

1. General Purchasing Policies and Procedures

03.1.01 - Standards of Conduct

Purchasing: General

Date: 12/01/1997

Last Update: 01/20/2005

Policy

It is the policy of the Baylor College of Medicine Purchasing Department to conduct the procurement activities of the College in an ethical and business like manner.

03.1.02 - Purchase Of Supplies

Purchasing: General

Date: 10/01/1990

Last Update: 03/28/2002

Policy

Purchases of products and services for the general operation and research function of the College are made by the Purchasing Department. Excluded from this policy is the purchase of live animals. Employees engaged in the selection of goods and services to be ordered are to avoid purchasing unnecessary items.

03.1.03 - Cancellation Of Purchase Order

Purchasing: General

Date: 07/01/1988

Last Update: 03/26/2002

Policy

The Purchasing Department must be notified when a purchase order or items on a purchase order

are to be cancelled if the order has been released and placed with supplier..

03.1.04 - Return or Exchange of Product Acquired by Purchase Order

Purchasing: General

Date: 10/01/1991

Last Update: 04/01/2002

Policy

The return of items for any reason, including repair, credit or exchange must be processed through the Purchasing Department.

03.1.05 - Purchase Of Custom Built Materials Or Equipment

Purchasing: General

Date: 04/01/1989

Last Update: 03/28/2002

Policy

A written quotation from the company or individual to perform the work is required before a purchase order will be released to the supplier by the Purchasing Department.

03.1.06 - Lease Agreements - Equipment

Purchasing: General

Date: 04/01/1989

Last Update: 03/28/2002

Policy

Equipment leases are processed and signed by the Purchasing Department. This policy applies to

all lease agreements regardless of dollar amount.

03.1.07 - Fabricated Equipment

Purchasing: General

Date: 07/01/1988

Last Update: 04/01/2002

Policy

Fabricated equipment is defined as equipment that is built by the institution as opposed to custom built equipment from an outside vendor. Baylor College of Medicine and federal regulations require accounting and audit procedures for an inventory of fabricated equipment items.

03.1.08 - Disputed Charges & Invoices

Purchasing: General

Date: 12/01/1997

POLICY

The purchase of products and services for the general operation and research function of the College are made through the Purchasing Department. The resolution of disputed charges and invoices related to Baylor College of Medicine Purchase Orders will be made by the Purchasing Department and in conjunction with the end user and the vendor.

03.1.09 - Competitive Bidding Guidelines and Documentation Requirements (Non-Federal Fund Sources)

Purchasing: General

Date: 05/15/1995

Last Update: 01/01/2003

POLICY

Competitive bidding is recognized as an accepted means of ensuring effective competition among vendors, preventing favoritism and securing quality goods and services at the lowest and best cost. A clear and accurate description of the technical requirements for the material, products or services to be procured, will be provided to all bidders. In competitive procurements, such description shall not contain features that unduly restrict competition.

It is the policy of Baylor College of Medicine to practice competitive bidding in the procurement of goods and services. Exceptions to this policy are sole source transactions, goods and services purchased under an existing contract and vendor negotiations. All transactions in the amount of \$5,000.00 or more will be documented by competitive bid, sole source justification, existing contract or negotiation.

The Purchasing Department is solely responsible for determining whether or not an order requires bidding.

03.1.10 - Supplier Diversity Program

Purchasing: General

Date: 08/23/2003

Last Update: 12/08/2003

POLICY

I. Purpose.

- A. This policy pertains to Baylor College of Medicine (BCM).
- B. The purpose of the policy is to set forth BCM's policy on and commitment to the utilization of small businesses, small woman owned businesses, small HUBZone businesses, veteran owned small businesses, service-disabled veteran owned businesses and small disadvantaged businesses, hereby referred to as Small Business Concerns, with respect to subcontracting and/or the purchase of materials and supplies in support of Federal Contracts and other Federally supported projects.

II. Responsibility.

- A. The President of BCM has directed that the Small Business Liaison Officer is responsible for the administration of this policy.

