



PURCHASING MANUAL

June 2022
(Revised 8/10/23, 2/23/24)

Introduction

The primary purpose of the University's Purchasing Services department ("Purchasing") is to work with faculty, staff and students in identifying, selecting, and acquiring needed goods and services. Purchasing strives to do this as economically as possible and within accepted standards of quality and service using professional ethics and best business practices, while obtaining the best value for the total cost and minimizing risk to the University.

Policies and procedures have been developed that allow purchases to be made in a timely and organized manner and that provide for essential accountability of institutional expenditures. Purchasing is charged with the responsibility and authority to commit the University to purchases as delegated by the Vice President for Finance and Administration, the President of the University and the Board of Trustees.

The Purchasing staff is prepared to assist the campus community in the following ways:

- To provide cooperative interaction between the Purchasing staff and suppliers, and between the Purchasing staff and members of the faculty, staff and students.
- To assist in the acquisition of goods and services through a Requests for Proposal (RFP) process.
- To provide faculty, staff and students with current product information, alternative materials and costs and value-added services.
- To encourage fair and open competition among suppliers through negotiation, competitive bidding and contract buying.
- To develop and maintain adequate procedures, controls, records and files.
- To work in collaboration with Purchasing Directors representing the Lehigh Valley Association of Independent Colleges (LVAIC) in establishing cooperative purchasing programs.
- To support Lehigh's sustainability initiatives by promoting environmentally preferable purchasing practices.
- To ensure that purchase orders ("PO") and contracts contain all necessary terms and conditions to insulate the University against legal liability, maintain standards and ethics and apply purchasing best practices.
- To offer various Purchasing related programs and technology to facilitate the acquisition of goods and services.

Mission Statement

Procure products, services, and solutions that support the academic and administrative functions of the university.

Purchasing Services Contact Information

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Hours of Service: 8:15 am to 4:45 pm, Monday through Friday

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Purchasing Policies

The policies listed below shall apply to all University expenditures. To view or print the policies, visit the Finance & Administration website at <http://cf2.cc.lehigh.edu/FAPolicies/>.

- Policy 101: Purchasing Authority
- Policy 102: Purchasing Policy Pertaining to Procurement of Goods & Services
- Policy 103: Sustainable Purchasing Policy
- Policy 104: Ethical Considerations of Purchasing
- Policy 105: Policy Pertaining to the Purchase of Goods or Services with Federal Funding
- Policy 106: Purchase of Used Equipment
- Policy 107: Computer Purchase Policy
- OneCard Policy

Purchasing Authority

Please reference Policy 101 in Appendix.

Sustainable Purchasing

Please reference Policy 103 in Appendix.

Suppliers & Supplier Diversity

Please reference Policies 102 and 108 in Appendix.

The Purchasing Process

Please reference Policy 102 in Appendix.

Pre-Planning Requirements

Purchasing cannot over-emphasize the need for departments to evaluate well in advance their need for goods and services. The time required for the purchasing process can vary greatly depending on many factors such as whether or not competitive bidding is required, contract negotiations, method of purchase, etc. Additionally, delivery of

ordered materials always depends upon the suppliers' stock and/or availability.

Purchases can be made via several methods as defined below. The method used depends on the dollar value of the goods or services being purchased and the method accepted by the supplier.

University purchasing policy requires that all purchases of goods and services in excess of \$25,000 be competitively bid prior to placing an order (Refer to Competitive Bidding section). Federally funded purchases of goods and services must be competitively bid if in excess \$10,000. In most cases, the competitive selection process is accomplished within two (2) to four (4) weeks, depending upon the complexity and requirements.

Purchase Requisitions / Purchase Orders

A purchase requisition is used to initiate the procurement of all goods and services that are not procured through a OneCard transaction. Once fully approved, the requisition becomes a purchase order ("PO").

Lehigh utilizes a web-based purchasing system to generate requisitions and POs. Unimarket is a paperless user-based requisitioning system that integrates with Banner and adheres to existing financial review and approval requirements. Most current suppliers are accessible in Unimarket and 30+ strategic suppliers have catalogs within the system for easy shopping. Because it is a web-based system, Unimarket can be accessed from anywhere, including smart phones, ensuring timely review and approval of PO processing. Campus users must be approved and trained prior to being given access to Unimarket. If you would like to become a Unimarket user, contact Purchasing for more information.

The requisition is prepared by the requisitioner and is submitted for review and approval via electronic transmission through Unimarket. Once the requisition is approved, it becomes a PO.

The following represents the basic steps in the requisition/PO process:

- a. Requisitioner/Buyer submits a purchase requisition via Unimarket
- b. Requisitions submitted via Unimarket will follow an electronic Financial Manager or Authorized Signer process before routing for necessary departmental approvals (customized by department). All transactions totaling over \$25,000 (\$10,000 if federally funded) are automatically routed to Purchasing for review.
- c. Purchasing reviews supporting documentation for policy compliance, recommends favorable alternatives (material or supplier) if appropriate, secures competitive pricing, if required, and reviews terms and conditions.
- d. If all documentation is acceptable, Purchasing approves the requisition, and Unimarket automatically sends the PO to the supplier with a copy to the Buyer and Requisitioner (if applicable). Encumbrance takes place upon PO creation (encumbrance is the commitment of the funds from the available budget balance.)
- e. Requisitioners must check the copy of the PO for accuracy as soon as it is received. If there are any errors, please contact Purchasing so the appropriate corrective action(s) can be taken. Purchasing will NOT be responsible for any incorrect information on the PO, or any costs associated with an incorrect order.
- f. The supplier ships the material or provides the services to Lehigh and the supplier sends an invoice to the Accounts Payable Department at inap@lehigh.edu.

Receiving (confirmation of receipt of goods and/or services) is required for orders \$500 and over. When the associated PO is invoiced, confirmation is required by the department before payment is released to vendor. The Buyer/Requester on a PO will be prompted for a Unimarket Receiving entry. Once completed, the related invoice is accepted and processed for payment. The PO is the primary method by which goods and services are procured. It is a legal document issued by the University to the supplier that authorizes the spending of University funds in exchange for the supplier's goods or services. Once accepted, it has the legal force of a binding contract.

Transactions Not Requiring a PO:

There are several types of expenditures that do not require PO authorization if under \$5,000; however, it is usually

in the best interest of the department and offers greater protection for Lehigh if a PO is utilized, even if not required by policy. Payment for goods and services that do not require a PO should be purchased by use of the OneCard.

- Advertising – classified and display
- Books, texts, periodicals, educational materials, videos, etc.
- Conference/seminar registration fees
- Exhibit fees for artwork
- Film rental (contact Media Services)
- Food
- Freight charges not covered on purchase order
- Demurrage charges
- Memberships and dues (professional)
- Postage (stamps)
- Promotional items (T-shirts, banners, mugs, etc.)
- Relocation reimbursement /expenses (see Moving Reimbursement Policy on the Payroll Office’s web page)
- Sample analysis
- Subscriptions
- Phone bills
- Travel (use Wells Fargo Wells One Expense Management System - “WOEM”)

Other PO Types

There are ways to obtain goods and services from outside suppliers other than via a typical PO. The following methods have been established to provide additional flexibility, particularly in the procurement of supply items from local suppliers or when the material value is relatively low.

- **Retrofit Purchase Orders**

Retrofit POs are purchase orders created in cases where Lehigh has already been invoiced but must tie the outgoing payment to an encumbrance for auditing or budgeting purposes. Retrofit POs can be triggered by departments or Accounts Payable. Once completed, the PO is not issued to the supplier so as to avoid duplication. Buyers are encouraged to coordinate with Purchasing Services to explore applications of this special PO type.

- **Blanket Orders**

Blanket Orders are issued to suppliers for expendable goods/services where the unit price of the item(s) or service(s) has been established by agreement or bid. Examples include the vendors approved by the University to supply toner cartridges. Blanket Orders are typically issued in Unimarket for a period of one fiscal year (July 1-June 30). Every invoice against a Blanket Order will require department approval before payment is released. Buyers are encouraged to coordinate with Purchasing Services to explore applications of this special PO type.

OneCard Program

The OneCard Program provides an alternate, cost-effective and efficient method of purchasing and paying for smaller dollar transactions. The OneCard can be used to replace other purchasing processes including Blanket Orders.

The OneCard allows:

- Faster order placement
- Reduction of the number of purchasing forms and processes
- Reduction of the use of personal funds for university business transactions
- Reduction of the number of reimbursements
- Greater fiduciary oversight

Benefits of using the OneCard:

- The Wells One Expense Management (WOEM) system can be accessed virtually anywhere in the world thus

allowing for timely reconciliation of monthly statements

- Transaction receipts can be uploaded through your smart phone
- Single and monthly credit limits can be temporarily or permanently increased as needed
- Notification of declined transactions will be emailed directly to you
- Transactions can easily be allocated between index numbers in WOEM
- Receipts can be uploaded directly to the system

For additional OneCard information, see the Purchasing website and the OneCard Policies and Procedures for more information <http://financeadmin.lehigh.edu/content/onecard>

Competitive Bidding

Please reference Policies 102 & 108 in Appendix.

Request for Proposal (RFP) Process

The RFP is a formal process and a best practice used to conduct competitive bidding for goods and services. The RFP process ensures that information is conveyed to suppliers in an equitable manner. All suppliers receive the same documentation with the same information during an established time period. The RFP provides information about the University's expectations regarding how to respond to the RFP, any necessary specifications or requirements, and general conditions with which suppliers are expected to comply. These conditions will become part of the contractual document with the supplier selected to provide the services.

Purchasing utilizes standard RFP templates, which have been reviewed by the Office of General Counsel and are updated regularly. The templates contain information and requirements that will serve the best interest of the University in terms of risk management, safety, quality of information received on which to base the selection decision, and ultimately allow the University to select a supplier who provides the best value to Lehigh at the lowest total cost and at minimized risk.

Early engagement with Purchasing is critical to a successful RFP. Purchasing should be contacted as soon as a need is identified, and Purchasing will work with the initiating department to explain the process, develop the RFP document, identify suppliers (including local, small and diverse suppliers) and administer the process, from initial contact with suppliers through evaluation of supplier proposals, selection of the supplier, negotiation of a final contract and correspondence with the suppliers that are not selected. Depending on the complexity of the RFP, departments should allow up to six weeks to complete the process.

Lehigh University Contracts Administration (LUCA)

As a contract is a legally binding document, it is imperative that all contracts (regardless of document name: contracts, agreements, memoranda of understanding, proposals, terms and conditions, etc.) are reviewed by the appropriate University offices to ensure that the University's interests are adequately addressed and protected.

Purchasing, the Office of General Counsel, the Office of Research & Sponsored Programs and Library & Technology Services developed LUCA as an on-line process for submission of all contracts that require University signatures. Access LUCA from the Purchasing website. University faculty and staff are directed by LUCA to answer a few basic questions about a contract (including selecting from a pre-populated list of contract types) and upload the contract directly to the site. Based upon the responses provided, the contract will automatically be routed to the appropriate office for review. In addition, the submitter will receive an automatic response acknowledging receipt of the contract, confirmation of the requested review response date and notification of the office assigned to review the contract. Behind the scenes, each of our offices will be able to access the contract from a single database and review those portions of the contract requiring our input.

Export Control Compliance during Purchasing Process

Purchases shall be compliant with Lehigh's Export Control Policy available on the [Research Compliance Website](#).

Receiving

We have a responsibility to our suppliers to pay promptly for any goods or services received. Effective July 2023, a Unimarket receiving entry must be completed for standard purchase orders over \$500 before an invoice is accepted and paid.

- **Receiving Procedures**

It is recommended that the following procedures be followed when goods are delivered to your department:

- a. Properly identify the goods against your purchase order (where applicable).
- b. Check whether the package being delivered agrees with the delivery ticket and the bill of lading.
- c. Inspect the package and contents for any obvious damage. Note any damage on the delivery ticket and ask the driver to verify it with his signature prior to your signing for the delivery. Any carton damage should be noted. Make a copy of the document for your files.
- d. The merchandise recipient is responsible for promptly unpacking and carefully inspecting shipments. This should be done as soon as possible after delivery, but in no more than 10 days. Keep all containers, packing material, wrappers, etc. until the inspection is complete and you are satisfied the merchandise has been received as ordered.
- e. After goods have been received and inspected, the vendor is responsible for issuing an invoice. For standard POs over \$500, a Unimarket receiving entry is required. Where possible, departments should complete their receiving tasks as proactively as possible. In the event an invoice is processed and receiving is incomplete, The PO Buyer/Requester will be notified by Unimarket (inepro@lehigh.edu) to complete outstanding receiving. Any discrepancies, shortages, or damages should be reported to Purchasing as soon as possible. The recipient should make the initial contact with the supplier to resolve any problems or discrepancies pertaining to the delivery. If the department cannot reach a resolution with a supplier, Purchasing will attempt to resolve the situation in order to protect the University's interest and to complete the transaction.

- **Claims for Damages or Shortages**

In cases of damage or shortage to a shipment, it is important that the recipient retain all shipping documentation and packaging materials. If the damage or shortage is not evident at the time of delivery, the carrier must be notified within 15 days of delivery. The carrier will then arrange for an inspection. Accordingly, it is extremely important that all containers, packaging material, wrappers, etc. be retained for the carrier's inspection. Failure to keep this material may void the chance of processing a claim for reimbursement with the carrier or supplier. Once the claim inspection report has been received from the carrier or supplier, Purchasing can assist in determining the responsibility for processing the final claim report, depending upon the shipping provisions defined in the contract or PO.

