

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title:	General Authority for Purchasing	<u>Number</u> 510
Related Policy:	Procurement Requirements – 6Hx20-5.003	<u>Page</u> Page 1 of 3

I. Purpose

To establish a centralized purchasing process, in compliance with Rules 6A-14.0734 (1) and (2), F.A.C.

II. Procedure

- A. As the President's designee for purchasing authority, and under the direction of the Director, Purchasing, the Purchasing Department shall be responsible for the administration and approval of all College purchasing processes.
- B. Specifically, the Director shall be responsible for and authorized to approve all College purchase orders. In the absence of the Director, the Purchasing Coordinator, or the Vice President, Business Affairs, shall be authorized to approve College purchase orders for the Director.
- C. The centralized purchasing processes, for which the Purchasing Department shall have authority and shall be responsible, include, but are not limited to, the following:
 1. Solicit, receive, open, and record all formal, sealed, competitive bid processes, including construction bidding, as required by Rule 6A-14.0734, F.A.C., and for the administration of bids for surplus sales.
 2. Solicit, receive, open, and record all written requests for quotations pertaining to anticipated College purchases for which written quotations will be used.
 3. Arrange for legal or other advertisements pertaining to College bidding, as required by applicable Florida State Board of Education Rules.
 4. Identify and select adequate vendor sources for commodities and services necessary in the operations of the College. These responsibilities include maintaining and developing appropriate vendors for the College as follows:
 - a. The Purchasing Department shall establish, develop, and maintain bidder lists with identification of available vendor sources. Inclusion of vendors on the College's bidder lists shall be subject to the approval of the Director, Purchasing. The bidder lists shall represent a collection of vendors interested in participating in solicitations for quotations, proposals, or bids for various commodities, equipment, and services useful to the College.
 - b. The College shall reserve the right to determine the suitability of a vendor as a source for College purchases and is in no way obligated to purchase from any vendor whether or not included in the College bidder lists.

- c. The Purchasing Department shall be responsible for maintaining the vendor list which shall include addresses of vendors with which the College has transacted business. Updates to the vendor list shall be made through the Purchasing Department.
 - 5. Review and issue College purchase orders and change orders.
 - 6. Interview vendor agents, solicitors, and representatives pertaining to matters related to College purchasing.
 - 7. Determine when a service purchase order or p-card should be used when an item or group of items needs to be procured provided that competitive purchasing requirements are met in accordance with College Procedure 512.
 - 8. Determine the appropriateness of consolidation or aggregation of purchases for various College departments in order to maximize advantages of economies of scale.
- D. In the event of extenuating circumstances, the Director shall have the authority to grant a waiver of normal purchasing procedures in order to expedite purchases of an urgent, critical, or essential nature for purchases not exceeding the amount as specified in s. 287.017, Fla. Stat, Category Two.
- E. The Purchasing Reference Manual for Florida Colleges developed by the Council of Purchasing Professionals (COPP) representing the 28 Florida colleges shall be used as a reference tool when following purchasing guidelines.

III. Standards of Conduct for Public Employees

- S. 112.313, Fla. Stat. Standards of conduct for public officers, employees of agencies, and local government attorneys.
- A. Definition -- As used in this section, unless the context otherwise requires, the term "public officer" includes any person elected or appointed to hold office in any agency, including any person serving on an advisory body.
 - B. Solicitation or Acceptance of Gifts -- No public officer, employee of an agency, local government attorney, or candidate for nomination or election shall solicit or accept anything of value to the recipient, including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that the vote, official action, or judgment of the public officer, employee, local government attorney, or candidate would be influenced thereby.
 - C. Doing Business with one's Agency -- No employee of an agency acting in his or her official capacity as a purchasing agent, or public officer acting in his or her official capacity, shall either directly or indirectly purchase, rent, or lease any realty, goods, or services for his or her own agency from any business entity of which the officer or employee or the officer's or employee's spouse or child is an officer, partner, director, or proprietor or in which such officer or employee or the officer's or employee's

spouse or child, or any combination of them, has a material interest. Nor shall a public officer or employee, acting in a private capacity, rent, lease, or sell any realty, goods, or services to the officer's or employee's own agency, if he or she is a state officer or employee, or to any political subdivision or any agency thereof, if he or she is serving as an officer or employee of that political subdivision.

- D. In accordance with s. 112.313 (12), Fla. Stat., the following exemptions apply in doing business with employees:

The business is awarded under a system of sealed, competitive bidding to the lowest or best bidder; and:

1. The official or official's spouse or child has in no way participated in the determination of the award;
2. The official or official's spouse or child has not used their influence to persuade the agency to award other than the mere submission of the bid; and
3. The total amount of the transactions in the aggregate between the business entity and agency does not exceed \$500 per calendar year.

IV. Tax Exempt Status

As a State of Florida educational institution, Pensacola State College is exempt from state sales tax. Copies of the certificate of exemption are available in the offices of the Vice President, Business Affairs, the Comptroller, or Director, Purchasing. Pensacola State College tax exemption can only be used for official College business.

Responsible Official:	Director, Purchasing	
President's Signature:		Date: 09/03/2025