

FINANCIAL MANAGEMENT

Policy 30120: Purchasing

1.0 PURPOSE

The purchasing function at the College is designed to procure all goods and services on the best terms and at the lowest overall cost consistent with an appropriate level of quality. Procurement at Germanna Community College (GCC) shall be carried out in an effective, economical, open, fair, and impartial manner. Authority relating to the purchase of goods, equipment, and services necessary to the mission of GCC, **regardless of fund sources**, shall be exercised by college personnel under all laws, policies, procedures, and regulations of the Commonwealth of Virginia and Germanna Community College. No employee shall contractually commit the college without receiving prior authorization.

2.0 POLICY

- 2.1 GCC will procure all goods and services on the best terms and at the lowest overall cost consistent with an appropriate level of quality.
- 2.2 Acquisition will be without favoritism and on a competitive basis to obtain maximum value for each dollar expended. All interested suppliers will receive fair and impartial consideration. Affirmative Action will be taken to provide maximum practical opportunity to small, minority and women owned businesses. Any form of discrimination or reciprocity is prohibited in the awarding of procurement.
- 2.3 Only employees with delegated authority by the President to make purchases may place orders. Authorization levels to procure and make approval levels for payment for goods and services shall be in accordance with Presidential directives and the purchasing charge card program employee agreement. The list of authorized persons with purchasing authority will be kept by the Financial Services Coordinator. Since the College will be bound to the terms of the agreements negotiated by its employees with delegated purchasing authority, these employees must act in accordance within the limits of their authority.
- 2.4 Any question concerning the ramifications of formation or language of any oral or written procurement agreement shall be reviewed with the Vice President for Administrative Services who shall consult with the Office of the Attorney General if necessary.
- 2.5 The Vice President for Administrative Services or his/her designee shall approve all contracts. Contracts should be prepared using the standard GCC contract that will be made available by the Vice President for Administrative Services

Office and/or by the Purchasing Office. If a Contractor's contract is used, an addendum to the Contractor's contract must be added by the College and approved by the Vice President for Administrative Services. Files containing a sample addendum will be made available by the Vice President for Administrative Services Office and/or by the Purchasing Office.

- 2.6** Employees conducting business transactions on behalf of the College hold a position of trust which dictates that their actions are governed by the highest standards of personal and business conduct. Employees shall use the College's or the Commonwealth of Virginia's prestige as it relates to buyer strength fairly, objectively, and legally in all situations.
- 2.7** The College does not purchase goods or services for the personal use of its employees.
- 2.8** Ethical business standards shall govern all transactions. Employees must be aware of situations and circumstances requiring prudent action, including the following:
- Proprietary Information
 - Gifts
 - Entertainment, Hospitality and Meals
 - Conflict of Interest
- 2.9** Germanna Community College shall not contract for goods or services with a non-governmental source if the source, or any affiliate of the source, is subject to the provisions of Section 58.1-612 and fails or refuses to collect or remit the tax on its sales delivered by any means to locations within the Commonwealth. This shall not include any public institution of higher education or any county, city, or town or any local or regional governmental authority.
- 2.10** The responsibilities set forth in this document are College-wide in scope, reaching each level, organization, and department. The ultimate responsibility for the procurement of all goods and services for the College is vested in the Vice President for Administrative Services. Accordingly, the Financial and Administrative Services Unit shall define the structure of the procurement process and the degree of centralization and control.

3.0 PROCEDURES

- 3.1** Department requisitions must be completed for any procurement transaction of goods, equipment, or services - including leases, rentals, temporary employment agencies, etc. This form is subject to change to accommodate new requirements and/or to improve efficiencies.

