
 <b>SOUTHEAST MISSOURI</b> <b>STATE UNIVERSITY · 1873</b>	<b>BUSINESS POLICY AND PROCEDURE MANUAL</b>	Date Issued: 10/18	Revision Date:	Page: 1 of 2
		Classification Code: OP 05-01D		
		Section: PURCHASING		
		Subject: PURCHASING SPECIAL CONSIDERATIONS		

## PURCHASING SPECIAL CONSIDERATIONS

1. **Sales Tax** - Pursuant to RSMo Chapter 144, the University is exempt from paying Missouri sales tax on purchases made for use in the conduct of regular activities. The sales tax exemption cannot be used for purchases by individuals for personal use. A copy of the University's tax-exempt letter is available on the University portal. Departments may make copies of the letter as necessary to give to vendors. Some cities and political subdivisions have imposed special lodging taxes on hotel and motel rooms; the University is not exempt from these taxes.
2. **Grant Accounts** - Purchase requisitions submitted for grant accounts must be approved by the Grant Accountant. Grant accounts are subject to the same purchasing guidelines as other University accounts, unless the grant has more restrictive guidelines. Some grants do not coincide with the University's fiscal year (July 1 through June 30); however, audit requirements mandate the University report all activity, including grants, on a June 30 basis. Departments with special grant needs should contact the Purchasing Department to address any concerns.
3. **Prepayment** - Prepayments and/or deposits will be considered on an individual case basis. Departments must make all attempts to eliminate or reduce prepayments when possible. A purchase requiring prepayment/deposit for any reason must be accompanied by price verification from the vendor. The price verification may be in the form of an order form, a letter from the vendor, current price list, conference registration, etc., and must accompany the purchase requisition. Prepayment checks will not be issued on the basis of telephone quotes. All prepayment checks/deposits require executive level (Provost or appropriate Vice President) approval if in excess of \$10,000.
4. **Memberships** – Non-institutional (individual) dues or memberships in professional associations, societies, or similar organizations (with the exception of the Cape Girardeau Chamber of Commerce) require executive level approval. Additionally, executive level approval is required for all memberships to Sam's Club, Amazon Prime, etc. However, payment of institutional dues or memberships do not require executive level approval.
5. **Office Supplies** - Most office supplies are available from Central Receiving; departments are encouraged to purchase office supplies in this manner, as savings may be realized due to economies of scale. Storeroom items are for sale only to University departments and may not be purchased by faculty or staff for personal use.
6. **Printing and Copying Services** - All requests for printing and copying services must be coordinated with University Marketing. The University has established mandatory contracts with pre-certified vendors. In the event the pre-certified vendors cannot fulfill a department's printing requirements, the department must obtain written permission from University Marketing to use a different vendor. Additional information is available on the Southeast University Marketing website.
7. **Copier Purchases** - All requests for copiers, copier maintenance agreements, repair of copiers, and supplies must be reviewed and approved by the Assistant Vice President of Information Technology. Departments are required to use state, University contracts, or cooperative agreements as applicable.

 <b>SOUTHEAST MISSOURI</b> <b>STATE UNIVERSITY · 1873</b>	<b>BUSINESS POLICY AND PROCEDURE MANUAL</b>	Date Issued: 10/18	Revision Date:	Page: 2 of 2
		Classification Code: OP 05-01D		
		Section: PURCHASING		
		Subject: PURCHASING SPECIAL CONSIDERATIONS		

8. **Computer Hardware, Software, Supplies, and Services** - All requests for computer hardware, software, supplies, and services must be reviewed by the Assistant Vice President of Information Technology. This will ensure that new computer resources are compatible with existing and planned systems as appropriate. Departments must also use state or University contracts as applicable. For example, all Apple products must be purchased through Apple, Inc. due to a mandatory contract. Refer to the Frequently Purchased Commodities and Services List on the portal for more information.
  
9. **Furniture** - All requests for furniture must be reviewed by Facilities Management as Facilities Management has established contract(s) for furniture. When new furniture is desired, a work order request via the online system must be entered, available at the following link: <http://www.semo.edu/facilities/online/index.html>. On the request, please indicate the type of furniture requested, as well as the funding index. The request will be sent to the Associate Director of Design and Construction for review and approval. Subsequently, a project manager will be assigned to assist in selecting furniture that meets the need, fits in the space available, and is available through a contract.
  
10. **On-Campus Catering/Banquets** - The University has a mandatory contract with Chartwells for on-campus catering and banquet services. If Chartwells is unable to provide the desired product and/or service, prior approval to use an alternate vendor must be obtained in writing by the Associate Vice President for Student Life.
  
11. **Amazon Purchases** – In order to minimize the number of University Amazon accounts and related annual fees and shipping costs, the Purchasing Department maintains an Amazon Prime account available for use campus-wide. A requisition is required. A “screenshot” of the shopping cart with the desired item(s) shall be emailed to [purchasing@semo.edu](mailto:purchasing@semo.edu). The order will be placed upon approval of the purchase order and the appropriate department charged for the item(s). The order will be placed upon approval of the purchase order and the appropriate department charged for the item(s).
  
12. **Federal Transit Authority (FTA)** - Federal clauses are to be included in solicitations when Federal Transit Authority (FTA) funds are used. More information is available at: <https://www.transit.dot.gov/regulations-and-guidance/regulations-and-guidance>.