

# COLORADO STATE UNIVERSITY PURCHASING MANUAL

## I. GENERAL

- A. Each conference program handled by the University is tailored to the specific requirements of the sponsor. Facilities, food and academic services are generally provided by the University. Conferences Services is often required to provide additional and special materials, equipment and services which are generally specified in detail by the sponsoring company or agency.
- B. In many cases these requirements are established only a few days or even hours before the conference. In some cases specifications include designated brand products. The short time available and the detailed designation of product or service often makes compliance with standard University purchasing and bid procedures difficult and in some instances impossible.

## II. POLICIES

- A. State and University purchasing policy and procedure will be followed except when specific requests of sponsors, limited time available or other unforeseen factors make compliance with such procedures difficult or impossible.
- B. Procurement of routine administrative and operational materials and services and capital equipment should be handled according to standard University purchasing procedures.
- C. The Purchasing Department should be requested to establish Open Purchase Orders for all applicable materials and services per Section PM-36 of this manual.
- D. True emergency requirements should be handled in accordance with Section PM-3 paragraph V-C of this manual.
- E. If the sponsor directs certain specific items be obtained but agrees that the University will take title either on receipt of the items or upon completion of the conference then such purchases should be handled according to instructions outlined above. If the sponsor is to retain title, Colorado State University purchasing procedures and facilities should not be used. Negotiations should be handled separately and billing should be made by the vendor directly to the sponsor.
- F. If the University takes title to property, either upon initial receipt or upon completion of a conference, such property will be capitalized at the original purchase price.

## III. PROCEDURES

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- A. Procedures for initiating normal Purchase Requisitions and emergency purchasing procedures are outlined in Section PM-3 of this manual. Open Purchase Orders are outlined in Section PM-36 of this manual.
  
- B. When regular purchasing procedures and/or applicable competitive bidding are not possible or practical due to time limitations or product/service designations by the sponsor such facts should be documented. This documentation should be attached to the Purchase Requisition and forwarded to the Purchasing Department for information and review by appropriate purchasing staff.