- 3.2** To assist the purchasing function in procuring goods, equipment, and services, requesting departments must submit their requirements by submitting accurate and complete information on a department requisition. Please consult with the Purchasing Department for assistance with elements you cannot locate independently. Once your requisition is received, the purchasing department will shop for the best possible price from a certified SWAM vendor. Items considered necessary for a complete requisition include:
- Complete item specifications including catalog or product numbers.
 - Include sizes, colors, and cuts.
 - Required delivery or completion date: **Note: ASAP is unacceptable; use of ASAP shall be interpreted to mean 30 days from receipt in the Business Office.**
 - Quantity
 - Name, address, telephone number, and federal tax identification number of suggested vendor.
 - Complete a separate requisition for each vendor.
 - Account code information.
 - Campus and room number for delivery.
 - Approximate total cost (including shipping and handling).
 - Authorized signatures and dates.
- 3.3** Failure to provide necessary information will result in slower procurement because the requisition will have to be returned to the requestor to provide the missing data.
- 3.4** Written justification must be attached to your purchase requisition when purchasing the following:
- Sole source items (must be approved by the Vice President for Administrative Services).
 - Proprietary items.
 - Emergency purchases (must be approved by the Vice President for Administrative Services or designee).
 - Used equipment.
- 3.5** Specification of all technology purchases including computer equipment, software or telecommunications equipment must first be approved in eVA by the Technology Support Service Manager.
- 3.6** Old, obsolete equipment may be traded in when purchasing replacement equipment. Make, model, serial number, and College identification number must be given on the purchase request for equipment being offered for trade in. A surplus property form must also be completed indicating equipment is "traded in." The expected trade-in value should not be considered when determining the anticipated value of the contract.

4.0 COMPETITIVE REQUIREMENTS AND GENERAL PROCUREMENT GUIDELINES--

The following competitive dollar thresholds apply to the purchase of goods, equipment, printing and nonprofessional services. More details are available via the Procurement Officer, or at <http://www.eva.state.va.us/aspm-manual/aspm-manual.htm>.

- 4.1 Purchases under \$5000** – shall be set-aside exclusively for DMBE-certified small businesses. If prices do not appear to be fair and reasonable purchasing personnel shall document the procurement file to that effect, including stating the basis for the determination, and then additional quotes shall be obtained from at least one additional DMBE-certified small business, if available. Agency must solicit a minimum of one (1) DMBE certified small business, if available.
- 4.2 Solicitations of \$5000 to \$50,000** -- shall be set-aside exclusively for DMBE-certified small businesses unless there is not a reasonable expectation that the agency will receive at least two competitive bids or offers from DMBE certified small businesses and the agency documents the procurement file that the procurement does not qualify for a set-aside. Agency must solicit a minimum of four (4) DMBE certified small business sources, if available. If not set-aside for small businesses solicit a minimum of four (4) sources, if available. Include a minimum of two (2) DMBE-certified small business sources, if available. If fewer than the required sources are solicited, the reasons shall be documented. Quick Quotes should be used.
- 4.3 Solicitations over \$50,000** – may be set-aside for DMBE-certified small businesses, in whole or in part, when there is a reasonable expectation that the agency or institution will receive at least two competitive bids or offers from DMBE-certified small businesses. If the agency or institution receives no acceptable bids or offers, the set-aside may be withdrawn and the requirement resolicited using competitive, non-set-aside, procedures.
- 4.4 Over \$50,000 (Services)** – Unless set-aside for small businesses only solicit a minimum of six (6) sources, including a minimum of four (4) DMBE-certified small businesses, in writing, including electronically through eVA. If set-aside, solicit a minimum of six (6) DMBE certified small businesses, if available. Use one of the following methods for purchases over \$50,000 unless an exception.
- Competitive sealed bidding
 - Two step competitive sealed bidding
 - Competitive negotiation, including best value acquisition. A written justification is required
- 4.5 Over \$50,000 (Goods)** -- Exceeds Agency's delegated authority. Requests must be sent to the Department of General Services/Division of Purchases and Supply

(DGS/DPS) for processing. The Purchasing Department at GCC Community College shall serve as the contact between the college and DPS.