- **Return of Merchandise**

Merchandise to be returned to suppliers or manufacturers for adjustment or credit should be coordinated by the merchandise recipient, with assistance from Central Receiving or Purchasing, when needed. When a supplier has shipped items specified on the PO, they have legally complied with their part of the contract and are under no obligation to accept for credit any items delivered as specified. The supplier's acceptance of a return is not automatic and the supplier may assess a restocking charge. This charge, along with any freight charges, will be the responsibility of the requisitioning department.

Payment of Invoices

All invoices are paid by Accounts Payable (A/P). Invoices received at other departments should be reviewed and forwarded to Accounts Payable (inap@lehigh.edu). Invoices for POs exceeding \$500 will not be paid until receiving is completed in Unimarket.

For cases in which the pricing on a PO represents an exact current price (bid, telephone quotation, etc.) the invoice must agree with the PO or payment will not be made until the discrepancy is resolved. If the pricing on the PO has been estimated, the invoice will be paid if the total cost per line item (not including freight) does not differ from the PO by more than 15%. If the difference exceeds 15%, an invoice acceptance task must be completed by the buyer in Unimarket.

Regarding freight costs, the two most common scenarios are “freight included,” in which freight charges are stated on the quote, and the department knows the freight cost when preparing the requisition, and the PO already includes the specific freight cost. Sometimes the freight is quoted as “prepaid and add.” If this is the case, the department knows there will be a freight charge added to the PO, but the cost is not yet known; they will be charged the actual amount once it has been determined, and it will be included later on the supplier’s invoice. In this scenario, the department does not know the specific amount of the freight at the time of requisition, but knows it will be charged for freight at some point later in the process.

The department’s authorization to pay freight charged is based upon the department’s submission of the quote and requisition to Purchasing as part of the requisition process, and the department’s signature validating the requisition, whether it be for a “freight included” scenario or a “pre-paid & add” scenario. It is the department’s option to finalize the charges ahead of time with the supplier in the quote process, and pay it up-front as “included,” or wait for the charge(s) to be billed at a later time, upon final invoice. Either way, the department is agreeing to pay the freight when they submit a signed requisition with the freight terms as part of the requisition.

Sales Tax

Lehigh University is exempt from Pennsylvania sales and use tax for most (but not all) purchases related to the education and research mission of the University. It is the supplier’s obligation to collect PA sales tax. However, the University has the obligation to preclude the unauthorized use of its sales tax exemption. The Commonwealth of Pennsylvania can assess the University for sales and use tax if an exemption certificate was used for nonexempt purchases.

When purchasing goods or services via a OneCard, ensure that sales tax is not applied to the purchase. Provide a sales tax exemption certificate to the supplier, if required, to ensure sales tax is not applied.

When engaging suppliers and requesting quotes for goods or services, it is important to require that all quotes/invoices/bid estimates be structured in such a way as to clearly document the services and items being supplied and tax (if any due) to be paid by Lehigh and collected by suppliers.

The Controller’s Office can assist in determining if a purchase is taxable or not and is responsible for the interpretation of sales tax legislation as it applies to university purchases and will consult with the Office of General Counsel for guidance, when appropriate.

In all cases, use of the University sales and use tax exemption for personal purchases is prohibited. The University sales tax exemption does not include charges subject to hotel occupancy tax, purchases unrelated to the University’s mission, and certain building maintenance and construction related costs.

Shipping/Handling/Freight

It is strongly suggested that the requesting department review shipping terms on supplier quotes and if not on the quote, discuss this with the supplier. There are various shipping methods, but Purchasing strongly recommends “FOB Destination.” This stands for “Freight on Board” Destination and means that liability for safe shipping and delivery lies with the supplier and if there is damage during shipment, or loss of shipment, the claim process with the carrier is the responsibility of the supplier and not Lehigh. Most quotes will be FOB Origin, which transfers the

liability to Lehigh as soon as the item leaves the supplier's property. Many suppliers will change the FOB designation if requested, or if the requester agrees to pay shipping in advance and uses Lehigh's preferred carrier (ABF Freight).

- **Expediting and Tracking**

In order to expedite or locate an order, the requisitioner should request delivery information from the supplier, and resolve any dispute or discrepancy. If a good faith effort to resolve issues with a supplier is not successful, then, upon request, Purchasing will phone the supplier and/or assist the department to expedite or trace orders. Communication with the supplier concerning discrepancies, delivery, descriptions, cancellations, or modifications should initially be made by the requisitioning department, and then by Purchasing.

- **International Shipping**

The University uses a customs broker to clear your import shipments through U.S. customs. The broker will need a number of documents. Customs clearance is a unique process with special requirements. It is the department's responsibility to engage a professional customs broker for customs brokerage.

Documents required for customs entry:

- 1) Power of attorney
- 2) Copy of the ocean or air bill of lading (shipping documents)
- 3) Copy of the commercial invoice
- 4) Copy of the packing list

All of the above documents should come from your foreign supplier. The commercial invoice should contain a clear and complete description of the merchandise being shipped, country where the goods are made, the value of the merchandise in U.S. dollars, terms of sale, and the manufacturer's name and address.

A customs broker will charge you a fee to process the goods through the U.S. Customs system. These fees vary by broker. In addition, you will be charged "duty," which is determined by the commercial value of the goods and what classification they are assigned in the Harmonized Tariff Schedule of the United States (a sort of "tax schedule"). The "duty" is set by the U.S. government. A customs broker will pay the duties on our behalf to the U.S. government as part of the "customs clearance" process.

A customs broker can also arrange the inland trucking from the ocean port or airport to the final delivery location in Bethlehem, and then present a consolidated invoice which includes the broker fee, the duty paid, and transportation charges. ArcBest is Lehigh's customs broker.

Contacts:

Robert Kimball
rkimball@arcb.com

Larie Elliott
lelliot@arcb.com

Customer Service for domestic shipments:
800-610-5544

Customer Service for international shipments:
877-301-2237

- **Overnight Shipping**

Lehigh has established discounts with FedEx. Visit the [Purchasing website](#) for information and instructions on how to print mailing labels. The website also has links for tracking shipments.

Supplier Diversity

Please reference Policy 108 in Appendix for more information.

Lehigh is committed to developing mutually beneficial relationships with small, minority-owned, women-owned, disadvantaged, veteran-owned business enterprises through a Supplier Diversity Program. The Supplier Diversity Policy reflects Lehigh's desire to create opportunity for suppliers to provide products and services to the University and to encourage University purchasers to offer opportunities to such suppliers.

To that end, for the purchase of products and services that meet or exceed the Competitive Bid threshold of \$25,000 (and \$10,000 if federally funded), small and diverse suppliers must be included in the competitive selection opportunity. Purchasing Staff can assist Departmental Requesters and Approvers with appropriately identifying and considering small and diverse suppliers as described within the policy prior to ordering goods or services on behalf of Lehigh.

Travel Services

Travel services are available through Collegiate Travel Planners (CTP), the University's contract supplier. Travel arrangements should be made online through the Concur site (Log into Lehigh's Portal. Click on Concur under Employee or visit <https://businessservices.lehigh.edu/travel> and click 'Book Travel') or by calling a travel agent at (888) 529-1015 or (303) 228-1689 or emailing lehigh@ctptravelservices.com. If arranging travel for groups of 10 or more please call 1-800-810-2695 or email groups@ctptravelservices.com

International Travel airline reservations MUST be made through Lehigh's preferred agency and using the Concur system. Prior to making arrangements either online or through an agent, faculty and staff must have a travel profile set up with their OneCard information entered in their profile. Before a profile can be made, a brief training, a course acknowledgment form, and self-registration must be completed by visiting <https://businessservices.lehigh.edu/travel/travel-training-and-self-registration>. To establish a Travel profile, contact Jon Sherman at joss222@lehigh.edu or x83841.

Benefits of using CTP, Lehigh's preferred travel provider:

- CTP keeps you abreast of changing situations. If your flight needs to be rescheduled due to weather or a worldly incident, CTP is able to help you rebook on a new flight.
- CTP website pulls the rates from all major airlines. CTP has a low airfare guarantee and access to 34,000 hotel discounts and discounts with all the major rental car vendors. Save Lehigh money by using CTP as a one-stop shop – book your airfare, hotel and car.
- If a reservation needs to be canceled, CTP holds that credit for a year for you to use. When booking flights, the system asks if you wish to use that credit.
- 24/7 agent assisted services. If you need help with your air, car, or hotel reservation after normal business hours, CTP has an after-hours service that is able to help.
- CTP has all of Lehigh's company specific discounted rates loaded into their system. Be sure to utilize these deep discounts by booking through Concur or with a CTP agent.
- Your frequent traveler rewards numbers are stored in the CTP booking system and are automatically applied to every booking.
- CTP can assist with required travel documents needed i.e. passports, visa's etc.

Research Grants and Contracts

Please reference Policy 105 in Appendix.

Cancellation of Orders

A PO is a binding contract between the University and the supplier. Therefore, it cannot be modified or canceled unilaterally. Any request to modify or cancel a PO or contract should be directed to Purchasing in writing. Purchasing will act in cooperation with the department and in the best interest of the University to advise all parties accordingly. Generally, a supplier will agree to a request for cancellation if the items have not been shipped. The department may be held responsible for any material shipped by a supplier or costs of fabricated items incurred prior to cancellation.

Change Orders

If it becomes necessary to make any change to the original PO, a change order or written correspondence (memo or email) outlining the change(s) required should be sent to Purchasing and the vendor. Consult with Purchasing to explore the best method for completing your change order, as Unimarket has limitations on this feature. If necessary, you may be advised to close and re-issue your PO to reflect changes.

Check with Order / Advance Payments

At times, it is necessary to make a partial or full advance payment for goods or services. In such cases, it is the buyer's responsibility to create an itemized PO that includes a dedicated line for any down payments or installment payments. Pre-payment will be made at the discretion of and arranged with Purchasing and Accounts Payable. An invoice from the supplier will be necessary.

Conflict of Interest

Only the highest ethical principles are to be employed by all persons involved in the procurement process. It is the responsibility of each member of the University faculty and staff and of Purchasing to take all appropriate steps to assure that the University does not knowingly enter into a purchase commitment which could result in a conflict of interest situation. A conflict of interest exists when some factor (e.g., financial or personal interest in a supplier) interferes or appears to interfere with or influence a purchaser's ability to be completely impartial and loyal to the University's interests. The University's Policy on Conflict of Interest can be viewed at <http://www.lehigh.edu/~policy/university/coi.htm>.

Demo Equipment

The recipient of demo equipment should ensure that any documentation or contract provided by the supplier is reviewed by Purchasing prior to accepting the demo equipment. This is critical, as there is often language in demo contracts that obligates the recipient to purchase the items after a certain period of time. Lehigh is in no way obligated to purchase such equipment if the supplier signs Lehigh's demo equipment agreement template. However, if Lehigh signs the supplier's agreement template, we may be obligated to do so. Risk Management may also need to be contacted by the recipient of the demo product if the value of the equipment is significant, for possible insurance issues.

Personal Purchases

The University will not purchase, with its own funds, any supplies or equipment for the personal use of the University employees nor will arrangements be made by Purchasing to create any buyer-seller arrangements between employees and University suppliers. However, suppliers may, at their own discretion, extend University discounts and/or contract rates to University employees on personal purchases.

Standardization

Commonly used items (e.g., copiers, computers, and laser printers) are standardized as much as possible in order to gain maximum quantity discounts, minimize demands for support by technicians, lessen the variety of items carried in stock by various departments, and to reduce the number of small orders at retail prices and expensive processing costs. Standards are determined by Purchasing in conjunction with major users in the University community.

Special Procurement Items & Services

Air Conditioners

All requests for air conditioning equipment (window units and otherwise) should be directed to Facilities Services at x3970. Purchasing will not order air conditioners without approval from Facilities Services.

Cable TV Service

All new installation requests should be submitted through the Purchasing website at <http://financeadmin.lehigh.edu/content/faculty-and-staff> – Additional Links – Service Electric Cable Installation Form. Service Electric will respond to the request.

Computers / Computing Devices

The University has contractual arrangements for computing devices with Apple, Dell, HP, and Lenovo. Inquiries regarding the technical configuration of microcomputer systems should be directed to the appropriate desktop consultant in LTS assigned to your departmental area. Requisitioners should have their requests for purchase from external suppliers reviewed and pre-approved by the consultant prior to initiation of a requisition via Unimarket. Quotations should be obtained by an LTS Computing Consultant. Computing devices must be purchased via Unimarket.

Furniture, Fixtures and Interior Design

Requests to add or replace single pieces of furniture to match existing styles must be approved by Facilities Planning prior to purchase and subsequently ordered by the department via the Unimarket system. Departments must use preferred suppliers as listed below with Facilities approval. Larger projects, such as office renovations, or furniture for public spaces should be directed to Facilities Planning (www.facilities.lehigh.edu) to ensure proper use of space, maintain Lehigh quality standards, as well as regulations concerning material testing, accessibility for the disabled, and any other obligations or requirements such as installation and warranties.

The following suppliers have preferred status for furniture related purchases. This status means that the \$25,000 competitive bidding requirement is being waived for any project under \$50,000 and projects can be awarded to any of the preferred suppliers below. Projects over \$50,000 will still be issued via an RFP process administered by Facilities.

