



University of Connecticut Health Center

POLICY NUMBER 2006-19

June 23, 2006

POLICY: PURCHASING A-3: SIGNATURE AUTHORITY POLICY

PURPOSE:

This policy establishes guidelines for handling contract signature authority for the Purchasing Department.

SCOPE:

All University of Connecticut Health Center Purchasing Department faculty and staff.

POLICY STATEMENT:

The policy of the University of Connecticut Health Center (UCHC) Purchasing Department for signatory authority is: Only authorized Purchasing Department personnel may sign contractual documents related to the purchase of supplies, equipment and contractual services. Business Owners within UCHC departments and schools have no authority to sign any procurement contracts or agreements.

Definitions:

1. Buyer Purchase and Signature Authority List - List of Dollar Limits, Purpose and Title Authority for Purchasing.
2. Contract Award - Contract issued by the Purchasing Department.
3. Vendor Contract/Agreements - Contract or Agreement for any materials, equipment or contractual service purchased from a vendor by the Purchasing Department.
4. Financial Record System (FRS) - Financial enterprise system which generates Purchase Requisitions, Purchase Orders, tracks receiving and returns of merchandise, and all financial transaction.
5. Buyer Purchasing Authority (BPA) - Internal Policy designation which describes relevant purchase authority. The BPA number is entered into Contract Number field on Screen 221 of FRS.
6. Conflict of Interest - No member of UCHC administration or staff shall be financially interested, or have any personal beneficial interest, either directly or indirectly, in any purchasing transaction.
7. Purchase Order – A contract document used for the procurement of material, equipment or service which provides specifications, quantities and references bid or purchasing authority number.

8. Business Owner – The person or department submitting Purchase Requisition for material, service or equipment

Responsibilities:

1. **Chief Financial Officer** is responsible for ensuring compliance to UCHC policies and has unlimited signature authority.
2. **Director of Purchasing** is responsible for ensuring compliance to UCHC policies and has unlimited signature authority for all procurement documents.
3. **Assistant Director of Purchasing** is responsible for reviewing all Purchase Requisitions and bids which have been forwarded by either the Contract Specialist or appropriate Purchasing Services Officer, to act in the absence of the Director of Purchasing and has signature authority for all purchases under \$50,000.00.
4. **Purchasing Services Officer II (PSOII)** has signature authority for all purchases under \$10,000.00.
5. **Purchasing Services Officer I (PSOI)** has signature authority for all purchases under \$10,000.00.
6. **Purchasing Assistant (PA)** has signature authority for all purchases under \$1,000.00.
7. **Contract Specialist (CS)** has no signature authority.
8. **Business Owner** is responsible for providing an authorized Purchase Requisition to the Purchasing Department and to notify the Director or Assistant Director of Purchasing of any potential conflict of interest.
9. **Buyer Purchasing Authority List** see below.

Procedures:

| CONTRACT TITLE | DOLLAR LIMIT See title limits below | TYPE OF PURCHASING TRANSACTION (Enter contract number in Contract Number field on FRS Screen 221 of purchase order) |
|-----------------------|---|--|
| BPA1 | \$9,999.99 | Non-contract purchases \$9,999.99 and under. |
| BPA2 | | Purchasing transactions between state agencies. |
| BPA3 | | Purchases from the United States Government, a federal agency and any state government or political subdivision thereof. Also includes Cooperative Purchase Agreements and use of federal contracts. |
| BPA5 | \$9,999.99 | Purchase of eyeglasses and dentures. |
| BPA7 | \$9,999.99 | Emergency Purchase of repair parts, rental, repair or maintenance of equipment. |
| BPA7a | | Emergency Purchases over \$10,000 waiving bid procedure. |
| BPA8 | \$9,999.99 | Purchase of hearing aids and supplies and prosthetic and orthopedic appliances. |
| BPA10 | \$9,999.99 | Purchase of publications, including text and library books and subscriptions to newspapers, magazines, and periodicals from the publisher or exclusive distributor of such text and library books, newspapers, magazines or periodicals. |

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|-------|------------------|---|
| BPA11 | \$9,999.99 | Purchase and or rental of processed media (e.g. processed motion pictures, processed slides, processed filmstrips, reels tapes, audio and or video cassette tapes) from the processor, producer or exclusive distributor. |
| BPA12 | \$9,999.99 | Purchase of prescription drugs and medicines. |
| BPA13 | \$9,999.99 | Purchasing transactions for Advertising, Dues, Fees, Licenses, Transportation of persons, Freight, cartage and express, Sundry operating expenses - See full text for limitations. |
| BPA14 | \$9,999.99 | Purchases involving contracted facilities for conference sites. |
| BPA15 | MGR. Approval | Sole Source Purchases \$10,000. |
| BPA16 | MGR. Approval | Employee Moving Expenses over \$10,000. |
| BPA17 | MGR. Approval | Software License and Maintenance Renewal over \$10,000. |

All procurement contracts and/or agreements must be submitted to the Purchasing Department for a procurement action and signature. Contract Type and Signature Authority Limit listed below.

The Business Owner or department/school must send all contracts/agreements to the Purchasing Department for review and signature by appropriate authorized personnel. University personnel may review their signature authority by linking to the UCHC [Signature Authorization System](#) and [Signature Authority Form](#).

The following is the schedule of signatories which have been institutionally approved.

| CONTRACT TYPE AND SIGNATURE AUTHORITY LIMIT | | |
|--|------------------------|-------------------------------------|
| Signatories | Authority Limit | Documents Authorized to Sign |
| Chief Financial Officer | UNLIMITED | All Purchasing Documents |
| Director of Purchasing | UNLIMITED | *All Purchasing Documents |
| Asst Director of Purchasing | <\$50,000. | *All Purchasing Documents |
| Procurement Specialist | | NONE |
| Purchasing Services Officer 2 | <\$10,000. | Purchase Orders |
| Purchasing Services Officer 1 | <\$10,000. | Purchase Orders |
| Purchasing Assistant | <\$ 1,000. | Purchase Orders |

*Excluding Personal Services Agreements which are the responsibility of Fiscal Administration Research.

[Link to Purchasing A-3](#)

Robert W. Murphy (signed)

10/26/06

Director of Purchasing

Date

Peter Deckers, MD (signed)

10/26/06

Executive Vice President for Health Affairs

Date

NEW POLICY: June 23, 2006