- 4.6 SOLE SOURCE** - A purchase method when goods or services are practicably available from only one source, and are not marketed or performed by other sources of supply. This may include patented, copyrighted, or trademark items. Such purchases require the approval of the Vice President for Administrative Services. Purchases exceeding \$50,000 must be submitted to DGS/DPS for review and approval. Any sole source technology purchase over \$100,000 must be submitted to Virginia Information Technologies Agency (VITA) for final approval.
- 4.7 PUBLIC POSTING** – All solicitations, addenda and award actions (including emergency and sole source awards) for goods and non-professional services over \$50,000 shall be posted on the eVA web site. Professional service procurements must be posted over \$30,000. Notices shall be posted on the eVA web site under VBO ads. Written solicitation notices up to \$50,000 are not required to be posted. Sufficient time should be established in the solicitation for receipt of Quick Quotes, unsealed bids or unsealed proposals.

Please note that catalog prices are NOT considered a valid quotation.

- 4.8 USE of eVA** --Orders from mandatory sources, mandatory contracts, optional use contracts, and pricing agreements shall be placed through eVA (Virginia's Electronic Purchasing System). To the fullest extent possible, all other procurements should be processed through eVA regardless of dollar value or funding source, except those expressly excluded as outlined in Chapter 14 of the *Agency Procurement and Surplus Property Manual*.
- 4.9 CHANGE ORDERS** – A change order is required whenever the actual invoiced amount differs from the PO total by more than \$100. Any needed or noted change(s) must be communicated, as they occur, to the preparer of the original purchase request by the end-user, purchasing office or accounts payable and documented in the comments section of the eVA purchase order.
- 4.10 RECEIVING** -- Payment for goods and services shall not be made without a documented acknowledgement that the goods and services were received in accordance with the terms and conditions of the procurement. Certain prepayments are permitted under State and GCC policy prior to delivery of the goods and services, however, receipt of these items must be acknowledged in writing immediately upon delivery. Except for small purchases by charge cards, the person authorizing payment and/or placing orders should not sign as having received the goods. Individuals requesting the goods and equipment have responsibility for ensuring that all items are received in the condition specified in the terms and conditions, even if another person signs that the items were physically delivered. All individuals receiving goods or services directly shall

immediately notify the Business Office of the delivery of the items requested and forward all receiving documents to the Business Office. Failure to notify Purchasing impairs the College's ability to pay bills promptly in accordance with State policy and may result in financial penalties to the College from the vendor and from the Commonwealth of Virginia.

- 4.11 CONTRACT ADMINISTRATION** -- Contract administration begins with the signing or execution of a contract or purchase order and assures that total performance of a vendor is in accordance with the terms and conditions of the agreement. Administration includes all actions taken by the agency relative to a contract after the award has been made. The Procurement Officer will appoint a Contract Administrator with specific responsibilities for the actions that may be relevant to specific assigned contracts. Furthermore, the Procurement Officer will appoint points of contacts with specific duties for contracts including serving as the initial point of contact for college employees, students, and the vendor. These actions shall include the appropriate activities to monitor and evaluate conformance to the terms and conditions of the agreement, i.e., delivery schedules, transportation, monitoring payment provisions, closings, defaults, etc. At the term of the contract, administration should take into account any closeout functions of the contract agreement and processes for any complaints, disputes, claims, modifications, renegotiations, etc., that might have arisen during the performance of the contract. **Any modification or cancellation of an outstanding order or contract, written or implied, must be authorized by the buyer or Procurement Officer in the Purchasing Office.**
- 4.12 VENDOR COMPLAINTS** -- When problems are encountered during performance, *DPS's Contract Compliance Section* requests that personnel register their complaint on a DGS/DPS *Complaint to State Vendor Form*. The Purchasing Office at GCC Community College shall serve as the representative of the College to voice these complaints to DPS. The intent of the complaint system is to provide a method for mediating conflicts between the College and the vendor over issues such as: over or under shipments, lost or damaged merchandise, delinquent deliveries or performance, non-delivery or nonperformance, improper billing, and non-conformance of materials or services to specifications. Feedback on the performance and the quality of goods and services received from vendors is valuable to everyone, and input concerning these issues is crucial to the success of the process.
- 4.13 VENDOR/CONTRACTOR PERFORMANCE EVALUATIONS** -- Each contract shall be evaluated regularly by the Contract Administrator and reported to the Procurement Officer. Each contract shall be evaluated at least quarterly. Each evaluation shall be documented on the prescribed performance and evaluation sheet. Furthermore, all problems shall be reported to the Procurement Officer on the same performance and evaluation sheet.

