

UConn HEALTH

POLICY NUMBER 2006-19

March 12, 2013

POLICY: PURCHASING APPROVAL AUTHORITY

PURPOSE:

This policy establishes guidelines for approval of UConn Health purchases.

SCOPE:

All UConn Health employees, suppliers and contractors.

DEFINITIONS:

Purchase Requisition (“PR” or “Req”): A formal request from a UConn Health department to purchase goods or services and/or for a contract.

Purchase Order (“PO”): An official UConn Health document, based on an approved PR, which reflects the agreed pricing for goods/services being purchased from the supplier. The PO is the payment vehicle for all purchasing transactions and expense contracts.

Non-competitive purchase: A purchase made as a result of a sourcing decision that is not based on a bid or other competitive selection process conducted pursuant to state statute.

POLICY STATEMENT:

Only authorized UConn Health personnel may approve Requisitions and Purchase Orders on behalf of UConn Health. Authorized approvers are designated by the Procurement Department, and given the appropriate approval permissions within UConn Health’s e-procurement system. Please note that the authority to sign UConn Health contracts is separate from this purchasing authority; see Policy Number [2012-04 for Contract Signature Authority](#) guidelines.

- I. PR Approvers:** PR Approvers may include departmental budget owners, personnel from the Budget and Finance Departments (for purchases of certain values), personnel from the IT Department (for computer or other IT-related purchases), personnel from the Environmental Health and Safety Department (for purchases of chemicals/hazardous materials), and others as designated by the Procurement Department and reflected within the e-procurement system approval workflow.
- II. PO Approvers:** The Procurement Department maintains the list of individuals authorized to approve UConn Health POs, and the limits of their approval authority. For ease of reference, the PO approver list is attached to this Policy as Attachment A. PO approvals are also subject to all UConn Board of Trustees and UConn Health Board of Directors requirements.
- III. Buyer Purchasing Authority (“BPA”) Reference Numbers:** The Procurement Department maintains a list of the BPA reference codes that are used to designate various types of authorized

non-competitive purchases. For ease of reference, the BPA reference code list is attached to this Policy as Attachment B.

Lori Acomb (Signed)

4/4/13

Lori Acomb
Director of Procurement

Date

John Biancamano (Signed)

4/10/13

John Biancamano
Chief Financial Officer

Date

Frank Torti (Signed)

4/24/13

Frank M. Torti
Executive Vice President for Health Affairs

Date

Revised 06/23/06, 04/19/12, 3/12/13

**Attachment A
 to Policy No. 2006-19**

Authorized PO Approvers as of 2/4/2013
 (Procurement Department maintains updated list)

Purchase Order Approver Title	Approval Dollar Limit
Chief Financial Officer	Unlimited
Controller	\$999,999.99
Assistant Vice President of Procurement Operations and Contracts	\$499,999.99
Director of Procurement (or Assistant Director, if there is no Director)	\$249,999.99
Assistant Director of Procurement (if there is both a Director and an Assistant Director)	\$99,999.99
Buyer	\$49,999.99
UConn Health and CMHC Pharmacy Staff, as authorized by the Director or Assistant Director of Procurement	\$49,999.99 – only for pharmaceutical purchases
Purchasing Assistant	\$9,999.99
Department Order Approver, as authorized by the Director or Assistant Director of Procurement	\$4,999.99
Finance Approver, as authorized by the Director or Assistant Director of Procurement	Unlimited – only for Non-Competitive (BPA NC) items

**Attachment B
to Policy No. 2006-19**

BPA Reference Codes as of 10/28/2014
(Procurement Department maintains updated list)

BPA Reference Code	Description	Dollar Limit/Other Requirements
BPA UT	Under Threshold - Purchases < \$10,000 statutory bidding threshold	\$9,999.99
BPA CT	State of Connecticut - Purchasing transactions between UConn Health and another State of Connecticut agency	Unlimited
BPA GV	Government (non-Connecticut) - Purchases from the United States Government, any federal agency, any other state government (a state other than Connecticut) or a political subdivision thereof (such as municipalities in Connecticut and other states)	Unlimited
BPA EM	Emergency Purchase - Emergency purchases \geq \$10,000, waiving bid procedure (See Emergency Purchase Policy Number 2006-31)	Unlimited (equal to or greater than \$10,000), with signed Emergency Purchase Form
BPA SS	Sole Source - Sole Source purchases \geq \$10,000, waiving bid procedure (See Non-Competitive Purchase Policy Number 2006-32)	Unlimited (equal to or greater than \$10,000), with signed Sole Source Justification Form
BPA MV	Moving - Employee Moving Expenses	Unlimited
BPA NC	Non-Competitive - Payments for categories of items that the Procurement Department has determined cannot be competitively bid, such as utilities (gas, electric, water), property taxes, mandatory dues for licensure, bills for inmate medical treatment, and grant-funded collaborative agreements charged to Account Code 78501 or 78502	Unlimited