



## Procurement Guidelines for Foundation Purchases Effective: June 1, 2016

To assist various staff, procedures have been established to facilitate purchases made from Foundation accounts.

### Purchases Below the Small Purchase Threshold:

Purchases below the Small Purchase Threshold (<https://www.procure.stateuniv.state.il.us> under “Higher Education Bid Limits”) will be processed according to source of funding. Purchases \$5,000 and above will require an Online Purchase Requisition and Vice Presidential approval in MVS. As this document is received in the Purchasing Office, it is verified by account number and then the percentage of funding.

#### Foundation Office will process:

- For Purchases below \$5,000 and funded 100% with foundation funds, the Foundation Office will process purchase orders.
- Requisitions \$5,000 through \$19,999 that are funded 100% with foundation monies will be forwarded to the Foundation Office to process the purchase order after Vice President approval is secured within MVS by the Purchasing Office. (It is to the discretion of the Foundation Office to ask the Purchasing Office to assist with seeking competitive quotations to verify the best price.)

#### Purchasing Office will process:

- Requisitions \$5,000 through Small Purchase Threshold that are funded with a mixed stream (e.g. foundation and local funds) will be processed by the Purchasing Office once Vice President approval is secured within MVS.
- Requisitions \$20,000 through Small Purchase Threshold that are funded with 100% foundation monies will be processed by the Purchasing Office due to necessary reporting thresholds at the State level. Processing will occur once Vice Presidential approval is secured within MVS.

### Purchases Above the Small Purchase Threshold:

Purchases at or above the Small Purchase Threshold will be processed by the Purchasing Office regardless of the funding source and percentage. The Purchasing Office will follow guidelines established by the Illinois Procurement Code and Administrative Rules. Requisitions above the threshold can take a minimum of forty-five days after posting to the Illinois Procurement Bulletin. Purchases involving contracts are contingent on the amount of negotiation needed for both parties to come to an agreement. When the Purchasing Office issues a Purchase Order, a copy will be sent to the requesting department. After the purchase order has been completed and paid, the Purchasing Office will send the file to be scanned into Laserfiche with a note to deliver the file to the Foundation Office after being scanned.

### Purchasing Office/Authorizing Payment:

Once the goods/services are received in full, invoices are to be signed and dated by the end user departments with an “Okay to Pay” and promptly sent to the Purchasing Office. From there, the invoice is processed against the purchase order. Any problems with the goods or services should be reported to the Purchasing Office immediately. Invoices are entered into MVS for payment by the Purchasing Office for the total amount. A copy of the invoice will be given to the Foundation Office when a foundation account is being used. The Foundation Office will make the appropriate entry in MVS (once receiving the bank change form) in order to have a Foundation check come up for payment. In the case of a split payment between University and Foundation accounts, the Purchasing Office may coordinate for the checks to be mailed together to the vendor.

### Contracts:

For contracts involving Foundation accounts, please refer to the following website for further information: [http://www.wiu.edu/vpaps/foundation\\_and\\_development/forms.php](http://www.wiu.edu/vpaps/foundation_and_development/forms.php) - “Agreement for General Services”). It is very important that a contract be established with the proper signing entities before a service has commenced.

### Construction:

All construction projects, regardless of price and funding source, shall be managed through the Purchasing Office. This process will facilitate not only the management of funding streams, but also the level of vested interest on behalf of the University.

### 30 ILCS 500/20-95 – Donations:

*“Nothing in this Code or in the rules promulgated under this Code shall prevent any State agency from complying with the terms and conditions of any grant, gift, or bequest that calls for the procurement of a particular good or service or the use of a particular contractor, provided that the grant, gift, or bequest provides majority funding for the contract.”*

- According to SPO determination (2015), this relates to donors (few) that make up at least 51% of the total purchase price. A Letter of Justification must also be present from each donor to explicitly state the amount of the donation, the designated use of the funds, and if applicable, the name of the vendor/contractor to source from.