- Corbett
- Corporate Environments
- Interior Workspace Solutions
- Offix Systems

General Contracting

All contracting for construction or renovations must be coordinated with Facilities (www.facilities.lehigh.edu).

Office Supplies & Bottled Water

Office supplies and bottled water are available through WB Mason, the University's contracted supplier, by ordering via WB Mason's Unimarket catalog. WB Mason will deliver orders directly to departments on a daily basis at no additional charge.

Printing

The University's Mountain Hawk Design & Print Center is located on the Mountaintop Campus. Services include graphic design, printing, mailing, and promotional items, supporting University departments, affiliated centers and organizations, student group, alumni and the LVAIC schools.

The Mountain Hawk Design & Print Center should be consulted regarding its capability to produce the required goods, or at a minimum, be included as one of the competitive bidders. Lehigh's on-campus preferred supplier can produce the highest quality products in a timely fashion and at a competitive price, while making the process as easy and streamlined as possible. **Lehigh policy allows a Requisitioner to "bypass" the requirement of obtaining three bids for printing jobs over \$25,000 by using the Mountain Hawk Design & Print Center.**

Any work product that requires printing, whether created internally or by an external designer, is the intellectual property of Lehigh University. Purchasing of printed materials, even if coordinated by an external printer/supplier, remains subject to the same criteria as work contracted by a Lehigh employee (i.e., three written quotes are required for jobs over the \$25,000 threshold limit). **The designer should present three printing quotes to the Lehigh employee for Lehigh's selection of the printer PRIOR to a designer placing the work.** External designers should be advised of this requirement at the time the design process begins.

Radioisotopes

1. Only Authorized Users may purchase radioactive materials.
2. Inform the Radiation Safety Officer (RSO) at Environmental Health and Safety (EH&S) at x84251 with the quantity, isotope(s), supplier, PO number and approximate time and day the delivery is expected. When a **highly radioactive or special handling** material is to be ordered, the prospective purchaser must first contact the RSO so that special procedures may be devised dependent on the specific handling requirements of that material.
3. When placing the order, inform the supplier to put **your name** on the packing slip so that when the RSO receives it (for inventory purposes and wipe-testing), he/she will know whom to call to have the sample picked up.
4. Indicate to the supplier that sample must be delivered to:
(Your name)
Lehigh University
Environmental Health and Safety
211 Warren Square - Bldg 23A
Bethlehem, PA 18055

Note: Only low-level radioactive materials are to be delivered to this address. See 2 above for handling of highly radioactive material.

5. Upon receipt of the shipment, the RSO or his/her trained designee will then wipe-test and/or survey the outside surface and inventory the quantity and type of radioisotope.
6. EH&S will notify the Authorized User that the isotope may be picked-up.
7. The Authorized User or his/her designate shall inventory the radioisotope in the data logbook kept in his/her research lab.

Relocation

The University does not contract directly with moving companies for employee relocation. As a best practice to minimize risk and liability to the University, a new staff or faculty member contracts directly with the moving company, and the University reimburses the employee for his/her expenses as agreed upon with the hiring department. See the "Moving and Reimbursement Policy" on the Controller's website for additional information regarding the moving and reimbursement process.

University Stationery

University letterhead, envelopes and business cards have been standardized. Requirements for these items should be directed to the Mountain Hawk Design & Print Center. Visit their website under the Popular Sites drop down menu or via the Auxiliary Services website.

Vehicle Rentals

Transportation Services has established contracts and rates for rental vehicles available for business and personal use. Contact the office directly at x84410 or visit their website for pricing and availability.

APPENDICES



Policy Number: 101
Effective Date: circa 1990
Revisions: 9/1/2005, 10/23/12, 7/5/13, 3/3/17, 3/13/18, 9/22/22, 12/16/22, 8/10/23
Applicability: All Purchases and Contracts

PURCHASING AUTHORITY

Purpose:

To define the authority for committing the University to the procurement of goods and services.

Policy:

Purchasing Services is responsible for purchasing goods and services on behalf of the University. All end users must adhere to all University purchasing policies and procedures. All purchases chargeable to Lehigh University must be authorized by an official University purchasing method. To ensure that University objectives are met and that specific needs of end users are recognized and served, responsibility and authority for purchases of various goods and services may be delegated to financial managers within each department.

Since a contract is a legally binding document, it is imperative that all contracts (regardless of document name: contracts, agreements, memoranda of understanding, proposals, terms and conditions, etc.) are reviewed by the appropriate University offices to ensure that the University's interests are adequately addressed and protected prior to contract execution.

Any other commitments, or purchases made outside of the rules and procedures of authorized purchasing methodologies, are considered unauthorized purchases and the individual may be held financially liable to the supplier or the University.

The Director of Purchasing & University Logistics is authorized to execute any contract for the expenditure of University funds to the limit of \$50,000; the AVP of Auxiliary Services is authorized to execute any contract for these expenditures to a limit of \$100,000. Contracts for budget expenditures in excess of \$100,000 must be executed by the Vice President for Finance and Administration.

Contracts for special services may require additional approvals. The General Counsel's Office must approve in advance any engagement of outside legal counsel to advise or represent the University. The Vice President for Finance and Administration must approve in advance any engagement of outside accountants or auditors. All other contracts for special services may, at the discretion of Purchasing, be submitted to the Vice President for Finance and Administration for review and/or execution.

Keywords: Purchasing, Contracts, Signature Authority



LEHIGH

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Policy Number: 102 (consolidation of policy 102, 103, 107)
Effective Date: circa 1990
Revisions: 9/1/2005, 10/23/12, 7/5/13, 3/3/17, 3/13/18, 12/15/22, 8/10/23, 2/23/24
Applicability: All Purchases and Contracts

PURCHASING POLICY PERTAINING TO THE PROCUREMENT OF GOODS & SERVICES

Purpose:

To provide parameters related to appropriate supplier engagement, expectations regarding pricing and equal opportunity, and define approved methods of procuring goods and services for the University.

Policy:

SELECTION OF SUPPLIERS

Purchasing Services is responsible for selecting and approving sources of supply. Purchasing Services selects potential suppliers based upon their ability to serve the needs of the University in a safe, economical and efficient manner on a continuing basis. Important factors in supplier selection include past performance of suppliers and cooperation with the University.

Purchasing Services is committed to maintaining multiple sources of supply, including small, local, and diverse suppliers. Whenever possible, Purchasing will seek and consider more than one source. Purchasing prefers to maintain alternate or multiple sources of supply as a means of ensuring good value, performance, and service, and minimizing costs.

Requisitioners are encouraged to suggest sources of supply, particularly for unusual or non-standard items. Purchasing will follow a department's recommendation as much as possible. If a department requests a specific supplier with no substitutions, the department must provide adequate "sole source" justification on the requisition form for Purchasing's consideration.

EQUAL OPPORTUNITY

Suppliers doing business with Lehigh University are expected to be in full compliance with all applicable federal and state laws, rules, regulations and executive orders relating to non-discrimination, equal employment opportunity, and affirmative action. Neither the University nor its suppliers shall discriminate in either the provision of services, or in employment, against any person based on age, color, disability, gender identity or expression, genetic information, marital or familial status, national or ethnic origin, race, religion, sex, sexual orientation, or veteran status. The University will attempt, when possible, to purchase goods and services from small business concerns, especially those owned and controlled by socially and economically disadvantaged individuals. The University is committed to use available local resources.

CONFIDENTIALITY OF PRICES

Pricing information solicited from suppliers is considered to be confidential and shall not be revealed to any other

supplier or person. All University employees are responsible for conducting themselves with high ethical standards regarding pricing and supplier information.

The University is not responsible for the security of unsolicited information given to Purchasing by suppliers. However, the University will exercise normal diligence so that such information is not willfully used in a manner harmful to the supplier.

COMPETITIVE BIDDING

The University will generally receive greater discounts, service, and overall value through competitive bidding. Competitive bidding is required for all purchases \$25,000 or over, except as noted below (the bidding threshold is \$10,000 for federally funded purchases. The Requisitioner is responsible for contacting a minimum of three suppliers to obtain competitive bids for the materials or services needed. Small and diverse suppliers must be included in competitive bidding opportunities. Bids must be submitted to Purchasing with the requisition. The requisitioning department should contact Purchasing for assistance if unsure about procedure.

Competitive bidding is not required for requests of \$25,000 or greater when one or more of the follow circumstances exists:

- a. Bids have recently (within the previous 12 months) been received for the exact same items or service and the bids are still valid.
- b. Item is a university standard (furniture, computers, etc.).
 - o LTS Standards:
<https://lts.lehigh.edu/services/explanation/lehigh-university-library-technology-services-standards-0>
 - Facilities Services/Campus Planning & Projects Standards:
<https://financeadmin.lehigh.edu/facilities/standards>
- c. The item must be purchased from a sole source distributor or manufacturer, meaning it cannot be purchased from another supplier. Sole source justification is required.
- d. There is other justification for not soliciting competitive bids (memo of explanation must be provided).
- e. Item or service is purchased at university auxiliary business operations such as Dining Services, Mountain Hawk Design & Printer Center, or the Lehigh University Bookstore.

Purchasing has the right and responsibility to question and to require sole source justification regarding supplier selection.

PURCHASES UNDER \$25,000

Competitive bidding:	Not required unless the purchase is federally funded, then required at \$10,000
Procedural methods:	OneCard (up to card limits) Blanket Purchase Orders/Blanket Order Release Form

PURCHASES \$25,000 OR OVER

Competitive Bidding:	Required
Procedural method:	Purchase Order
Diverse suppliers:	Required

CAPITAL EQUIPMENT \$5,000 OR OVER

The Controller's Office defines capital equipment as any individual item over \$5,000 that is capitalized, regardless of source of funding, with a useful life of more than one year. A purchase order must be used for procuring capital equipment.

PROFESSIONAL SERVICES \$5,000 OR OVER

Professional services \$5,000 or over (such as consulting services, construction, etc.) require the issuance of a PO and, if necessary, an appropriate contract created by Purchasing Services. Part of the contract process includes determining if the consultant should be classified as an independent contractor or an employee. Purchasing will involve the Controller's Office if the classification is not clearly that of independent contractor.

ONECARD

The OneCard Program provides an alternate, cost-effective and efficient method of purchasing and paying for smaller dollar transactions. The card can be used to replace the PO process.

Benefits of OneCard include:

- Faster order placement
- Reduces the number of purchasing forms and processes
- Reduces the use of personal funds for university business transactions
- Reduces the number of reimbursements

For additional OneCard information, see the Purchasing website and the OneCard Policies and Procedures for more information (<http://www.lehigh.edu/~inubs/purchasing/WFBOneCard.shtml>).

RESEARCH GRANTS AND CONTRACTS (Please see Policy 105)

Requisitions for purchases of \$2,000 or more against research accounts (accounts range between 529000-592999 or 610500 – 611499) must be approved by the Office of Research and Sponsored Programs (ORSP). Requisitions submitted to Unimarket with these accounts will automatically route to ORSP for approval prior to routing to Purchasing Services. The PI is responsible for ensuring that the equipment screening process is followed. If the equipment is not available on campus, he/she must sign the ESC.

It is important that the University complies with rules and regulations in the Office of Management & Budget (OMB) *Uniform Administrative Requirements, Cost Principles & Audit Requirements for Federal Awards* – 2 CFR 200 regarding competitive bidding requirement and bidding thresholds when purchasing equipment or supplies against research grants or contracts. In order to minimize any potential delay to a Principal Investigator (PI), the competitive bidding process may be initiated prior to receiving formal notification of the grant or contract from the sponsoring agency. The PI should secure a written statement from ORSP indicating that approval is expected on a pending application. If an item is to be purchased from a sole source supplier, the PI must provide sole source justification. Please note that NSF approval of an application is NOT approval of the equipment. The quote is used to satisfy the "reasonableness" test related to the funding request. It is not a sole source approval of the specific makes and models of quoted equipment and competitive bidding must still be performed.

Under the requirements of the federal Office of Management and Budget (OMB) Circular A-110 and A-133 audit requirements, the University is required to screen existing equipment to determine availability for use prior to purchasing new equipment. The PI is responsible for ensuring that the equipment screening process is followed. If

the equipment is not available on campus, he/she must sign the ESC.

PURCHASE ORDER ACCURACY

It is the Requisitioner's responsibility to ensure the accuracy of the data on requisitions submitted to Unimarket. If there are any errors, the Requisitioner must contact Purchasing Services as soon as possible so the appropriate corrective action(s) can be taken. Purchasing will not be responsible for any incorrect information on the requisition or corresponding purchase order.

There are several types of expenditures that do not require purchase order authorization. Payment for these goods and services should be authorized by submitting a Payment Approval Form to the Accounts Payable Department or by use of the OneCard program. Consult the Purchasing Manual for a list of these goods and services.

Keywords: Suppliers, Vendors, Contractors, OneCard



Policy 103: **SUSTAINABLE PURCHASING POLICY**
Effective Date: September 1, 2017
Applicability: University-wide
Revised: 8/1/21, 12/15/22

PURPOSE

This policy is written to establish a common interpretation of what Sustainable Procurement encompasses within Lehigh University and to ensure University personnel consider environmental, social, and economic factors in their purchasing decisions.

