OPERATING PROCEDURES

1. **Competitive Bidding** - Competitive bids are required for purchases of like or similar purchases exceeding $3,000 on an annual basis, except as specified herein. The bid process is defined further in section OP 05-04.

2. **State Contracts** - DPMM has established contracts with various vendors to provide products and services including computers, vehicles, copy machines, office supplies, etc. The state contracts are maintained in the Purchasing Department and are available for examination. These contracts are to be utilized as specified in each individual contract.

3. **University Contracts** - The University has established contracts with various vendors to provide products and services including computers, paging services, and vehicle rental services. Such contracts are maintained in the Purchasing Department and are available for examination. These contracts are to be utilized as specified in each individual contract. The University may process single feasible source procurements based on the Purchasing Department's evaluation of the procurement. Additional information and/or steps will be necessary. These may include, but are not necessarily limited to, additional information from the department and the vendor, tax compliance information, and advertising.

4. **Missouri Vocational Enterprises** - In accordance with RSMo Chapter 217, goods manufactured or services provided by Missouri Vocational Enterprises must be utilized, unless the department provides acceptable justification to the Purchasing Department which documents why such goods or services do not meet the University's needs.

5. **Petty Cash Purchases** - Petty cash funds are intended to be used for small dollar expenditures for supplies which are of a nature that require immediate payment. Whenever possible and practical, items which cost $50 or less and are not available from University sources may be purchased from local vendors using petty cash funds. Petty cash funds cannot be used for unacceptable purchases (see section 05-06 Unacceptable Use of University Funds). Petty cash procedures are available from the University Controller's Office.

6. **Emergency Purchases** -

   A. An emergency condition is statutorily defined as a situation in which "there exists a threat to life, property, public health or public safety or when immediate expenditure is necessary for repairs to state property in order to protect against further loss of, or damage to, state property, to prevent or minimize serious disruption in state services or to ensure the integrity of state records".
B. An emergency procurement must be made with as much competition as is practicable under the circumstances. The Purchasing Department must be notified of any emergency condition as soon as possible, and reserves the right to determine the amount of competition necessary.

C. A situation shall not warrant an emergency procurement unless the resolution of the condition receives priority over routine operations. Lack of adequate planning does not constitute an emergency condition.

7. **Governmental Entity Contracting** - In accordance with RSMo Chapter 67, the University may contract directly with and participate in cooperative purchasing agreements with other governmental entities. Governmental entities are those who derive the majority of their funding from a public tax base; i.e., federal agencies, cities, counties, public school districts, colleges, etc.

8. **Single Feasible Source Procurement** - As defined in RSMo Chapter 34, "a single feasible source procurement” exists when (1) Supplies are proprietary and only available from the manufacturer or a single distributor; or (2) Based on past procurement experience, it is determined that only one distributor services the region in which the supplies are needed; or (3) Supplies are available at a discount from a single distributor for a limited period of time." The University may process single feasible source procurements based on the Purchasing Department's evaluation of the procurement. Additional information and/or steps will be necessary. These may include, but are not necessarily limited to, additional information from the department and the vendor, tax compliance information, and advertising