- 4.0 DEFINITIONS
None
- 5.0 PROCEDURES
- 5.1 Supervisors who intend to make purchases of \$5,000 or more must first secure three (3) written price comparisons. The bid comparison document needs to contain the following for each vendor: the company name, the date of contract, address, telephone number, the name of the person providing the quote, the service/product description, and total price including tax and shipment. Any other information pertinent to final vendor selection should also be stated.
- 5.2 Competitive bid purchases and/or contracts must be awarded to the lowest bidder. In special circumstances, however, with the Executive Director's and A.S.I. President's approval, it is possible to purchase items or services from a vendor other than the lowest bidder for reasons such as sole source, better quality, timeliness, special features, etc. Reasons for exception to award of low bid must be submitted with the purchase requisition. In these instances, the (3) comparisons or bids must be submitted with the purchase requisition when submitted to the Board of Directors for approval.
- 5.3 State Contracts – A.S.I. may purchase selected items through State Contracts. In such instances, bids are required. In all circumstances, the supervisor is to review the planned purchase with the Executive Director and A.S.I. President prior to purchase.

