



## **PURCHASING DEPARTMENT**

### **1.3 Purchasing Delegation**

The Purchasing Department at UNC Charlotte is an agency of the State that has been delegated the authority to make purchases and enter into contracts on behalf of the North Carolina Division of Purchase & Contract (P&C). The State requires that all purchases adhere to established procurement laws regardless of the source of the funds.

The University's delegated purchase limit is \$500,000 and any purchase request that exceeds that amount must be sent to P&C in Raleigh for further processing and approval. There are occasions where the Purchasing Office can request a special, one-time, increased delegation to coordinate the purchase on campus and those requests are handled on a case-by-case basis.

#### **Departmental Funds**

The University designates budgetary allotments to colleges, departments, and its agencies. The department is responsible for the expenditure of these funds and the initial approval for any purchase is at the departmental level.

#### **Grants**

Spending of budgeted funds from grants or contracts must receive initial authorization from the Principal Investigator or Project Director. Grant fund expenditures are subject to the same North Carolina procurement laws as expenditures from State funds.

#### **Contracts**

The Purchasing Department has the approval responsibility for all purchase contracts entered into by the University. University personnel must not sign any contract documents unless they are specifically authorized to do so by University Policy Statement #603.1. No contracts will be signed prior to a complete review of the terms and conditions as well as proper application of the contract checklist.

Materials purchased with University funds are the property of the State and not intended for personal use, therefore, use of University supplies or equipment for personal benefit is not permissible. State and University policy prohibit the Purchasing Department from entering into any purchase contracts for the personal use or gain of employees. All materials purchased by or in the name of the University remain the property of the State until consumed or disposed of through approved surplus property procedures.

Exceptions to this policy are items purchased explicitly for retail sale, such as items handled by the Bookstore or purchased by the Niner Tech Store. All purchase orders issued by the Purchasing Department must be for official use by University departments or agencies.

**Purchases charged against University funds that are made contrary to University policies will be the personal responsibility of the individual placing the order.**

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