Sustainability is defined as, “*Meeting the needs of the present without compromising the ability of future generations to meet their own needs.*” (Brundtland Report, 1987). This widely accepted definition pertains to decisions having an impact on the future economy, environment and society. These impacts have wider reaching effects compared to past or traditional “green” approaches to purchasing such as considerations for fair labor practices, ethical business practices, utilization of local businesses, etc. Execution of this policy will assist the University in understanding and responding to the strategic, reputational and operational implications inherent in its procurement decisions.

Economy

Collaborative procurement increases sustainability and efficiency through leveraged and shared costs; consequently, increasing value while reducing risk.

Environment

Lehigh University is committed to reducing greenhouse gas (GHG) emissions through the purchase of products and services that will save energy in their operation, transportation, and/or production, thus advancing the University’s overarching climate action and sustainability goals.

Social & Ethical

Because sustainable procurement incorporates awareness of socio-economic factors, it recognizes for example, the social and ethical impact of local procurement and holds the potential to support economic regeneration. Sustainable procurement also embraces and fosters an environment built upon ethical codes of conduct and principled procurement practice.

Environmental Aspects

- Technology
- Energy & Water
- Recycling
- Chemicals
- Virgin Materials
- Transportation & Packaging

Social & Ethical Aspects

- Employment
- Diversity
- Labor Conditions
- Community
- Employee Health & Safety
- Non-discrimination

KEY PRICIPLES

By implementing a policy of sustainable purchasing, the University recognizes the following principles:

- Purchasing activities have a fundamental role in minimizing environmental impact and managing risks.
- Investment decisions delivered through the purchasing process must establish resilient infrastructure and supply chains to both mitigate and adapt to climate change.
- Economic, environmental and social objectives in purchasing activities cannot be viewed in isolation.

KEY OBJECTIVES

Demonstrate the University commitment to sustainability through:

- Procurement of goods and services that deliver long-term value for money for both the University and public sector as a whole.
- Selection of goods manufactured, delivered, used and disposed of in an environmentally and socially responsible manner.
- Supporting local and regional businesses to contribute towards a stronger and more vibrant local economy.
- Model sustainable environmental and social purchasing to our community of consumers and vendors.

POLICY

Consistent with the University's goals, all University personnel shall conduct purchasing in accordance with the following principles:

- A. Purchase goods and services that meet the standards and certifications as defined in the Sustainable Purchasing Criteria (Appendix A).
- B. Utilize procurement of goods and services as a means to act on the University's values of environmental sustainability, social responsibility, and economic prosperity.
- C. Support the University policy of striving for zero waste by reducing overall consumption and shifting to products with reduced product lifecycle impact.
- D. Support the University commitment to significantly reduce greenhouse gas emissions.
- E. Consider total cost of ownership rather than low purchase price as the only factor when evaluating the financial competitiveness of purchasing decisions.
- F. Continuously improve sustainable purchasing practices.

RESPONSIBILITIES OF PURCHASING SERVICES

Lehigh is committed to actions designed to conserve and protect the environment, and will continue to implement those actions whenever possible and economically feasible. In practice, the objective is to purchase products that have reduced environmental impact because of the way they are made, transported, stored, packed, used and disposed.

It is the responsibility of Purchasing Services and the Office of Sustainability, in conjunction with all University departments, to promote the development and use of environmentally and socially acceptable products and services through the following activities:

- A. Identifying the sustainability certifications in particular spend categories that are acceptable to the University and purchase products and services that meet these certifications and integrate environmental factors into the University's buying decisions. **Acceptable sustainability certifications are defined by spend category on the attached Sustainable Purchasing Criteria (Appendix A).** When procuring a good or service that does not have a corresponding sustainability certification, see list below for sustainability criteria to consider when making your purchase.

- B. Developing tools to determine appropriate metrics and provide ongoing reporting; assist in identifying and financially justifying green products and services, make it easier to measure achievement of goals and integrate sustainable purchasing into everyday decisions.
- C. Carrying out an environmental assessment to identify target product and service areas (major suppliers) and identify areas of opportunity for each.
- D. Consulting with all user departments to identify new environmentally friendly products and services as well as improvements/changes in industry standards that may impact the environment.
- E. Purchasing from suppliers that provide environmentally preferable products and services or suppliers that are environmentally sensitive in their daily operations.
- F. Seeking new suppliers and encouraging existing suppliers to review the manner in which their goods are packaged. Working with suppliers in the areas of reduction and reuse of packaging materials.
- G. Reviewing contracts, bids and specifications for goods and services to ensure that, whenever possible and economical, they are amended to provide for the expanded use of products and services that contain the maximum level of post-consumer reusable or recyclable waste/recyclable content, without significantly affecting the intended use of the product or service.
- H. Using cost/benefit analysis to arrive at the correct sourcing decision; one that remains economically practical, reflects effective purchasing practices and satisfies the requirements of the user department.
- I. Making suppliers aware of the Lehigh's Sustainable Purchasing Policy and monitor critical suppliers on an ongoing basis with regard to their environmental policies and practices.
- J. Ongoing evaluation of the efforts the department has made to help protect and preserve the environment and what the future goals are for the up-coming year.
- K. Liaising with other sustainability groups across campus to facilitate their sustainability goals.
- L. Defining procedures regarding exemptions from or non-compliance with the Sustainable Purchasing Policy.
- M. Supporting local and diverse businesses (minority, woman, or veteran-owned, etc.)
- N. Including a Sustainability Questionnaire in Requests for Proposals and as a vendor selection decision criterion (Appendix B).
- O. Ensuring contracts with suppliers include compliance with existing Lehigh policies as well as include standards relative to environmentally and socially conscious practices (e.g., Lehigh's Green Cleaning Policy and Lehigh's Design Standards both available [here](#)). Examine supplier's labor/working conditions and environmental practices when negotiating long-term supply contracts.

When determining whether a product is environmentally preferable, the following standards should be considered:

- Available locally
- Bio Based
- Biodegradable
- Carcinogen-free
- Chlorofluorocarbon (CFC) free
- Compostable
- Durable, reusable or refillable
- Energy and water efficient
- Heavy metal free (i.e., no lead, mercury, cadmium)
- Low toxicity
- Low volatile organic compound (VOC) content and emissions
- Made from renewable products
- Persistent, Bio accumulative Toxic (PBT) free
- Post-consumer content
- Recycled content/recyclable

- Reduced greenhouse gas emissions
- Reduced packaging
- Refurbished/refurbish-able
- Highly energy efficient in production and use
- Manufactured by suppliers with good environmental/social sustainability record
- Cause minimal or no environmental damage during normal use or maintenance
- Replacing disposables with reusable or recyclable options
- Taking into account life cycle costs and benefits
- Shipped with minimal packaging, preferably made of recycled products

Examples of Environmentally Preferable Products include:

- LEDs
- Made of recycled materials, maximizing post-consumer content
- Durable, as opposed to single-use or disposable items
- Non-toxic or biodegradable
- 30 - 100% recycled paper
- Computers w/EPEAT Silver or better certification
- ENERGY STAR-rated appliances
- Office supplies marked with environmental sign on catalog
- Non-toxic or minimally toxic, preferably biodegradable
- Compostable
- Waste-reduced products
- Water-saving products

When determining if a supplier is socially sustainable, these standards should be considered:

Fair wages for employees	Acceptable working time
Adherence to child labor laws	Occupational safety and health policies
Equal opportunity and non-discrimination	Inspection of suppliers' facilities
Protection of indigenous population rights	Human rights compliance
General compliance with other International Labor Standards	

RESPONSIBILITIES OF DEPARTMENTS

- A. Departments should use the information herein as a guideline for environmentally and socially preferable products and services being purchased for their department.
- B. Prior to purchasing a product or service, consider the following:
- ✓ Is the product really needed?
 - ✓ Is the product size/magnitude necessary?
 - ✓ Are all the features of the product necessary? Can any features be eliminated, is there a suitable alternative that is less harmful to the environment and safe to use?
 - ✓ Is the product designed to be durable/long lasting?
 - ✓ Are recycled materials used to make the product?

- ✓ Was the product produced locally? How far did it travel from where it was manufactured and where it is being used?
 - ✓ Does the product contain any banned or restricted substances?
 - ✓ Does the product contain any exotic/endangered materials? If wood is used in the product, what is the source and how is it harvested? Is the product manufactured from tropical rainforest wood?
 - ✓ Is the product reusable, compostable or recyclable following use?
 - ✓ Does the product require special disposal considerations?
 - ✓ Is the product energy efficient?
 - ✓ Is the product designed for easy maintenance and repair?
 - ✓ Are replacement parts made from recycled materials and are they themselves reusable or recyclable?
 - ✓ Are the products designed to reduce consumption and minimize waste?
 - ✓ Is the product packaging minimal, made from recycled materials and recyclable or reusable?
- C. Inform employees of their responsibilities under this policy; provide them with information about recycled products and environmental procurement opportunities. Check the [Purchasing Services](#) or [Lehigh Sustainability](#) webpages for more information and updates on program efforts.
- D. Submit new ideas or suggestions to Purchasing Services.

ENVIRONMENTALLY PREFERABLE PURCHASING (EPP) RESOURCES

- A. EPA's Comprehensive Procurement Guidelines (www.epa.gov/cpg/)
- B. EPA's EPP Web Site (www.epa.gov/oppt/epp)
- C. EPPNet (www.nerc.org/eppnet.html)
- D. Green Seal (www.greenseal.org)
- E. EnergyStar (www.energystar.gov)
- F. Lehigh University Sustainable Purchasing Criteria
- G. ISO 20400:2017 Sustainable Procurement Guidance (www.iso.org/standard/63026.html)
- H. GEN – certified by the Global Ecolabelling Network (www.globalecolabelling.net)
- I. EPA's Comprehensive Procurement Guideline (CPG) Program, and CPG Product Supplier Director (www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program)
- J. EPA's Safer Choice Label (www.epa.gov/saferchoice/learn-about-safer-choice-label)
- K. Ecologo Certified (www.ul.com/resources/ecologo-certification-program)

LEHIGH GREEN PRODUCT CERTIFICATIONS & DEFINITIONS

Chlorofluorocarbons (CFCs) - CFCs are chemical substances that can deplete the earth's protective ozone layer in the upper atmosphere. In 1978, CFCs were banned for use as propellants in nearly all consumer aerosol products. They are gradually being phased out in all products and manufacturing processes.

Composting - The act of breaking down organic materials, such as food waste and yard trimmings, in the proper ratio in piles, vessels, or rows. The product, which is called compost or humus, can be used to provide minerals and nutrients for plants. Using compost can reduce the need for chemical fertilizers in landscaping and improve soil, water and air quality.

Energy Star - U.S. DOE and EPA's program to save money and protect the environment through energy efficient products and practices.

EPEAT - Electronic Product Environmental Assessment Tool was developed with an EPA grant and is managed by the Green Electronics Council (GEC). EPEAT uses 23 required and 28 optional criteria to evaluate desktops and laptops, thin clients, workstations, and computer monitors. EPEAT Bronze meets the 23 criteria; EPEAT Silver meets the 23 criteria and at least 50% of the optional criteria; and EPEAT Gold meets the 23 criteria and at least 75% of the optional criteria. The criteria by which products are rated are: the reduction of environmentally-sensitive materials, materials selection, design for end-of-life, product longevity, energy conservation, end-of-life management, corporate performance, and packaging.

Forest Stewardship Council (FSC) - The term "independently certified forest products" refers to products originating in a forest that an independent third party has certified as well-managed and sustainable. Forest certification validates on-the-ground operations employing the best management practices at a specific forest to ensure the long-term health of the total forest ecosystem. A forestry operation that meets FSC standards protects forest ecosystems, water quality, wildlife habitats and local communities. To ensure the integrity of the certification, the wood and fiber from certified forests are tracked through the commercial chain from logging sites to retailers and to the end user.

U.S. Green Building Council (USGBC) - 501(c)(3) composed of leaders from every sector of the building industry working to promote buildings and communities that are environmentally responsible, profitable and healthy places to live and work. USGBC developed the LEED building rating system. The USGBC Logo is governed by strict legal guidelines.

Green Guard - Green Guard has three product certifications: 1) Green Guard Indoor Air Quality product certification for low emitting interior building materials, furnishings, and finish systems, 2) Green Guard Children & Schools, which is a similar certification, but with more stringent emissions requirements according to CA 01350, and 3) Green Guard Building Construction to prevent mold in the design, construction, and ongoing operations.

Green Seal - Works with manufacturers, industry sectors, purchasing groups, and governments at all levels to "green" the production and purchasing chain. The non-profit utilizes a life-cycle approach, which means it evaluates a product or service beginning with material extraction, continuing with manufacturing and use, and ending with recycling and disposal.

LEED (Leadership in Energy and Environmental Design) - A third-party certification program and the nationally accepted benchmark for the design, construction and operation of high-performance green buildings developed by USGBC.

Organic - The National Organic Program (NOP) develops, implements, and administers national production, handling, and labeling standards for organic agricultural products. The NOP also accredits the certifying agents (foreign and domestic) who inspect organic production and handling operations to certify that they meet U.S. Department of Agriculture (USDA) standards.

Practical - Concerned with voluntary decisions related to Lehigh's physical and financial capacity to use the product or service.

Recyclable - Relates to products made with materials that can be recycled, or the product can be broken down so individual parts can be recycled. Buyer beware that products with co-injected plastics, which are materials made of two types of plastic or a plastic and a fiber, make recycling difficult.

Recycled content - Materials recycled from previous end-users for use in new products. Recycled content

can be pre-consumer or post-consumer recycled content.

Reusable - Products that can be used more than once for repeated use or for alternative purposes.