- 4.14 HOSTING CONFERENCES** -- Special rules apply to conference planning. It is recommended that if you plan to host a conference that you consult with the Procurement Officer. For example, the use of conference facilities is considered a short-term rental of real property. As such, their use does not fall under the competitive requirements of the VPPA unless other services, such as catered meals, audio visual equipment, etc., are included in the arrangement, and the value exceeds \$5,000. If other services in excess of \$5,000 are involved, the entire transaction must be procured using the competitive guidelines outlined for the acquisition of nonprofessional services. Additionally, staff should check the availability and rates of lodging or conference accommodations with the *Hotel/Motel Lodging Guide* that is available from <http://dps.dgs.virginia.gov/dps/Buyers/buyers-bottom.htm> to review the possibility of discounted rates.
- 4.15 ENTERTAINMENT, HOSPITALITY, AND MEALS** - Supplier offers of entertainment and hospitality shall be tactfully but clearly refused. Acceptance of invitations to business meals shall be subject to prudent judgment as to the appropriateness of the occasion, frequency, choice of facilities, and future opportunities to reciprocate.
- 4.16 GIFTS** - **Employees shall not solicit, accept or agree to accept any significant gift from a supplier or prospective supplier. A significant gift is defined as any tangible item, any service, any favor, any monies, credits, or discounts not available to others, of a value that could influence actions.**
- 4.17 CONSULTING SERVICES** – Use of consulting services available through other state agencies and Institutions of Higher Education must first be utilized before seeking services from the private sector. Outside firms shall not be engaged to perform the following services offered by another state agency without first examining their possible use as follows:

Virginia Information Technologies Agency (VITA) - services related to automated data processing, word processing, and telecommunications. (Code of Virginia, Section 2.2-1303)

Department of Planning and Budget (DPB) – analysis of alternatives, program review and evaluation, cost reduction programs and productivity improvement. (Code of Virginia, Section 2.2-1501)

The process for selecting an outside consultant individual, firm or organization must first be approved by the Vice President for Administrative Services Office. The Vice President for Administrative Services is responsible for assuring that the use and control of the services of private consultants is properly justified in terms of agency mission, programs, priorities, and funding. As required by the Code of Virginia, Section 4-5.04c, Use of Consulting Services: determination of

“return on investment” shall be made as part of the criteria for awarding contracts for consulting service.

Procedures for procuring non-professional services shall be used. Consult the purchasing office for methods to be used in developing the pricing schedule and payment of consultants.

4.18 Printing

Ownership of Artwork, Negatives, Etc. All artwork, negatives, dies, overlays or similar material used to print a job shall be the property of the Commonwealth and must be delivered to the requisitioning agency upon completion of the job. Agencies using their delegated authority to purchase printing should use the appropriate special conditions found in Appendix B, Section II. Agencies should not process any invoice for payment until these items are returned. This requirement may be waived by the agency purchasing director when it is not practical (see Vendors Manual, 3.9).

Copyright. No vendor may copyright any work produced for the Commonwealth without the written consent of the requisitioning agency (see Vendors Manual, 3.8).

Colors and Ink. Except for promotional publications and diplomas or where the use of color is essential to support the purpose of the publication, all printing shall be one color. Examples of supporting the purpose of the publication are: maps, aeronautical charts, or pictures such as those used in a medical publication illustrating the difference between healthy tissue and diseased tissue or the use of color blocks or words on a form to highlight or separate critical areas.