III. Policy and Procedures.

- A. BCM is deeply and strongly committed in attaining the highest participation of Small Business Concerns in every project being undertaken. It is the goal of BCM to subcontract the required percentages of subcontracting dollars in any solicitation

to Small Business Concerns who are experienced and capable of performing such work.

- B. BCM will assure that Small Business Concerns will have the maximum practicable opportunity to compete for subcontracts.
- C. The Chief Operating Officer of BCM will appoint the Small Business Liaison Officer (SBLO) to administer this Small Business Concern policy.
- D. The SBLO, in regards to the execution and compliance of this Small Business Concern policy will prepare, publish and maintain written procedures on implementing the program.
 - a. Written procedure will be in compliance with appropriate Public Laws, the Federal Procurement Regulation (FAR) and guidelines published by the Small Business Administration.
 - b. The Small Business Concern procedures will include at a minimum: Duties of the Small Business Liaison Officer; Preparation and Review of Subcontracting Plans; Post Award Subcontracting Responsibilities; Efforts for Identifying Small Business Concerns; Outreach Efforts; Reporting; and Internal Training.

03.1.11 - Procurement Credit Card (FastCard) Policy

Purchasing: General

Date: 01/27/2016

Last Update: 01/27/2016

Applies to: Faculty, Staff, Residents & Clinical Postdoctoral Fellows, Postdoctoral Fellows

RATIONALE

This policy formalizes existing guidelines for proper use of the Procurement Credit Card, also known as the "FastCard," which Baylor College of Medicine (BCM) issues to employees in order to 1) expedite completion of low dollar, small purchase transactions, 2) streamline administrative procedures required to support FastCard use, and 3) comply with the Office of Management and Budget's (OMB) Uniform Guidance and other relevant laws and regulations.

STAKEHOLDERS AFFECTED BY THIS POLICY

Compliance with this Policy is mandatory for full-time exempt and non-exempt BCM employees with supervisory duties who are authorized to use a FastCard, act as a FastCard Delegate/Record Manager, and/or authorize an individual to obtain or use a FastCard toward allowable business expenses, such as conference registration purchases, licenses/dues, educational materials, etc.

DEFINITIONS

Allowable Business Expenses: An appropriate, adequately justified expense incurred in the ordinary course of business that is necessary to support BCM's business and mission. Examples of allowable business expenses include but are not limited to conference registration purchases, licenses/dues, educational materials, etc. For more examples of allowable business expenses, consult the [BCM FastCard – Authorized Purchases](#) webpage.

Authorized Individual: A BCM faculty member, staff member, resident, and postdoctoral trainee authorized by the Department Chair, or approved designee, to hold and use the FastCard as a purchasing agent for the department and for the College. This individual must be a full-time exempt or non-exempt BCM employee with supervisory duties.

FastCard: A commonly used alias for the Procurement Credit Card. Hereafter, this term will be used in place of "Procurement Credit Card."

FastCard Delegate/Record Manager: A person designated and authorized to: make purchases on behalf of academic and/or non-academic departments, prepare reports, ensure that all transactions are legitimate and allowable, prepare reconciliations of card usage, and maintain associated records.

FastCard Program Administrator: The liaison between Financial Institutions and BCM employees in possession of FastCards. Additionally, the Program Administrator is responsible for enforcing purchasing policies and procedures.

Financial Institution: The establishment that assists BCM with financial transactions as it relates to FastCard business expenses.

Micro Purchase: Consistent with CFR §200.67, a micro purchase is a simple purchase of supplies or services, without bidding, that does not exceed the micro-purchase threshold of \$3,000 in the aggregate.

Non Catalog Vendor: A vendor that is not enabled in BCM's electronic procurement system for purchasing goods and/or services.

Purchase Order: A purchasing document issued to a vendor when an order is placed.

Uniform Guidance: Refers to the administrative requirements, cost principles and audit requirements issued by the OMB that consolidates, streamlines and supersedes the existing OMB Circulars.

