

COLORADO STATE UNIVERSITY PURCHASING MANUAL

I. GENERAL

- A. University departments are delegated the use of the Automatic Purchase Order (APO) for the purchase of goods and services totaling \$5,000 and less when no University price agreement or catalog vendor exists for the goods or services required. APOs are created in the University's Quali Financial System by creating a REQ in the same manner as for regular Purchase Orders.
- B. The APO may be used for services, equipment maintenance and one-time rentals under \$5,000, **ONLY** if there is no written agreement requiring the University's signature. When acquiring personal services (labor, time or effort that results in a desired outcome or deliverable) with an APO, it is the ordering department's responsibility to request and obtain a certificate of insurance from the vendor showing general liability, worker's compensation, employer's liability, and auto liability coverages (see the PCS website for instructions and coverage amounts). As PCS does not review APOs prior to issuance, the ordering department and its Fiscal Officer are fully responsible for all procurement requirements, including obtaining proper small-dollar documentation and review and approval of any written contract or term sheet by the CSU Contracts Manager **PRIOR TO ISSUANCE OF THE APO.**
- C. All purchases greater than \$1,500 from non-contracted suppliers should be documented with a written quote.
- D. Departments are responsible for the order, control and receipt of goods and services purchased with an APO.

II. AUTHORIZATION

- A. Authority to use the APO is open to all colleges and departments, but this delegation is at the discretion of the PCS Director and may be limited or revoked when necessary to protect the best interests of the University.

III. POLICIES

- A. Departments are prohibited from artificially splitting a purchase in order to circumvent the \$5,000 limit.
- B. All written agreements requiring the University's signature **MUST** be processed by Procurement and Contracting Services, regardless of dollar amount. Contact the PCS Contracts Manager directly before submitting the REQ.
- C. The ordering department is responsible for any/all corrective actions associated with an APO.