

SUBJECT: Purchasing Policy	Effective Date: 5/23/18	Policy Number: FSP 2018 FS0017	
	Supersedes: FSP 2013 RM0012	Page 1	Of 3
	Responsible Authority: Associate Vice President, Administration and Finance (Facilities and Safety)		

APPLICABILITY/ACCOUNTABILITY:

This policy applies to all departments, support personnel, and functional units within Facilities & Safety (F&S).

POLICY STATEMENT:

This policy applies to the purchase of non-restricted tangible goods and supplies for daily operations and also in emergencies. This policy does not apply to services, service agreements, preventative maintenance service contracts, interdepartmental MOUs, or office supplies.

DEFINITIONS:

Bulk Fuel: B5 Non-Dyed Diesel, E10 Unleaded, and E85 BioFuel; ordered in tanker quantities by Central Stores for delivery to, and dispensing from, the F&S Gas Island.

CMMS: Computerized Maintenance Management System; an online web service and backend database system for the coordination of maintenance and supply chain efforts. AiM is the CMMS used in F&S.

Non-Stock Item: A consumable or limited-life item that is used on a non-regular basis for the maintenance, operation, or general upkeep of any UCF campus, building, or asset. Any non-restricted or non-specialized item that is not actively held in inventory by Central Stores shall be purchased by Central Stores on behalf of the requesting department, on an as-needed basis.

Stock Item: A consumable or limited-life item that is used on a regular basis for the maintenance, operation, or general upkeep of any UCF campus, building, or asset, and is actively held in inventory by Central Stores.

Personal Protective Equipment (Non-Specialty): Any non-specialized equipment or personal apparatus designed to protect an employee from job-related hazards. These items include gloves, face shields, back braces, eye protection, foul weather gear, etc. These items shall be purchased and maintained by Central Stores.

Personal Protective Equipment (Specialty): Any specialized equipment or personal apparatus designed to protect an employee from job-related hazards. These items include laboratory safety equipment, hard hats and steel-toed shoes, large-scale chemical spill equipment, etc. These items shall be purchased directly by the individual departments to ensure departmental requirements are met at the time of sourcing.

Restricted Items: Items such as firearms, tasers, batons, hand-cuffs, pepper sprays, or any other product intended solely for the immobilization of an individual and restricted to UCF Police Department use only.

University Asset: Any item, excluding software and service agreements, with an original or adjusted acquisition cost of \$5,000 or more. These items shall be properly registered with the Finance & Accounting Property and Inventory Control Department. These items shall be purchased directly by the originating department.

POLICY:

All purchases of non-restricted tangible goods and supplies shall be made in accordance with all procurement guidelines found at www.procurement.ucf.edu. Purchases made using a purchasing card (PCard) shall follow the Procurement Card Manual (https://fa.ucf.edu/wp-content/uploads/sites/2/PCard_Manual.pdf) and all other applicable policies and regulations, such as those found in this policy's References section. Departments that need to purchase uniforms, personal protective equipment, or other qualifying items must also complete and submit a Perquisite Request Form. Purchases shall be sourced in accordance with the Facilities and Safety Sustainable Purchasing Procedure, FS 2013 FO0006.

In an effort to eliminate redundancies and lower general operating costs, all F&S departments must purchase stock items, non-specialized non-stock items, and bulk fuel deliveries by submitting a request for materials in the CMMS through Central Stores, unless otherwise stated herein.

Items intended for stock in any UCF-funded warehouse shall be purchased on the 02870004 account and billed to the unit account on the Central Stores Billing Reports as dispensed, consumed, or used. Fuel dispensed from the gas island shall be billed weekly, through the fuel billing database, to the budget account associated with the fuel key used when dispensed.

Departments should make every effort to make purchases through Central Stores, using a material request to ensure that the materials used are documented on a work order. In emergency situations where Central Stores is unavailable (after hours, weekends, and holidays), departments may request approval from the F&S AVP to purchase non-restricted tangible goods and supplies using a PCard. The department shall generate a work order for the emergency, documenting the materials purchased. Emergency purchases shall only be made when all good-faith efforts to follow standard procedures have been exhausted.

Any university asset with an original acquisition value of \$5,000 or greater; specialized items requiring advanced knowledge of the items' intended uses and specifications; specialized personal protective equipment (PPE); or departmental, uniform-related items shall be purchased by the department, using a departmental PCard or a purchase order.

REFERENCES:

Facilities and Safety Sustainable Purchasing Procedure, FS 2013 FO0006:
<http://www.fs.ucf.edu/sites/default/files/policies/FS%20Sustainable%20Purchasing%20Procedure.pdf>

Perquisite Request Form and Instructions: <http://hr.ucf.edu/files/PerquisiteRequestForm.xlsx>

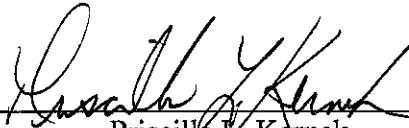
Procurement Card Prohibited Uses and Fund Restrictions: <https://fa.ucf.edu/wp-content/uploads/sites/2/prohibUses.pdf>

Taggable Assets Procurement Procedures for Facilities and Safety Projects, FS 2013 RM0019:
<http://www.fs.ucf.edu/sites/default/files/policies/Taggable%20Assets%20Procurement%20Procedures%20for%20F&S%20projects.pdf>

UCF Policy 3-209.3 Concessions Funds: <http://policies.ucf.edu/documents/3-209.2ConcessionsFunds.pdf>

UCF Regulation 3.0262 Meritorious Service Awards Program:
<http://www.regulations.ucf.edu/chapter3/documents/3.0262MeritoriousServiceAwardsProgramFINALREVJun16.pdf>

Use of Computerized Maintenance Management System, FSP 2017 FS0011:
<http://fs.ucf.edu/sites/default/files/policies/CMMS%20procedure-%201.17%20meeting-%203.8%20signed%20final.pdf>

Approved By:	Date Approved:
 Priscilla L. Keenek Associate Vice President, Administration and Finance (Facilities and Safety)	5/23/18