

Purchasing Policy: Faculty and Staff  
Veterinary Medical Teaching Hospital (VMTH)  
Department of Clinical Sciences (DCS)  
March 21, 2007

Effective management of resources is critical to the success of the Veterinary Medical Teaching Hospital. Purchasing centers have been created to maximize accountability and coordinate the flow of paperwork associated with the purchase of all materials by VMTH/DCS staff and faculty. For the VMTH/DCS to be effective in managing our resources, and facilitating our faculty, it is essential we track and meet the expenses associated with scholarship and hospital operation.

All purchases must be made through a designated purchasing center using a standardized purchase order, regardless of whether the material is for instructional, hospital, or individual use in research projects or other scholarship activities. This policy must be followed by all faculty and staff, regardless of the source of funding.

**PURCHASING CENTERS:**

Central Supply and Receiving - Mr. James Owensby

Principle Areas of Responsibility: Barn Supplies; Equipment Purchase and Repair; Fluids; Instrument Repair; Furniture; Animal Feed; Printing; Medical Gas; and Radiology, Anesthesia, Hospital, Cleaning & Sanitation, and Endoscopy supplies.

Central Prep - Ms. Joanna Berg

Principle Areas of Responsibility: Hospital Supplies, Laundry Supplies, Instrument Replacement, Uniforms and Scrubs

Dispensary – Dr. Stuart Snyder

Principle Areas of Responsibility: Medications, Outside Laboratory, Dispensary Supplies and Biohazard Waste Supplies

Computing Resources - Mr. Marvin Miller

Principle Areas of Responsibility: Hardware, Software, Computer Related Supplies

Department Analytical Lab - Ms. Kara Smith

Principle Areas of Responsibility: Laboratory Supplies, Clinical Sciences Lab, Lab Instrument Purchase and Repair

General Office Supplies - Ms. Audrey Fritz

Principle Areas of Responsibility: Office Supplies

Accounts Payable - Ms. Allison Herrman/Ms. Su Liu

Principle Areas of Responsibility: Textbooks, Manuscript Submission, Miscellaneous, Travel, Forms

Purchasing guidelines are attached. These policies should facilitate efforts to place orders and make the purchasing center concept successful. Your cooperation is greatly appreciated.

## GUIDELINES FOR PURCHASING

1. All purchases for teaching, service and research including the purchase of repair services and parts, meeting registrations, and travel must be made through a designated purchasing center by a purchasing center staff member. In nearly every instance with the possible exception of registration and travel, all purchases must be made using a standardized computer generated purchase order. Purchase orders are also required for numerous special items and services including exotic animal and special diets, farrier services, diagnostic laboratory services obtained from outside the College of Veterinary Medicine, and all purchases from Mercy Health Center and local pharmacies.
2. The VMTH and DCS will accept responsibility for payment of only those purchases initiated by tenure-track faculty and staff which are processed through a purchasing center, using a computerized purchase order and charged to an account with adequate funds. Drop-ship orders and orders made outside of the Purchasing Center program are not permitted and will not be paid by the VMTH or the Department.
3. Purchases may not be initiated by interns, residents or graduate students without specific approval (written or e-mail) by their section head (interns/residents) or major professors (graduate students).
4. Purchase orders for new hospital supplies or dispensary medications should be reviewed by the appropriate section faculty and approved by the section head (written or e-mail) and Hospital Director prior to initiating the purchase.
5. Purchases may be initiated by faculty and staff through an appropriate purchase center. Faculty or staff requesting a purchase must provide all necessary information for completion of the purchasing order:
  - A. Re-ordering of regular hospital inventory drugs and supplies will be considered routine and can be accomplished by purchasing centers without special information.
  - B. Special, individual or supplemental orders for materials must be accompanied by specific information including the vendor's name/address/phone and federal ID number, item identification, item price, shipping costs, and specific account number to be charged.
  - C. Purchase orders for repair services or parts must be accompanied by a written description of the problem and the item requiring repair including model and serial numbers, and Return Materials Authorization (RMA) or Return Goods Authorization (RGA) from the company it is being sent to for repair.
6. Faculty may authorize purchases to their personal Restricted Fee or Foundation accounts. Faculty should verify with the Hospital Business Officer or the CVM Chief Financial Officer that their accounts contain sufficient funds for their intended purchase prior to placing an order with a purchasing center. Course coordinators are responsible for approving (APR signature) the purchase of any materials required by their faculty for use in a departmental course.
7. The purchase of Audiovisual and Library services (slides, photos, multimedia, library searches) should continue to be documented using an APR, but the appropriate account number must be specified. Materials or services obtained for instruction should be charged to the appropriate course account and approved (APR signature) by the course coordinator.

8. All purchase orders for computing equipment should be consistent with the general college policies and strategic plan for computing services. Requests for computer hardware (regardless of source of funding) will be reviewed by the Hospital Director/Department Head and Computing Resources Representative and must be approved prior to ordering.
9. Purchases less than \$ 5,000.00 (including cost and shipping) and not on contract do not require competitive bids.
10. Any repairs or service contracts must be approved by the Department Head or Hospital Director to Controller's Office for processing.
11. There is no limit on the dollar amount on contract purchases; however, the purchase order must contain the contract number.
12. If there are questions regarding purchases, please contact the Hospital Director, Department Head or Accounts Payable clerks before initiating the purchase. Failure to follow procedure will present untenable and costly situations.

Thank you for helping us operate the hospital and department in a fiscally responsible fashion.

**Revised** February 8, 2006  
**Reviewed** February 8, 2006