Sustainable Forestry Initiative (SFI) - The Sustainable Forestry Initiative® (SFI®) label is a sign you are buying wood and paper products from well-managed forests, backed by a rigorous, third-party certification audit. Based on several reviews, FSC-certification is more rigorous and effective than SFI certification.

Terms Commonly Used in the Industry:

Biodegradable Products Institute – The BPI Certification Mark indicates third-party verification of composability for manufacturers and brand owners to use on products and packaging and for consumers, end-users, and composters to use when determining whether or not a product or package is compostable.

Business & Institutional Furniture Manufacturer’s Association (BIFMA) Level – Standards within the office furniture industry are managed by the Business and Institutional Furniture Manufacturer's Association (BIFMA). Their job is to ensure office furniture is commercial grade and can stand 8+ hours of use per day. BIFMA sets out a variety of standards, including ergonomic measurements, textile characteristics, sustainability guidelines and performance testing.

Carpet & Rug Institutional Green Label - Program to test carpet, cushions and adhesives to help specifiers identify products with very low emissions of volatile organic compounds (VOCs).

Cradle2Cradle - Third-party company that certifies products based on five criteria: environmentally safe and healthy materials; design for material reutilization, such as recycling or composting; the use of renewable energy and energy efficiency; efficient use of water and maximum water quality associated with production; and instituting strategies for social responsibility.

Environmental Product Declarations - A transparent, objective report that communicates what a product is made of and how it impacts the environment across its entire life cycle. A verified EPD can earn your products credits for LEED v4 and other green building rating systems.

Fair Labor Association - A collaborative effort of socially responsible companies, colleges and universities, and civil society organizations, FLA creates lasting solutions to abusive labor practices by offering tools and resources to companies, delivering training to factory workers and management, conducting due diligence through independent assessments, and advocating for greater accountability and transparency from companies, manufacturers, factories and others involved in global supply chains.

Health Product Declarations - Provide a full disclosure of the potential chemicals of concern in products by comparing product ingredients to a set of priority “hazard” lists based on the GreenScreen for Safer Chemicals and additional lists from other government agencies. HPDs qualify for numerous green building schemes, including LEED v4, WELL, Google Portico, and Living Product Challenge.

UL EcoLogo™ Program - EcoLogo™ was originally founded by the Government of Canada in 1988. It is classified as a Type I eco-label, as defined by the International Organization for Standardization (ISO). This means that the Program compares products and services with others in the same category, develops rigorous and scientifically relevant criteria that reflect the entire lifecycle of the product, and awards the EcoLogo™ to those that are verified by an independent third party as complying with the criteria.

ISO 14001 - Management tool enabling an organization of any size or type to: identify and control the environmental impact of its activities, products or services; improve its environmental performance continually; and to implement a systematic approach to setting environmental objectives and targets, achieve the goals, and demonstrate that they have been achieved.

Life Cycle Assessment (LCA) - EPA-endorsed technique to assess a product, process, or service's relevant energy and material inputs and environmental releases and the potential environmental impacts associated with the identified inputs and releases.

SMART© Sustainable Textile Standard 2.0 - Provides a market-based definition for Sustainable Textile, establish performance requirements for public health and environment, and address the triple bottom line, economic-environmental-social, throughout the supply chain.

Scientific Certification Systems - Provides third-party environmental, sustainability, and food quality certification, auditing, testing, and standards development. SCS has developed internationally recognized standards and certification programs.

Worker's Rights Consortium - An independent labor rights monitoring organization that investigates working conditions in factories around the globe. Their purpose is to document and combat sweatshop conditions; identify and expose the practices of global brands and retailers that perpetuate labor rights abuses; and protect the rights of workers who make apparel and other products.

Appendix A: Lehigh University Sustainable Purchasing Criteria

Category	Recognized Certifications and Standards	Required Level (minimum mandatory requirements)	Preferred Level
Appliances & Electronics	ENERGY STAR	100% of applicable purchases are ENERGY STAR certified.	100% of applicable purchases are ENERGY STAR certified (and are in the top 75% of the product category).
Computers	EPEAT	<p><u>Non-public site:</u> 100% of purchases are EPEAT Silver certified.</p> <p><u>Public site:</u> 100% of purchases are EPEAT Gold certified.</p> <p><i>*LTS consultants must approve the purchase for compliance to LTS computing standards prior to purchase.</i></p>	<p><u>Non-public site:</u> 100% of purchases are EPEAT Gold certified.</p> <p><u>Public site:</u> same as the required level.</p> <p><i>*LTS consultants must approve the purchase for compliance to LTS computing standards prior to purchase.</i></p>
Cleaning and Janitorial Paper Products*	Green Seal (for cleaning and janitorial paper products)	<p>A minimum of 80% of cleaning product purchases and 100% of janitorial paper product purchases are certified by one or more of the recognized certifications (see the second column of this table).</p> <p><i>*In addition to meeting these standards, cleaning products must still fulfill the basic requirements for cost, performance, health, safety and environmental impact.</i></p>	<p>100% of cleaning product purchases and 100% of janitorial paper product purchases are certified by one or more of the recognized certifications (see the second column of this table).</p> <p><i>*In addition to meeting these standards, cleaning products must still fulfill the basic requirements for cost, performance, health, safety and environmental impact.</i></p>
UL ECOLOGO (for cleaning and janitorial paper products)	Forest Stewardship Council (for janitorial paper products)		
Furnishings	Business and Institutional Furniture Manufacturer's Association (BIFMA) Level		
Environmental Product			

	Declarations (EPD)	<ul style="list-style-type: none"> ○ Formaldehyde and VOCs ○ Per and Poly-Fluoroalkyl Substances (PFASs) ○ Antimicrobials ○ Polyvinyl Chloride (PVC) ○ Heavy metals 	<p><i>*Reference Lehigh Design Standards</i></p> <p><i>**This percentage shall be evaluated one year after launch of the updated Sustainable Purchasing Policy (by December 31, 2022) to ensure it is appropriate given the data available to substantiate the defined criteria.</i></p> <p><i>Purchasing, Facilities and Office of Sustainability teams will annually evaluate furniture suppliers utilizing the Sustainability Questionnaire, to select a pre-qualified pool of furnishings providers based on their best in class cradle to cradle sustainable furniture manufacturing and distribution programs.</i></p>
	Health Product Declaration (HPD)		
	GREENGUARD Gold		
Copy Paper	Forest Stewardship Council (FSC) Recycled	<u>Non-public sites</u> : A minimum of 50% PCRC or GS-07 certified.	<u>Non-public sites</u> : A minimum of 100% PCRC, SFI, or FSC Recycled certified.
	Green Seal (GS-07)	<u>Public sites</u> : A minimum of 100% PCRC.	<u>Public sites</u> : same as the required level.
	Post-consumer recycling content (PCRC)	<u>MHPD</u> : A minimum of 30% PCRC.	<u>MHPD</u> : A minimum of 50% PCRC.
	Sustainable Forestry Initiative (SFI)		
Paper Office Supplies	Total recycled content	A minimum of 30% PCRC.	100% recycled content with minimum 50%

(other than copy paper) - pending LVAIC consortium efforts	Post-consumer recycled content (PCRC)		PCRC; and additional preference for FSC, Green Seal (GS-07), and/or SFI labelled products.
	Sustainable Forestry Initiative (SFI)		
	Forest Stewardship Council (FSC) - Chain of Custody		
	Green Seal (GS-07)		
Non-Paper Office Supplies (coarse paper)	Post-consumer recycled content (PCRC)	Meets the minimum CPG recycled-content levels for Non-Paper Office Products , and a minimum 30% recycled content for all writing utensils or other plastic-based Accessories. <i>*Refer to Amazon Catalog curated list of LTS-supported sustainable products</i>	Meets the recycled content specifications in the Preferred EPP Specifications as listed by the Northeast Recycling Council. <i>*Refer to Amazon Catalog curated list of LTS-supported sustainable products</i>
	Total recycled content		
	EPA Comprehensive Procurement Guidelines (CPG)		
	Northeast Recycling Council (NERC) Model EPP Specifications and Purchasing Guidelines for Office Supplies		
Toner	Remanufactured	Meets ONE of the recognized standards (see the second column of this table).	Meets BOTH of the recognized standards (see the second column of this table).
	High yield		
Food Service Ware	Biodegradable Products Institute (BPI)	At least 60% of purchases are certified compostable by BPI. <i>*This applies to consumer service ware</i>	75% of purchases are certified compostable by BPI. <i>*This applies to consumer service ware</i>

Apparel <i>*Applies to all licensed vendors</i>	Worker Rights Consortium (WRC)	Lehigh University to maintain an affiliation with the WRC - an independent labor rights monitoring organization.	Same as the required level.
	Fair Labor Association (FLA)	Licensees must be a member of the FLA. Through an FLA affiliation, Lehigh commits to sourcing all apparel from licensed vendors who affiliate with the FLA, as applicable.	

Appendix B: Sustainability Questionnaire

1. What sustainability guidelines or environmental statement does your company have to guide your company as a whole?
2. Describe how your company will work with, and support, Lehigh in meeting its sustainability goals, as outlined in Lehigh's Sustainability Strategic Plan 2030. Detail how this would apply to this project or services.
3. Describe what policies, programs, memberships, or certifications your company has in place to manage its environmental impact and to become more sustainable.
4. Describe how your company works to reduce its greenhouse gas emissions.
5. Describe how your company works to reduce waste in its daily operations and what plan is in place to reduce waste to landfill generated in the future.
6. Describe your plan to minimize packaging and/or describe your packaging "take back" program. What kind of reusable, recyclable, and/or compostable packaging materials do you use? What do you do to encourage/require your supplier to minimize packaging and/or use reusable, recyclable, or compostable packaging materials?
7. Describe how your company works to reduce its water consumption in its daily operations.
8. Describe how your company works to be more energy efficient.
9. What programs do you have to encourage your employees to use alternative transportation while commuting to work and traveling locally?
10. What kind of effort does your company make to reduce the use of environmentally harmful materials?
11. Has an environmental lifecycle analysis of your company's products been conducted by a certified testing organization?
12. Has your company been cited for non-compliance of an environmental issue in the past ten years?
13. Describe any other initiatives your company has taken to integrate sustainability practices and principles into your operations.
14. Does your company have a Diversity and Inclusion Program? If so, describe the program goals over the next 5 – 10 years.
15. Are your products or services made using responsible labor/social practices, including paying workers standard wages and benefits? Please describe.



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Policy Number: 104
Effective Date: circa 1990
Revisions: 9/1/2005, 10/23/12, 7/5/13, 3/3/17, 3/13/18, 12/15/22
Applicability: All Faculty and Staff
Related Policies: 102, Purchasing Policy Pertaining to the Procurement of Goods & Services

ETHICAL CONSIDERATIONS OF PURCHASING

Purpose:

To set a standard for ethical conduct when sourcing, specifying, and purchasing goods and services.

Policy:

CONFLICT OF INTEREST

Only the highest ethical principles are to be employed by all persons involved in the procurement process. It is the responsibility of each member of the University faculty and staff and of Purchasing to take all appropriate steps to assure that the University does not knowingly enter into a purchase commitment which could result in a conflict of interest situation. A conflict of interest exists when some factor (e.g., financial or personal interest in a supplier) interferes or appears to interfere with or influence a purchaser's ability to be completely impartial and loyal to the University's interests. The University's Policy on Conflict of Interest can be viewed at <http://www.lehigh.edu/~policy/university/coi.htm> and is also printed in the Purchasing Manual.

GIFTS AND GRATUITIES

In accordance with the University Policy on Conflict of Interest, University personnel may not accept any gifts, gratuities, or entertainment from suppliers doing business or wishing to do business with the University, of more than a nominal value.

PERSONAL PURCHASES

The University will not purchase, with its own funds, any supplies, or equipment for the personal use of the University staff nor will arrangements be made by Purchasing to create any buyer-seller arrangements between staff members and University suppliers. Suppliers, however, may, at their own discretion, extend University discounts and/or contract rates to University staff on personal purchases. This information can be found on the Purchasing website under the "For Faculty and Staff" section.

Keywords: Conflict of Interest, Code of Ethics, Gifts



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Policy Number: 105
Effective Date: July 1, 2018
Applicability: All Purchases made with Federal Funding
Related Policies: Policy 102, Purchasing Policy Pertaining to the Procurement of Goods & Services
Revisions: 912/15/22

Policy Pertaining to the Purchase of Goods or Services with Federal Funding

Purpose:

The purpose of this policy is to ensure compliance with the general rules and regulations governing purchasing and to comply with the Office of Management and Budget (*OMB*) *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards - 2 CFR 200*.

Policy:

General Procurement Requirements

All procurement transactions must be in compliance with existing University Purchasing Policies (see the Purchasing Manual on the Purchasing Services website). In addition to the University policies, there are additional restrictions that must be adhered to specifically governing purchasing made utilizing sponsored grant funding. All purchases made with federal funding are subject to audit by federal awarding agencies.

The University will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. See also OMB Uniform Guidance on 2 CFR 200.318(d) Suspension and debarment.

The University will maintain records sufficient to detail the history of procurement. These records will include, but are not limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

In order to ensure compliance, Office of Management and Budget (*OMB*) *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards - 2 CFR 200* specifically addresses requirements related to Competition and Approved Methods of Procurement.

