Welcome to Iowa State University.
The mission of the Iowa State University Purchasing Department is to provide efficient and timely procurement services that maximize the university’s resources and promote its instruction, research, extension, and professional programs.

Purchasing Authority
Procurement authority for university acquisitions has been delegated to the Purchasing Department. All purchases must be approved by Purchasing in advance, unless a P-Card or cyBUY is used (see below).

- Please don’t sign any agreements or contracts (this includes software licenses).

Delegated Authority
Procurement authority can be delegated to faculty and staff for small dollar purchases (up to $4900) through the ISU P-Card (VISA credit card). [http://www.purchasing.iastate.edu/card/](http://www.purchasing.iastate.edu/card/)
Purchases can also be made from primary contracted suppliers with higher limits through cyBUY. All ISU employees, including graduate assistants, have access to cyBUY through AccessPlus. [http://www.purchasing.iastate.edu/cybuy/](http://www.purchasing.iastate.edu/cybuy/)

Competitive Selection

- **Purchases of $50,000 or more require formal written bid.** Purchasing is responsible for ensuring fair and open competition through the use of functional specifications. The Purchasing Department seeks to obtain the “best value” (timeliness, appropriate level of quality, reasonable cost, through an acceptable level of competition, and in accordance with applicable federal and state regulations) instead of “low bid”.
  - Open and fair competition is a requirement of state and federal regulations. Consider allowing purchasing to conduct a competitive process prior to incorporating consultants or budget costs in your grant proposal.
  - Suppliers are not allowed to assist in preparing a justification or bid specification under Uniform Guidance. Doing so would render us unable to purchase from that supplier.
  - Specifications are to be based on functional needs for your research requirement, not brand names.
  - We are subject to Iowa Open Records laws so all solicitations, specifications, correspondence, and award justifications are public documents.
  - ISU encourages open dialogue with the supplier community; however, be careful not to make commitments.
  - When bids are received, the contents of bids are not to be shared with other bidders until an award is made.

Special Requirements/Restrictions
Regardless of cost, please contact designated department prior to initiating any procurements for the following:

- Live animals for research – LAR
- Printing or copying – ISU Printing
- Gases & gas cylinders – Chem Stores
- Remodeling or building repair – FP&M
- Conflict of Interest vendors – Purchasing
- Hazardous chemicals, explosives, regulated toxins, biological agents, radioactive materials - EH&S

Sales Tax Exemption
Iowa State University, as a state educational institution, is exempt from paying state sales tax or local option sales tax on goods or services. If a supplier requests a tax exemption certificate, contact the Purchasing Department 4-4860.

Conflict of Interest (COI)
Under the Iowa Administrative Code rules, a conflict of interest vendor is any business owned by a university employee, whether full or part-time, hourly, temporary, or student. COI vendors wishing to do business with the university must request approval and be approved by the University Conflict of Interest Procurement Committee, and all transactions over $2,000 must be competitively bid. Prior approval of Purchasing is required for all purchases involving COI vendors. Federal Code of Conduct prohibits doing any business with a family member.

Iowa Gift Law
ISU Employees and their immediate family members shall not, directly or indirectly, solicit, accept or receive any gift from any entity/person doing business with or seeking to do business with the university. A gift means money, property, services, discount, or anything of value for which legal consideration of equal or greater value is not given or received.

Purchasing is committed to supporting faculty and staff and your success at ISU is important to us. For detailed information, visit the Purchasing Website at: [http://www.purchasing.iastate.edu/](http://www.purchasing.iastate.edu/)
The Purchasing staff is ready to help. If you have any question about procurement process and resources, please contact Purchasing Liaison, Yi Wu, 4-1857 or yiwu@iastate.edu

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