Use of Multi-Color Printing. Multi-color printing may be used for promotional publications. A promotional publication is defined as:

- (1) Produced for agencies with specific statutory authority to advertise or promote;
- (2) Designated for specified audiences outside of government;
- (3) Intended to yield significant benefit to the state; and are produced for use in a competitive environment which may require multiple colors and other special features. A publication of the Economic Development Partnership, produced to attract out-of-state businesses to locate in Virginia qualifies as a promotional publication.

All requests not meeting conditions 1 through 3 must be accompanied by a letter of justification signed by the agency head or his/her designee. This applies to jobs produced in-house as well as outside purchases and purchases made

locally as well as purchases through DGS/DPS. If the letter of justification is signed by an agency head designee, the agency head is still responsible for the decision to print using multiple colors of ink. Agencies which have specific statutory authority to advertise or promote must have on file in the purchasing department a copy of such specific statutory authority to be provided upon request (this is a Joint Legislative Audit Review Committee [JLARC] requirement).

Official State Stationery, Letterheads, and Envelopes. Standardization of “Official State Stationery” was established in November, 1974, by Executive Memoranda to the heads of all state agencies and institutions. This included a standard format for letterheads. Institutions of higher education are exempt, as they are permitted to continue the use of their present seal and design. All other agencies and institutions must use the standard state blue ink (reflex blue) for both letterheads and envelopes. All agencies and institutions, including institutions of higher education, are restricted to the following white paper usage for letterheads and envelopes:

	Letterhead	Envelopes
Governor, Lieutenant Governor, Members of the Legislature,	100% Rag	100% Rag
Office of Attorney General, Supreme Court and Cabinet, Secretaries, Directors of Agencies	25% Rag	25% Rag
Institutions of Higher Learning (Presidents and Chancellors)	25% Rag	25% Rag
Economic Development Partnership, Virginia		
- Commercial and Business Mailings Only	100% Rag	100%Rag
- Interdepartmental Mailings	No. 1 Bond	White Wove
Auditor of Public Accounts	Permalife	White Wove
All Other Letterheads and Envelopes	No. 1 Bond	White Wove

Only the Governor and the Cabinet Secretaries use “Office of the Governor” on their letterhead. Where necessary, agencies and institutions with policy and advisory boards or commissions may include the names of such board or commission members on the official letterhead or may use separate letterheads for the board or commission, and the agency or institution. Engraved stationery may be used only by the Governor’s Office, Lieutenant Governor, members of the Legislature, the Attorney General, and Supreme Court. Any deviation from

these specifications and requirements must be approved in advance by the Director of DGS/DPS.

Business Cards. Business cards must conform in style and layout to the uniform state business card design printed in the standard state blue ink, on white card stock as shown in the DGS/DPS annual contract. Engraved cards are limited to the Governor, Lieutenant Governor, members of the Legislature, Attorney General, Supreme Court, Cabinet Secretaries, Directors of Agencies, and Presidents and Chancellors of Institutions of Higher Education. Any deviations must be approved in advance by the Director of DGS/DPS.

Overruns and under runs. The state is not required to accept overruns provided “no overruns” is specified in the solicitation. However, an agency may for a valid and justified basis accept up to a 10% overrun. Prices for overruns must not exceed the quoted base price per unit or the quoted price for additional copies run at the same time (R.A.S.T.). Whichever price is less will prevail. An agency may accept an under run. Prices for under runs will be calculated at the quoted base price per unit. If an agency will not accept under runs or overruns, it must be stated in the specifications. Include the Printing Special Term and Condition in Appendix B, Section II, Clause 45 in all printing solicitations.

4.19 TIMELINES -- Supervisors should immediately approve or reject department requisitions prepared by employees of a work unit. Division Chairs, Directors, and Deans should establish processes to ensure approval of requisitions and forwarding of these requisitions to the Purchasing Office within two days of receipt.

The Business Office will process orders within the following timelines after receipt of a completed department requisition:

<u>Value of Goods/Services to be Purchased</u>	<u>Placement of Order</u>
Under \$5,000	3 workdays
\$5,000 - \$14,999	5 workdays
\$15,000 - \$50,000	7 workdays

In the case of purchases that require IFBs/RFPs, the Purchasing Office will complete the bid document, and place required advertisements 20 workdays or less after receipt of completed requisition - including detailed specifications. Failure to submit a completed requisition will delay the bid process and placement of orders.