Competition:

1. All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

- (a) Placing unreasonable requirements on firms in order for them to qualify to do business;
- (b) Requiring unnecessary experience and excessive bonding;
- (c) Noncompetitive pricing practices between firms or between affiliated companies;
- (d) Noncompetitive contracts to consultants that are on retainer contracts;
- (e) Organizational conflicts of interest;
- (f) Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement (Note: submitting a make/model for equipment within a proposal, and subsequent approval of proposal does NOT give authorization to proceed with the purchase of that specific make/model); and
- (g) Any arbitrary action in the procurement process.

2. The University will conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state and local preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

3. These procedures for solicitation will ensure that all solicitations include:

- (a) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
- (b) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

4. The University will ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the University will not preclude potential bidders from qualifying during the solicitation period.

Approved Procurement Methods:

The University must use one of the following methods of procurement whenever purchasing goods or services with federal funding.

1. Micro Purchasing Method: Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold of \$10,000 (OMB Uniform Guidance §200.67 Micro-purchase). To the extent practicable, the University will distribute micro-purchases equitably

among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.

2. **Small Purchase Method:** Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the defined Simplified Acquisition Threshold of \$250,000. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
3. **Sealed Bids Method (formal advertising):** Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c)(1) of this section apply.
 - (a) In order for sealed bidding to be feasible, the following conditions should be present:
 - (i) A complete, adequate, and realistic specification or purchase description is available;
 - (ii) Two or more responsible bidders are willing and able to compete effectively for the business; and
 - (iii) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.
 - (b) If sealed bids are used, the following requirements apply:
 - (i) Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;
 - (ii) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
 - (iii) All bids will be opened at the time and place prescribed in the invitation for bids;
 - (iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
 - (v) Any or all bids may be rejected if there is a sound documented reason.
4. **Competitive Proposal Method:** Competitive selection is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:
 - a) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
 - b) Proposals must be solicited from an adequate number of qualified sources;
 - c) The University will have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
 - d) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
 - e) The University will use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E

professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

5. Non-competitive Proposal Method: Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
- (a) The item is available only from a single source;
 - (b) The emergency-based need for the requirement will not permit a delay resulting from competitive solicitation;
 - (c) The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the University; or
 - (d) After solicitation of a number of sources, competition is determined inadequate.



Policy Number: 106
Effective Date: circa 1990
Revisions: 9/1/2005, 10/23/12, 7/5/13, 3/3/17, 3/13/18, 12/15/22, 8/10/23
Applicability: All Used Equipment Purchases
Related: Surplus Property Program & Policies

PURCHASE OF USED EQUIPMENT

Purpose:

To allow for the purchase of used equipment.

Policy:

The University allows for purchases of used equipment if it is determined to be in the best interest of the University. University Logistics, in conjunction with the department making the purchase and other peer departments as necessary (i.e., Risk Management, ORSP) will determine, on a case-by-case basis, whether the purchase of used equipment is the best “overall” value for the University, taking into consideration variables that affect the total cost of the equipment and the risk/liability exposure to the University.

The purchase of used equipment presents some unique variables that should be considered before purchasing (e.g., equipment that was used with hazardous chemicals by the previous owner; size constraints and insurance risks). The requesting department should first identify the minimum acceptable equipment specifications required, and then identify any specific used equipment that is acceptable. All potential used equipment should be in excellent condition. The requesting department should use its best efforts to determine whether the purchase of the “used” equipment would be in the best interest of the University. If the requesting department determines the purchase is in the University's best interest, then it shall prepare a separate document providing justification for the used equipment.

Any purchases of used equipment must follow all other applicable purchasing policies, and must not present any conflicts of interest in the procurement of the items(s). If the purchase of used equipment is being made from a related party (i.e., the requesting individual or anyone related to the requesting individual) the requestor must first obtain supervisor approval.

If your purchase of used equipment is to replace obsolete equipment currently owned by Lehigh University, please refer to Lehigh’s Surplus Property Program and Policies regarding appropriate sale, donation, recycling or disposal of surplus property.

Keywords: Used Equipment, Surplus Property



Policy Number: 107
Effective Date: June 1, 2018
Revisions: 12/15/22, 8/10/23
Applicability: All Computer Purchases

COMPUTER PURCHASE POLICY

Purpose:

The purpose of this policy is to outline the process by which University personnel acquire [department-owned computers](#). The goal of the policy is to ensure each employee has a suitable computer to perform their assigned responsibilities while also providing prudent stewardship of University Resources.

Definition of “Computer”:

For the purposes of this policy, a Computer is:

Any electronic device which is described by the vendor or manufacturer as a: computer, desktop, laptop, notebook, tablet, iPad, kiosk, workstation or server. This shall not include telephonic devices or televisions.

Policy:

This policy applies to all full and part-time University employees and the purchase of all computers regardless of the source of university funds or dollar value.

1. Specifications. All computer purchases must be made directly with the University’s preferred suppliers (Dell, Apple, Lenovo, and Microsoft) and conform to University specified standard models, or as approved by the appropriate [LTS Computing Consultant](#) (see the LTS website for the detailed process regarding LTS consulting). The LTS consultant will assess employees’ computing needs and will provide basic standard computing resources or will address any justifiable exceptions or specialized needs that should be approved prior to purchase.
2. Procurement. Computer purchases must be made through a purchase order (PO) generated in the Unimarket e-marketplace. Purchase must adhere to purchasing and technology policies and standards, e.g., information security, responsible use, competitive bidding, etc. The requisition should include a quote, proposal, or other written document demonstrating an LTS consultant’s involvement in device selection. Computer purchases made outside of Unimarket or not adhering to these policies and standards risk not being processed, paid, reimbursed by Lehigh or supported by LTS. Computers may not be purchased using personal funds or University OneCard unless a documented exception is on file.
3. Exception Approval. In extreme circumstances, an exception to standard computer procurement is possible. All exception computer purchases (defined above) require documented **pre-purchase** approval based on the following criteria:

Computer purchase outside preferred supplier list via Purchase Order (Unimarket)	Computer purchase (any supplier) using OneCard
<ol style="list-style-type: none"> 1. Documented LTS consultant or systems manager acknowledgment that device may not be adequately supported 2. Documented end user acknowledgment that device may not be adequately supported by LTS 3. Attachment of LTS and end user documentation in Justification section of purchase requisition (Unimarket) 	<ol style="list-style-type: none"> 1. Documented LTS or systems manager acknowledgment that device may not be adequately supported 2. Documented end user confirmation that device may not be adequately supported by LTS 3. Approval from cardholder's Primary Approver to place order using OneCard 4. All above communications forwarded/copied to inone@lehigh.edu and inepro@lehigh.edu prior to purchase 5. Above communications uploaded with cardholder receipt in Wells Fargo CCER system

4. Procurement of Computer Accessories. For computer accessories (displays, mice, keyboards, trackpads, docks, etc.) purchased separately from a desktop or laptop, a purchase order is not required but still strongly recommended. Consult with LTS to ensure device compatibility and support.

5. Ownership. All computers purchased or reimbursed with University funds, including incentive or start-up funds, remain the property of the University until disposed of through the University's [E-Waste Program](#). This includes student devices reimbursed by the University. Following a student's departure, their department is responsible for retaining ownership of the device.

6. Software. All software placed on university-owned systems must be legally licensed. LTS support levels differ for various software programs. See the LTS webpage [Technology Purchases](#) for details. If non-supported software causes a conflict with software or network resources used to conduct University business, e.g., Banner, then LTS is authorized to remove it from the computer.

Fee Structure:

The dollar amount of fees specified in this document are current as of July 1, 2021. Fees are subject to change over time. Advance notice will be provided to faculty/staff of any fee changes.

LTS Imaging Fee (currently \$35):

This fee will be applied to all supported operating systems and devices including Windows, iOS, Android, and Linux. This fee will remain as a one-time charge and subsequent annual security fees will continue to be borne by LTS.

Computer Disposal Fee (currently \$25):

Any computer shall be assessed the disposal fee and is subject to pre-purchase consultation. (Any device that is assessed the LTS imaging fee shall always be subject to the Computer Disposal Fee.)

Exceptions: Telephonic devices or televisions are not subject to the Computer Disposal Fee. Smartphones, printers and monitors/displays are not subject to the disposal fee, but nonetheless still require LTS pre-purchase consultation.



Supplier Diversity Policy

Policy Number: 108
Effective Date: July 1, 2023
Revisions: February 23, 2024
Applicability: All Purchases and Contracts

1. Policy Purpose

Lehigh is committed to developing mutually beneficial relationships with small, minority-owned, women-owned, disadvantaged, veteran-owned business enterprises through a Supplier Diversity Program. The Supplier Diversity Policy reflects Lehigh's desire to create opportunity for suppliers to provide products and services to the University and to encourage University purchasers to offer opportunities to such suppliers. Lehigh will strive to enhance our supplier base to reflect the markets we serve.

The Supplier Diversity Program is designed to support adherence to this policy and to include diverse and small businesses that can provide the best quality and value of services to the University. This program provides diverse suppliers access to opportunities where traditionally consideration might be limited.

2. Diverse Categories Lehigh will look to engage with:

- Women-Owned Business Enterprise (WBE)
- Minority-owned Business Enterprise (MBE)
- Small Disadvantaged Business (SBA)
- LGBTQ- Owned Business (LGBTBE)
- Veteran-owned Business (VBE)
- Service-disabled Veteran-owned Business (SDVBE)
- Small Business Enterprise (SBE)
- HUBZone (HUB)
- Disability-owned Business Enterprise (DOBE)

3. Validation of a supplier's diverse status is preferred for participation in the Lehigh University Supplier Diversity Program. Certification documents from the following qualified agencies are acceptable. Certifications from additional city, state or Federal agencies may also apply.

- Pennsylvania Department of General Services (DGS)
- Federal Department of Transportation
- National Minority Supplier Development Council (NMSDC)
- Eastern Minority Supplier Development Council (ENMSDC)
- Southeastern PA Transportation Authority (SEPTA)
- Women Business Enterprise National Council (WBENC)
- Pennsylvania Unified Certification Program (PA UCP)

- Pennsylvania Department of Transportation (PennDOT)
- National Women Business Owners Corporation (NWBOC)
- U.S. Small Business Administration (SBA)
- National Gay & Lesbian Chamber of Commerce (NGLCC)
- National Veteran Business Development Council (NVBDC)
- U.S. Business Leadership Network (USBLN)

4. Policy Goals

The goal of this policy is to increase the visibility, participation and business opportunities of certified small and diverse businesses. The University's commitment is to maximize M/W/DBE participation through the development of mutually beneficial business relationships with such firms.

5. Policy Statement

Lehigh University is committed to creating a climate that encourages diverse suppliers to compete for university business and will help encourage and foster the success of these businesses. It is our intent to form a network with vendors, certifying agencies and our continuing education resources to build strong community relationships. In doing so, we will help ensure the future of small and minority business in Pennsylvania while keeping revenue in our city and Commonwealth.

6. Process and Procedures

- Develop a university-wide website through the efforts of Purchasing Services
- Actively seek out certified diverse suppliers that can provide competitive, high-quality goods and services whose business is aligned with the needs of the university
- Ensure the inclusion of diverse suppliers as a part of our strategic sourcing and procurement processes, and in compliance with the existing \$25,000 bidding threshold (\$10,000 for federally funded)
- Identify and implement campus engagement activities to include diverse suppliers
- Encourage the registration of small and diversity-owned businesses by participating in supplier diversity organizations
- Develop communication strategies in conjunction with peer departments (UCPA, SBDA, CEC, etc.)
- Educate the campus regarding the value of supplier diversity both internally and externally to all stakeholders
- Establish tracking, reporting and goal setting mechanisms for the program and the campus community (i.e., increase the number of diverse providers, increasing spend with diverse providers, etc.)
- Require prime contractors to report spend awarded to diversity owned subcontracts on projects valued over \$5,000,000

7. Roles & Responsibilities / Supplier Opportunity

Department requesters are encouraged to consider small and diverse suppliers as described within this policy for vendor selection related to any departmental purchasing activity and competitive bidding. Departmental approvers should review vendor selection for consideration of small and diverse suppliers as described within this policy. Purchasing can assist departmental requesters and approvers with appropriately identifying and considering small and diverse suppliers as described within this policy prior to formally ordering goods or services on behalf of Lehigh.

8. Training

The University will work with state and national regulatory agencies and other providers to obtain supplier diversity training, particularly the purchasing staff. Such training may include workshops, technical assistance and seminars. Purchasing Services will also train internal campus 'buyers' how to use the diverse supplier database to identify

diverse suppliers by geographic region, types of goods or services or by certification for inclusion in competitive selection opportunities.

9. Reporting

The Supplier Diversity Committee will identify important metrics to track and publish regarding the program. One year after program implementation, the committee will establish specific goals for program performance. On a quarterly basis, results versus goals will be measured. These results will be released to and reviewed by senior leadership, Purchasing, and the Supplier Diversity Committee. Metrics will be posted to the Program website.

10. Diverse Suppliers Participation

As part of a phased rollout of the Supplier Diversity Program, the University intends to establish an overall goal for diverse business enterprise participation at a percentage (TBD) of the dollar volume of University purchasing, excluding purchasing from sole source providers where there is no discretion in supplier selection (e.g., utilities).

Within this overall goal, the University will also set established goals for socially and economically disadvantaged business enterprises, women-owned, veteran-owned, disabled veteran-owned and HUBZone business enterprise participation at a specific percentage (TBD) of the dollar volume of University purchasing. Goal establishment on awards from federal government agencies may differ per award.