POLICY

FastCard Ownership

Although BCM issues FastCards to Authorized Individuals, all FastCards remain the property of BCM, and all FastCard transactions must be made in accordance with this Policy. The opportunity to use a BCM FastCard is a privilege, and proper usage is required to maintain that privilege.

Scope of Appropriate FastCard Use

Authorized Individuals and FastCard Delegates/Record Managers are only permitted to make micro purchases towards allowable business expenses. Before BCM issues a FastCard, the Authorized Individual must sign a FastCard Acknowledgement Form, which acknowledges receipt of the card and contains a pledge not to use the card for personal and/or non-business purchases, and a reminder that non-compliance with this Policy could result in loss of FastCard privileges.

While BCM strongly encourages use of preferred catalog vendors for purchases, Authorized Individuals may also make micro purchases from non-catalog vendors so long as the total amount of the transaction does not exceed \$3000.

Exclusions: Inappropriate FastCard Purchases

Allowable business expenses do not include: personal bills and expenses (e.g. clothing), non-business purchases (e.g. holiday party favors), travel expenses, food, alcohol, or entertainment. Use of the FastCard for any of the excluded purchases listed herein constitutes inappropriate use that could lead to loss of FastCard privileges. For purchases associated with or arising out of travel, please refer to the Travel Policy for instructions on Travel Card use.

Reconciliation of FastCard Purchases

All FastCard purchases must be monitored and reconciled as described under “Responsibilities.”

2. Federal Fund Source Purchases

03.2.01 - Standards of Conduct

Purchasing: Federal Fund Source Purchases

Date: 12/01/1997

Last Update: 01/01/2003

POLICY

No Employee, officer or agent shall participate in selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, agent, or any member of his or her immediate family, his or her partner, or any organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for the award. Officers, employees and agents of Baylor College of Medicine shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to subagreements.

03.2.02 - Cost/Price Analysis and Documentation Requirements (Federal Funds)

Purchasing: Federal Fund Source Purchases

Date: 07/01/1988

Last Update: 12/01/1997

POLICY

Some method of cost price analysis shall be performed on all procurement transactions that are charged to federal fund sources. Transactions that are competitively bid as a method of cost/price analysis are subject to the competitive bidding policy described in 03.1.09 of the Policy & Procedure Manual.

03.2.03 - Disbarment, Suspension & Ineligibility

Purchasing: Federal Fund Source Purchases

Date: 10/31/1994

Last Update: 09/24/2004

Applies to: Faculty, Staff, Residents & Clinical Postdoctoral Fellows, Postdoctoral Fellows

POLICY

No contracts or awards shall be made to parties who are Debarred, Suspended, Ineligible or otherwise Excluded from Federal Procurement or Nonprocurement Programs in accordance with Public Law 103-355, Section 2455 (31 U.S.C. 6101, note), Executive Order 12689 and Executive Order 12549. The Excluded Parties Listing System (EPLS), as compiled and maintained by the (GSA) General Service Administration shall be the authoritative source for locating and identifying parties that have been excluded from Federal Procurement and Nonprocurement Programs. The EPLS is maintained and will be accessed on-line at <http://epls.arnet.gov/>

03.2.04 - Federal Statute & Executive Order Compliance Certificate

Purchasing: Federal Fund Source Purchases

Date: 12/01/1997

POLICY

All vendors who receive purchase order awards charged to Federal Fund Sources, in the amount of \$10,000.00 or more, must provide the BCM Purchasing Department with a current, signed copy of the Federal Statute & Executive Order Compliance Certificate (BCM FORM A-021).

Catering

All requests for catering must have a signed agreement that has been approved by BCM's Legal Department.

Catering Vendors that do not require a signed agreement are as follows:

Morrison's Café

Mary O's

To submit requests with abovementioned catering vendors, please click [here](#)

Travel

All travel request are to managed via SAP Concur. SAP Concur offers an easier way of managing expenses than paper receipts and manual spreadsheets. For more information about Travel and using SAP Concur, click [here](#).