



Executive Director of University Procurement Services
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To: University Community

From: David W. Hamlin

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Subject: Purchasing Points

Small Dollar and Incidental Purchases

Based on TABERS received by Disbursement Control, and feedback obtained during the Purchasing training classes, there is a need to restate or clarify how some procurement transactions should be processed. Please share the information provided below with all appropriate staff to ensure that your area is complying with all university policies and procedures.

Departments have the discretionary authority to allow individuals within their organization to make purchases directly from retail stores up to \$500. Purchases where the total expenditure does not exceed \$500 will be reimbursed, "including sales tax" with the submission of an itemized receipt attached to an approved Travel And Business Expense Report (TABER). The university's purchase order will continue to be the primary procurement method and this option should only be used to facilitate small incidental purchases that may be needed or are appropriate to complete a project or task. The following commodities cannot be purchased (same as Quick Order) with this option:

1. Alterations, repairs, and maintenance to buildings and grounds
2. Non-University standard interior or exterior building graphics
3. Furniture, carpeting, and window treatments
4. Consulting services
5. Equipment requiring utilities hook-up
6. Controlled substances, (defined by the DEA <http://www.usdoj.gov/dea/pubs/csa/812.htm>), radioactive materials, or hazardous waste disposal
7. Importation of equipment
8. Inspection of service of fire suppression systems
9. Leases
10. Plaques to be affixed on buildings or University-owned property and monuments

Failure to comply with this policy may cause a reimbursement request to be delayed, denied or require a justification letter that is signed by the requestors' dean/or director and the executive director of university procurement services.