Although individual purchases or projects may not reach the goals, the University's intent is to work for the achievement of these goals over the next few fiscal years as the program is implemented across the campus community. Success depends on the active commitment of all authorized buyers. University procurement activities for goods and services should be as inclusive as possible to diverse business enterprises the maximum practicable opportunity to participate in Lehigh acquisitions. The University's goals for procurement from diverse business enterprises should be given consideration along with other selection factors, such as cost, ability to meet required schedules and ability to perform the required work satisfactorily. University procurement activities for goods and services should be as inclusive as possible to allow diverse business enterprises a reasonable opportunity to provide goods and services to the University.

11. Good Faith Efforts

- Each purchaser should check if there are diverse suppliers available that might supply their needs. Purchasing will highlight diverse suppliers in the Unimarket Marketplace requisitioning system as well as providing a user-friendly diverse supplier database that can be used to identify diverse suppliers by type of certification, types of goods or services, by geographic area, and other filters.
- If a supplier indicates on their proposal that they are a possible diverse supplier, they are contacted to validate their diverse certification status.
- We will participate in diverse supplier networking events held for local vendors in an attempt to identify new suppliers (events such as Meet the Buyers). This may also include local, regional and national event participation.
- Engage with local organizations such as Chambers of Commerce and support efforts they are making regarding diversity certifications available to their members.
- Include language in our request for proposal (RFP) and contract templates that requires suppliers who are awarded services to identify their subcontractors and the information regarding possible certification.
- Maintain a log of RFPs sent to diverse suppliers and whether or not they respond and are awarded (and if not, why not, for supplier mentoring purposes)

- Develop Tier II initiatives such as requiring all large supplier contract holders to provide information regarding the diverse suppliers who supply them along with a record of amounts spent with these vendors.
- Updating our supplier database is an ongoing process. When a purchaser receives information from a supplier that they are certified, our supplier base should be updated in order to capture expenditures and the supplier's certifications.

12. Tier I & II Programs

Tier I suppliers (sometimes referred to as Prime suppliers) are suppliers that provide goods or services to Lehigh, invoices and receives direct payment for those goods or services.

Tier II suppliers are suppliers that provide goods or services to the Tier I suppliers, and invoices and receives payments through the Tier I supplier. Lehigh will require Tier II spend reporting for Prime suppliers on construction projects valued at the \$5 million threshold.

It is standard practice to have a strong, ongoing "Tier II" Program. Tier II Programs provide expanded opportunities for diverse suppliers through a systematic approach with key Lehigh suppliers that encourage them to adopt new, or strengthen their existing, supplier diversity programs. Lehigh's competitive selection (RFP/Sourcing) activities provide an opportunity to reinforce the expansion of both Tier I (direct) and Tier II (sub-contracted) opportunities for diverse businesses. Lehigh's Tier II Program will be a focus area as the Program expands over the first few fiscal years.



OneCard Program Policies and Procedures Manual

Effective Date: April, 2011

Revised: 2/18/2015, 10/10/2019, 12/18/20, 1/25/22, 9/23/22, 8/1/23, 2/23/24

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Introduction

Welcome to the Lehigh University OneCard Program. The purpose of the OneCard Program is to streamline and simplify the purchasing and payment process for Lehigh University transactions via issuance of a Wells Fargo university-liability credit card (the “Card”) and/or access to the Wells Fargo WellsOne Expense Manager (WOEM) system for reimbursement of business expenses.

The primary goals of the program are to:

- Allow travelers to charge travel expenses with a card that is widely accepted
- Reduce or eliminate the need for faculty and staff to expend personal funds when travelling
- Allow faculty and staff to document business expenses and the related accounting to Banner Finance through an online tool that is accessible anywhere in the world
- Include an on-line approval process for all expenses submitted through this system
- Allow for reimbursement of out-of-pocket expenses that could not be charged to the card
- Provide a means for submission and retention of related receipts
- Reimburse faculty and staff for all approved out-of-pocket expenses via direct deposit to their bank account
- Allow colleges and other organizational units to run more extensive reports to summarize travel and other expense activities within their areas

This Manual will provide you with the particulars of the program, including general guidelines, reconciliation, record keeping and customer service information. It is important to read the following information carefully, as you will be responsible for adhering to these policies and procedures. Failure to comply with the terms of this Manual may result in either revocation of your user privileges or other corrective action, up to and including termination of employment.

The OneCard Program is also subject to all other applicable Lehigh University policies and guidelines, including the Lehigh University Business and Travel Expenses Policy and Procedures which is available on the [Controller’s Office website](#).

Questions?

If you have any questions concerning this Manual, please contact a OneCard Program Administrator, at 610-758-3840 or email inone@lehigh.edu.

In addition, Wells Fargo customer service is available 24 hours per day, 7 days per week, at 1-800-932-0036. The menu will offer the following options:

- Current Balance
- Available Credit
- Outstanding Authorizations
- Inquire about a Decline
- Report a Lost/Stolen Card
- Speak with a Customer Service Representative. When speaking with a Customer Service Representative, you will need to provide your unique ID which is the last 4 digits of your Lehigh ID Number (LIN) that is found on your ID Card.

General Guidelines

Who can Participate in the Program:

Lehigh University's OneCard Program, including access to the Wells Fargo WellsOne Expense Manager system ("WOEM"), is provided to employees and certain students based upon business need. It is not an entitlement nor reflective of title or position. Business need determines the eligibility of non-employees and certain short-term employees to receive a Card or access to WOEM in order to submit expense reimbursement requests.

Throughout this Manual, "Cardholder" policies are generally intended to refer to Program participants who have received a Wells Fargo Card as well as participants who are "Cash/Out of Pocket Only" ("CASH/OOP") users of WOEM.

Card Issuance / WOEM System Access :

You will be asked to complete the Lehigh University OneCard/WOEM System Request Form (<https://businessservices.lehigh.edu/onecard>). Before you receive a Card or receive access to WOEM, you will be required to read, agree to and sign the Lehigh University OneCard/WOEM User Agreement (<https://businessservices.lehigh.edu/onecard>). By signing the agreement, you have agreed to adhere to the policies and procedures established in this Manual and in the Business & Travel Expenses Policy and Procedures.

Users of the OneCard Program must choose whether requiring a Card or a CASH/OOP reimbursement account, as required to support their university responsibilities and with the approval of their manager. Cash/OOP reimbursement is used when the user purchases with their own personal funds and then requests reimbursement of the Lehigh expense.

The OneCard Program access options are:

CASH/OOP Only Users, can log into WOEM to request expense reimbursements but do not receive a Wells Fargo Card.

Travel and Non-Travel Cardholders can charge both travel and non-travel expenses on their Wells Fargo Card and can also request CASH/OOP reimbursements.

The OneCard roles are:

Cardholder receives a Wells Fargo university-liability Card and has responsibility for reviewing Card transactions by monthly deadlines.

Reconciler has access to WOEM in order to perform another Cardholder's review responsibilities (enter business purpose, correct the index/account code, scan and upload receipts). Reconcilers cannot also serve as Approvers for the same Cardholder.

Primary Approver is responsible for reviewing another Cardholder's charges/reimbursement requests for compliance with university policy including appropriateness of business purpose and funding source. This person must have oversight responsibility that is senior to the Cardholder or be authorized by the person with senior oversight to review and approve statements. The primary

(and secondary) approvers for Sponsored Research Cards will be a staff member in the Office of Research and Sponsored Programs. Likewise, the Approvers for Study Abroad Cards will be staff in the Study Abroad Office.

Secondary Approver serves as backup to Primary Approver and may do initial review of Cardholder's transactions with referral to Primary Approver for any questions or Cardholder follow-up.

Due to the limitations and oversight required for Sponsored Research expenditures, separate accounts will be issued for charges against Sponsored Research funds. Contract and Grant Specialists and staff in the Office of Research and Sponsored Programs are the Primary and Secondary Approvers for Research accounts, and are responsible for reviewing and approving all Card activity assigned to sponsored project indexes. Transactions will route to the appropriate approver based on the user ID and index number selected during the reconciliation process. Separate accounts will also be issued for faculty-led Study Abroad Programs to support the unique requirements and approval process for those programs.

Please note the following items in particular:

- The individual identified on the Card is responsible for all charges made on the Card
- Allowing anyone else to use your card is forbidden
- Cardholders are expected to keep their Card in a secure location at all times
- Purchasing items exclusively for personal use is not allowed
- Cardholders are responsible to immediately report all lost or missing Cards to Wells Fargo at **1-800-932-0036** and also notify a OneCard Program Administrator at **610-758-3840** or email inone@lehigh.edu

All Cardholders and CASH/OOP users are required to complete Program training and sign the user agreement.

Please refer to the Purchasing website <https://businessservices.lehigh.edu/onecard> for the training videos and user agreement.

Upon receiving your Wells Fargo specific credentials, the user is required to enter his/her personal bank information into WOEM. This enables reimbursement or withdrawals if needing to reimburse Lehigh University for expenses.

Although the Card will be issued in your name, your personal credit history will not be affected. Lehigh University is responsible for payment of all purchases involving a valid Lehigh University business purpose.

Account Maintenance:

OneCard Program participants have access within WOEM to change direct deposit information.

If there is a need to change any other information regarding your Card account or WOEM access, please complete the OneCard/WOEM Maintenance Form (<https://businessservices.lehigh.edu/onecard>)

Please note that a properly completed OneCard Maintenance Form is required in order to request any of the following changes:

- Change in your default index number or any other indexes that were specifically established for your use in WOEM
- Change in Card type based upon business need
- Department change
- Change in dollar amount of transaction/monthly charge limits
- Add/remove access to cash advance and/or cash advance limits
- Temporarily add access to restricted MCC categories (ex. Furniture and alcohol)
- Change in Approver or Reconciler
- Card replacement
- Account closure
- Campus address change

OneCard / WOEM System Use

Card Use:

The Card can be used at any merchant that accepts Visa, except as Lehigh University policy otherwise directs (i.e., Business & Travel Expense Policy and Procedures, Computer Purchase Policy, Sustainable Purchasing Policy). It may be used for in-store purchases as well as phone, fax, internet or mail orders. There is no special terminal or equipment needed by the merchant to process a transaction. The Card cannot be used to draw cash from ATM machines except by pre-authorized individuals. Please consult the Business and Travel Expenses Policy and Procedures for additional information about allowable travel and business expenses.

When using the Card with merchants, please emphasize that an invoice not be sent to Accounts Payable as this may result in a duplicate payment. For phone, faxes and mail orders, please instruct the merchant to send all paperwork to you, the Cardholder. List/enter your name in any “ship to” fields to ensure that the product is delivered to the appropriate location. Use Central Receiving (1515 Mountain Drive North, Bethlehem, PA 18015) as the ship-to address.

Please be aware of appearances. While a purchase may have a valid business purpose, appearances have an impact. The Card is not to be used for any product, service or with any merchant that is considered to be an inappropriate use of university funds. Card purchases are often of interest to auditors, legislators, and the press; remember that you are spending tuition and taxpayer funds and may be asked to defend your decisions. If in doubt, refer to the Business and Travel Expenses Policy and Procedures and/or ask before proceeding with your purchase.

Please note that the Card is not to be used for:

- Capital equipment or capitalized components
The University's capitalization threshold is \$5,000
- Traveler's checks or gift cards
- Transactions that require the university to sign any type of contract or agreement (e.g., leases, contractor/consultant contracts, etc.)
- Expense that is charged to a sponsored research fund may have additional restrictions, please consult the terms of the related grant agreement

Personal Purchases:

Personal purchases using the Card program are prohibited. However, at times certain incidental personal charges may be included on a bill (i.e., personal phone calls or movies automatically added to a hotel bill). WOEM has a checkbox to mark portions of an item as personal. When this is done, and the amount is repaid to Lehigh University via ACH debit, this will not be construed as unauthorized personal use, provided that this is not a repeat pattern of behavior. Your Card cannot be used to make personal purchases along with Lehigh University purchases to take advantage of Lehigh University's tax-exempt status.

Sales Tax Exemption:

Merchants are usually required by tax authorities to include the applicable sales and use tax at the time of purchase. The amount of tax is dependent on a variety of factors including the state, county and city where the goods are purchased. Lehigh University is sales tax exempt in Pennsylvania for purchases meeting the guidelines below. The sales tax exemption number is printed on your Card. The sales tax exemption number may not be used for any other purpose than purchases for Lehigh University. **It is your responsibility as a Cardholder to remind the cashier at the time of your purchase that Lehigh University is tax exempt.** If you fail to remind the merchant and tax is applied to the purchase, it is the Cardholder's responsibility to contact the merchant for a tax refund. Guidelines for Lehigh University's sales tax exemption are as follows:

- Lehigh University is exempt from Pennsylvania sales and use tax for most purchases related to the education and research mission of the university. The university has the obligation to preclude the unauthorized use of its sales tax exemption. The Commonwealth of Pennsylvania can assess the university for sales and use tax owed in instances where an exemption certificate was used for nonexempt purchases.
- In all cases, use of the university's sales and use tax exemption number for personal purchases is prohibited.
- The university's PA exemption does not include charges subject to other excise taxes, hotel occupancy tax, purchases unrelated to the university's mission, and certain building maintenance and construction related costs.
- Items purchased in another state may be taxable; contact the Controller's Office for additional information regarding out-of-state purchases.

