CAL MARITIME

ACADEMY POLICY MANUAL

Policy Title:

Procurement

Policy Number:

AF-11-001

Policy Administrator:

VP, Admin & Finance

Policy Initiator:

Director, Procurement & Risk Mgt

Authority:

ICSUAM 5000.0 - 5700.0

Effective Date:

August 2012

Revised Date:

Approved:

Thomas A. Cropper, President

Approval Signature:

Purpose: This policy establishes guidelines for procurement of all goods and services at California Maritime Academy.

Scope: This policy and subsequent procedures apply to all individuals who have been delegated financial authority and responsibilities to requisition or purchase goods and services on behalf of the campus.

Accountability: The University Chief Financial Officer (CFO) and his/her designees are responsible for the administration of ICSUAM 5000.0 – 5700.0

Policy Statement: California Maritime Academy shall follow ICSUAM 5000.0 – 5700.0 for the acquisition of all goods and services for campus use.

Procedures

- 1.The Director of Procurement & Risk Management has been delegated authority for all campus purchases by the CFO.
- 2. California Maritime Academy has made the following exceptions to ICSUAM 5000.0 5700.00:
 - i. all acquisitions estimated at \$40,000.00 or more will be formally bid unless the requirement is justified and waived by the CFO.
 - ii. all transactions without a valid purchase order will be treated as a 'confirming order' requiring divisional Vice President approval.
- 3. Procurement forms and reference materials are available at http://www.csum.edu/web/faculty-and-staff/business/procurement