

THE TRUSTEES OF TRINITY COLLEGE

GENERAL PROCUREMENT POLICY

Policy Statement

Purchasing is a key facet of campus operations. This policy guides daily operational purchases and does not supersede the [Contract Review and Signature and Expenditure Authority Policy](#). Some departments that have unique needs will receive procurement policy statements that are tailored for their specific operations.

This policy serves to:

- to assist the College Community with the selection and acquisition of products, equipment and services
- to safeguard the College's assets
- to standardize the way purchases are made College wide
- to ensure purchases are made from approved vendors
- to ensure that the College receives value for expenditures made
- to ensure purchases made with College funds are consistent with the College's mission
- to prevent unauthorized purchases
- to ensure that, when financially feasible, purchases will support and advance the College's commitment to sustainability practices for resource conservation, reduction of waste and pollution, minimizing our environmental footprint

Classes of procurement and purchases made with College funds

College purchases fall under the following categories:

- capital (items costing more than \$5,000 with a useful life of a year or more)
- furniture and equipment
- supplies required for office operations
- travel and entertainment
- services
- contractors

A list of non-allowable expenses is available on the College's Accounting website.

Sustainable Practices

Sustainable Preferences

Trinity is committed to incorporating sustainable practices into daily decision making when financially feasible. Appliance purchases must be ENERGY STAR certified products in all areas for which ratings exist. Preferences are for sustainable purchases when possible:

- "green" furnishings and building materials
- recycled content paper and other office materials
- water- and energy-efficient devices
- items from our vendors with less packaging
- materials which can be returned to the manufacturer for reuse or recycling

In addition, purchases from locally produced goods and services whenever possible. Computers and electronics should be purchased at the EPEAT (Electronic Product Environmental Assessment Tool) silver rated when available.

Vehicles

Trinity College is firmly dedicated to reducing greenhouse gas emissions from fleet vehicles across campus. Prior to each new vehicle purchase or lease, the purchaser must work with the Director of Procurement & Business Services to conduct a thorough review of the gas-electric hybrids, electric and alternative fuel vehicles options. Additionally, the Director of Procurement & Business Services will check with the Summit Sustainability Committee annually to solicit any vehicle recommendations. Smaller models with higher fuel-efficiency will be purchased when practical.

Technology Purchases

All technology purchases and implementations must undergo review prior to procurement to ensure alignment with Trinity College's technology ecosystem and security requirements. This applies to:

- Software applications and services (including cloud-based solutions)
- Hardware and devices that connect to Trinity's network
- Technology services requiring integration with College systems
- Any technology solution that will store or process College data

The Director of Procurement and Business Services will coordinate with the Chief Technology Officer to facilitate the technology review process. Departments must complete this review before proceeding with technology purchases or executing contracts for technology services. Departments should consult the [Technology Purchase Review Procedure](#) for requirements and review timelines.

Approvals

Individuals authorized to make purchase commitments and appropriate level of authorization should reference the [Contract Review and Signature and Expenditure Authority Policy](#). Approvals must be obtained prior to initiation of purchase or commitment, not when invoice or statement for purchase or commitment is received.

General approval limits and processes are outlined below:

Management	Dollar Amount*	Step 1	Step 2	Step 3
Department Chair and Directors	\$0-\$5K	Department Chair/Director (also Deans and AVPs) may approve and	Department Chair/Director provides a copy of the executed contract to the	

Management	Dollar Amount*	Step 1	Step 2	Step 3
		execute the contract	Procurement Office	
Deans and AVPs	\$5K–\$10K	Deans and AVPs may approve the contract	Authorized signatory reviews and executes contract and provides a copy of the executed contract to the Procurement Office	
Vice Presidents	\$0–\$50K	Vice Presidents may approve the contract	Authorized signatory reviews and executes contract and provides a copy of the executed contract to the Procurement Office	
Vice Presidents	\$50,001–\$2M	Sent to GC for legal review	CFO (or delegatee with written permission on a case by case basis) executes the contract and provides a copy of the executed contract to the Procurement Office	
Vice Presidents	\$2M+	Sent to GC and CFO for review	President (or delegated to CFO with written documentation on a case by case basis) executes the contract and	Requesting Department shares signed contract with vendor

Management	Dollar Amount*	Step 1	Step 2	Step 3
			provides a copy of the executed contract to the Procurement Office	

*Note: The dollar amounts in this policy relate to the total, cumulative value of the contract. Individual installments of a particular contract should be aggregated to determine total value.

Purchase Orders

Purchase Orders are required for the procurement of goods and services. Once the request or requisition has been approved, a purchase order will be issued. The only exception to this rule is purchases paid for using a Trinity College issued Corporate Credit Card (please reference [Credit Card Policy](#) for additional detail).

Bidding and Approved Vendors

Competitive bids may be required for some purchases. A minimum of three (3) bids/quotes, where practical, for products and services in excess of \$10,000. A copy of the bid/quote must be sent to the Purchasing Office for review. In cases where the lowest bid/quote is not being selected, appropriate documentation explaining the reason(s) why the particular vendor was selected is necessary. Sole source vendors are exempt from this bidding policy.

Conflicts of Interest

Trinity College employees who act on its behalf must avoid any situations that could result in a conflict of interest or even the appearance of a conflict of interest. Employees must not use their position within the College to influence outside vendors for their own personal gain.

The Purchasing Department will post and periodically update a list of preferred vendors on the purchasing webpage.