If your purchases are tax exempt, you may be required to provide merchants with the necessary forms for non-taxable goods or services. To have a Pennsylvania Sales Tax Exempt Form forwarded to a merchant, please contact the Accounts Payable Department.

Out of Pocket Expenses:

CASH/OOP expenses will be reimbursed by Lehigh via WOEM. Step-by-step instructions for logging into WOEM and entering out of pocket expenses can be found on the OneCard website (<https://businessservices.lehigh.edu/onecard>) in the training videos. Participants in the program must use WOEM to sign up for automatic deposit (ACH) to a personal bank account. Examples of CASH/OOP expenses include mileage, tolls, per diem reimbursements and any other business expenses you have paid with your personal funds.

Reimbursement of expense via ACH credits will be processed on the 20th of each month. Participants should review their bank accounts to confirm receipt of reimbursement requests.

Quick-Reference Guides for the WOEM System:

For step-by-step instructions on using WOEM to view transactions, review statements, upload receipts, enter CASH/OOP expenses, approve statements, or dispute charges, please refer to the OneCard website (<https://businessservices.lehigh.edu/onecard>) training videos.

Cardholder Responsibilities:

The Program is a university-liability program. Lehigh University is responsible for paying the Program invoice each month. You are not responsible for direct payment under your account. However, it is important that all Cardholders recognize their responsibilities for proper use of the Card and WOEM.

These responsibilities include:

- Entry of direct deposit information into WOEM system for reimbursement of CASH/OOP expense
- Review of Cardholder activity at least monthly (the billing cycle ends on the first day of the month. See the OneCard website (OneCard website (<https://businessservices.lehigh.edu/onecard>) in the training videos for deadlines).
At the end of each billing cycle, Cardholders will be notified via email from Wells Fargo that it is time to review their OneCard statement. Please note, however, that Cardholders are encouraged to review activity periodically throughout the Card cycle.
- Online entry of required information via WOEM by the published due date (see [Purchasing Services website](#) for a listing of the due dates). The steps in this process include the following:
 - A review of transactions and entry of a detailed business purpose explanation for each transaction
 - Placing a check mark in the “Receipt Attached” box for each expense that meets the university policy for required receipts and upload the required detailed receipts to the specific transactions for storage in WOEM
 - *See the Business and Travel Expenses Policy and Procedures (<https://businessservices.lehigh.edu/onecard>) in the training videos) for additional information on when, and what type of, detailed receipts are necessary. **Maintain original receipts for the current and one prior fiscal year.***
 - Changing the default index/account code for selected transactions if necessary
Note that the university automatically makes payments every month for all transactions billed within the prior month’s cycle. The index entered on your Card application will be automatically charged for all transactions unless you allocate the expense differently in WOEM.
 - When at all possible, arrange for separate settlement of any incidental expenses that appear on hotel or meal invoices (such as alcohol or in-room movies) so that the charges do not appear on the Card statement
Should such incidental personal expenses appear on the Card statement, the

Cardholder must segregate them and check the WOEM box to indicate that they are personal in order to facilitate automatic ACH reimbursement of such expense to the university.

- Submit transaction as completed before the published deadline in order to forward transactions to the appropriate Approver

Note: In general, you will have 7 days from the end of the billing cycle to finalize and approve your statement for notification. If you miss the deadline, your statement will be forwarded to your Approver for completion. Missed deadlines are considered a noncompliance issue. Please notify both your Department Approver and the OneCard Program Administrator prior to the cycle end date if there is an issue preventing you from completing your review online.

- Safeguard the Card and the account number in order to avoid unauthorized use
- Monitor card use against monthly limits to avoid difficulties when traveling
- Immediately report lost or missing Cards to Wells Fargo at 1-800-932-0036 and also notify a OneCard Program Administrator at 610-758-3840 or at inone@lehigh.edu

Card Approver Responsibilities:

The Card Approver is responsible for completing the following responsibilities by the required due date (see Purchasing Services website for schedule of due dates):

- Online “approval” of Card expense in WOEM following review of transactions and receipts for compliance with university policy and procedures. If the required receipt is not attached, and/or the business purpose is not completed, the transaction cannot be approved. Please email the OneCard Administrator at inone@lehigh.edu with the information including the user/Cardholder name and the issue. Notification to the OneCard Administrator must be done prior to the close of the Approver deadline in order to remain compliant.
- Secondary Approvers should notify Primary Approver of any noncompliance issues
- Primary Approvers should contact the Cardholder to resolve any noncompliance issues
- Review Cardholder index/account allocations and any potential personal expense
- Complete OneCard Maintenance Form (<https://businessservices.lehigh.edu/onecard>) to request new accounts and/or maintenance/closure of existing accounts.

Extended Travel:

If a Cardholder will be on an extended university business trip that begins before the end of the card cycle and will not be returning until after the end of the Cardholder review period, please consider the following alternatives:

- If possible, the Cardholder should log into WOEM from their travel location and, if the Cardholder has the receipts on hand, submit the detailed receipts by uploading into the Wells Fargo system directly to the specific transaction either via their computer or the CEO Mobile app on their smart phone.
- If the Cardholder has identified a Reconciler and the Reconciler has some or all of the receipts, the Reconciler should review the statement and submit any receipts on behalf of the Cardholder.
- If the Cardholder has the receipts on hand but is unable to upload them into WOEM, the Cardholder should review their statement on the web, enter business purpose as required, correct the index/account codes as required, and click the “Statement Reviewed” button to submit the statement to the Approver. The Cardholder should then **email both his/her Approver and inone@lehigh.edu** to notify them of the date that he/she will have access to submit the detailed receipts. If the receipts are not submitted by the required Approver end date, the Approver should email inone@lehigh.edu with notification that a manual approval will be required after the receipts are received.
- If the Cardholder is unable to complete the review themselves by the required due date and does not have a Reconciler, it is the Cardholder’s responsibility to email a OneCard Administrator at inone@lehigh.edu to notify them. Doing so will allow continued compliance.

Please note that the above alternatives should be relied upon for good business reasons and should occur infrequently and on an exception basis.

Limitations and Restrictions:

The OneCard Program Administrator, adhering to established policy thresholds, has assigned a credit limit to your Card. There will also be a single transaction limit placed on your Card, which means your Card will be declined if you attempt to purchase more than this set amount at one time. There is not a daily limit set on your OneCard. Do not split a purchase to avoid the single transaction limit. If you believe the single transaction limit will inhibit optimum usage of the Card, please discuss this with your Approver. If appropriate, submit a completed OneCard Maintenance Form (<https://businessservices.lehigh.edu/onecard>) that both you and your Approver have signed.

In addition to the single transaction limit, every Cardholder has a total monthly dollar limit assigned to their account. As limitations vary by Cardholder, please discuss the limit with your Approver.

The Program also allows for Merchant Category blocking, such as office furniture, as that should be procured through Facilities. If a particular Merchant Category is blocked, and you attempt to use your Card at such a merchant, your purchase will be declined.

The OneCard Program Administrators have made efforts to ensure that the merchants/suppliers used during the normal course of business are not restricted. If your Card is refused at a merchant where you believe it should have been accepted, please contact a OneCard Program Administrator for further clarification.

If you need to purchase an item greater than your single transaction limit, please complete a OneCard Maintenance Form (<https://businessservices.lehigh.edu/onecard>) that both you and your Approver have

signed prior to the purchase.

OneCard Misuse / Non-compliance Procedures:

The OneCard represents the institution's trust in the Cardholders and Approvers and an empowerment as responsible employees of the institution. As such, each Cardholder and Approver is required to safeguard and protect his/her institution's assets, including the OneCard. Participation in the OneCard Program is a revocable privilege. Cardholders and Approvers are responsible for adhering to all University policies and procedures as well as campus regulations and guidelines for purchases or reallocations.

Findings for non-compliant purchases or failure to perform reviews and approvals as required will be documented, listing the policy violation(s) and any corrective action(s) that need to be taken.

In the event of intentional fraud or misuse by the Cardholder, the Cardholder may face disciplinary action up to and including termination of employment and legal action. Any amounts not reimbursed within 30 days will be subject to payroll deduction.

The difference between misuse and fraud is intent. Misuse implies a violation occurred without foreknowledge that the action was incorrect or inappropriate, while fraud involves an awareness of the impropriety and a conscious decision to proceed. If misuse of Lehigh funds, the funds must be reimbursed to the university within a 30-day time period.

Many areas are funded through state and federal funds as grants and contracts. As a result, any personal use of institutional funds may be construed as a criminal act and subject to prosecution. These statutes apply not only to purchases made on the OneCard, but to any purchases made using institutional funds and regardless of the intent to reimburse.

Non-compliance and Consequences:

Lehigh employs a tiered non-compliance process as defined below. The following are consequences for non-compliance and will be enforced by the OneCard Administrator. If an Approver discovers non-compliance, they must report the violation to the OneCard Administrator for appropriate action. The action taken is dependent on the severity of the non-compliance, the number of previous non-compliance instances incurred by the Cardholder or Approver, corrective action previously imposed, and any other factors deemed as relevant. The Cardholder, Supervisor and Approver will be copied on all correspondence regarding non-compliance.

- First non-compliance: Warning email notification of the specific non-compliance and what should have occurred. The email notification serves as an explanation of corrective actions necessary to prevent a repeated occurrence.
- Second non-compliance action: Warning email notification of the specific non-compliance and what should have occurred. A second non-compliance may result in the Cardholder and/or Approver and their Supervisor having a meeting with Purchasing Services leadership and, depending on the severity of the non-compliance, may include a 30-day suspension of OneCard privileges. The purpose of this meeting will be to discuss the matter, provide additional training and specify the corrective action required. Notification will be sent to the Cardholder and/or Approver and their Supervisor regarding the non-compliance and the result of the meeting.

- Third non-compliance: Temporary suspension of the OneCard privilege for a minimum of three months. Prior to their OneCard being reactivated, the Cardholder will be required to complete OneCard Refresher Training.
- Fourth non-compliance: Termination of the OneCard privilege.

When Cards are Terminated:

Should a Card be terminated for noncompliance with university policy, the Cardholder must submit all future travel expense as a CASH/OOP reimbursement request through WOEM. The Cardholder may submit a OneCard Request Form (<https://businessservices.lehigh.edu/onecard>) one year after Card termination. Such request must be approved by the Cardholder's Approver and Vice President (or equivalent level) or Provost and included with the OneCard Request Form. Cardholders must complete the required training and sign a new OneCard User Agreement (<https://businessservices.lehigh.edu/onecard>) for the reissued Card. Cards that have been terminated twice for noncompliance may not be reinstated.

Lost or Stolen Cards:

You are responsible for the security of your Card and any purchases made on your account. If you believe you have lost your Card, or that it has been stolen, immediately report this information to Wells Fargo Bank Customer Service at 1-800-932-0036. Immediately after reporting to Wells Fargo Bank Customer Service, you must inform a OneCard Program Administrator at 610-758-3840. It is extremely important to act promptly in the event of a lost or stolen Card to avoid company liability for fraudulent transactions. You will no longer be able to use the account number after notifying the bank. A new Card will be received by Purchasing Services issued within 5-7 days following notice to Wells Fargo Bank Customer Service and will be inter-campus mailed to you.

Do not leave your Card in an unsecured location such as an unlocked desk drawer. Keep the Card in a secure place at all times. Charges on a stolen Card that was not properly secured and/or a stolen Card that was not reported in a timely manner will be charged to your departmental budget.

Disputed or Fraudulent Charges:

If there is a discrepancy on your statement, it is imperative that the issue is addressed immediately. Depending on the type of discrepancy, you will need to contact the merchant, Wells Fargo Bank Customer Service and the OneCard Program Administrator to resolve the disputed transaction.

If you believe the merchant has charged you incorrectly, or there are outstanding quality or service issues, you must first contact the merchant and try to resolve it directly with them. If you are able to resolve the matter directly with the merchant, and the error involves an overcharge, a credit adjustment from the merchant should be requested and will appear on your next statement.

If the merchant disagrees that an adjustment is necessary, immediately log the WOEM and complete the dispute portion for the specific transaction.

Wells Fargo Bank Customer Service must receive any charge disputes within 60 days of the transaction date. While pending resolution, Wells Fargo Bank Customer Service will credit Lehigh University's account for the amount of the disputed transaction. Although Wells Fargo Bank acts as the arbitrator in any dispute, you should never assume that a dispute will be resolved in your favor.

If the dispute is not resolved to your satisfaction, and you believe the merchant has treated you unfairly,

please notify the OneCard Program Administrator with the relevant details. If the merchant is one of our preferred merchants, we may take further action.

Any fraudulent charges, i.e., a charge appearing which was not authorized by you, must be reported immediately to Wells Fargo via WOEM and to the OneCard Program Administrator. Prompt reporting of any such charge will help to prevent the company from being held responsible. Your current Card will be closed and a new Card will be issued. Until the fraudulent charge(s) is resolved, Wells Fargo transfers the transaction(s) to your new Card. Once resolved, you will also receive a credit on your new Card. The credit most likely will not appear in the same cycle as the fraudulent charge.

Policy Exceptions:

Exceptions to the provisions of this policy must be approved by individual's supervisor prior to submitting the exception request. Exceptions must be explicitly justified as beneficial to the university. Exceptions to charges related to the Business and Travel Expenses Policy and Procedures must be approved in advance following consultation with the Controller's Office, the Provost's Office and Purchasing Services.

FAQ and DocuSign Forms:

Please refer to the OneCard website (<https://businessservices.lehigh.edu/onecard>)