To ensure seamless delivery of services, the Procurement Officer will make a contract renewal recommendation to the Contract Administrator at least sixty (60) days prior to end of the existing contract. The recommendation will be based upon evaluations of the contractor.

4.20 PROHIBITED PURCHASES – Agency purchases must be considered essential to the operation of the agency and in support of the agency’s mission to justify the use of State Funds. Since all State-funded and local-funded expenditures are subject to public scrutiny, agencies should consider the appearance of unusual purchases on the agency and on State government in general prior to authorization. Since individual circumstances vary widely, adequate documentation for unusual purchases should always be included with the procurement file.

While each expenditure should be questioned to ensure that it meets the requirement of being essential to the College, the following expenditures are expressly prohibited with State funds:

Employee personal expenses such as:

- Books for classes (unless they remain property of the State)
- Snacks or refreshments
- Baby sitting
- Non-business related newspapers or magazine subscriptions
- Personal articles that are lost or stolen
- Tuxedos or other formal wear
- Clothing (non-uniform) or repairs to clothing damaged in the workplace
- All expenses related to personal negligence of the employee, such as traffic fines

College-sponsored event expenses incurred which do NOT clearly support the College mission such as:

- Retirement parties or employee going away parties
- Holiday decorations
- Alcoholic beverages
- Charitable contributions
- Gifts and flowers

4.21 PROHIBITED CONTRACTS – Except in cases of emergency or sole source, contracts for goods or services with a nongovernmental source, determined to be prohibited by the Department of General Services or the Department of Taxation, is not allowed. A complete list of these sources can be found at <http://dps.dgs.virginia.gov>

5.0 DEFINITIONS AND PROCUREMENT TERMS

5.1 CONFLICT OF INTEREST - Employees directly responsible for purchasing shall not have any personal or family interest, involvement, or financial relationship with a supplier who might impair objectivity or freedom of judgment. Contract administration and supervision of a contract are deemed to be procurement/purchasing activities.

- 5.2 CONSULTANT** – Advise or assistance of a purely advisory nature provided for a predetermined fee to an agency by an outside individual, firm, or organization under contract to that agency.
- 5.3 EMERGENCY PURCHASE** - A purchase method, approved by the Vice President for Administrative Services or designee, without seeking competition. This is done when public welfare or property is in jeopardy. Purchases made for any other reasons require that competition is sought or negotiations conducted as practicable under the circumstances.
- 5.4 GOODS** - It is considered a goods procurement whenever materials cost more than 50% of the total price of the purchase, lease, or rental of raw materials, equipment, supplies, or printing. Any graphics or printing purchase involving artwork must be coordinated with the Purchasing Office.
- 5.5 MANDATORY SOURCES** - Sources of supply required for use by law, executive order, or regulation. Goods or services must be obtained from that source, if available, or unless prior authorization is obtained from the mandatory source to purchase elsewhere. Mandatory sources include: *Virginia Correctional Enterprise (VCE)*, *Virginia Industries for the Blind (VIB)*, *Virginia Department of Transportation (VDOT)*, *Virginia Distribution Center (VDC)*, and *Office of Graphic Communications (OGC)*.
- 5.6 NONPROFESSIONAL SERVICES** - Work performed by a person or firm that is not classified as a professional service, and the cost of labor is more than 50% of the total purchase price.
- 5.7 PRINTING** - A type of material procurement that includes copying and binding. All printing purchases must be procured through *Virginia Correctional Enterprise (VCE)* unless prior authorization has been obtained in writing from VCE. Any artwork required for printing jobs, presentations, or other purposes must be returned to the purchasing office prior to payment of any invoices.
- 5.8 PROFESSIONAL SERVICES** - Work performed by a person or firm licensed in the practice of Accounting, Actuary, Architecture, Dentistry, Engineering, Land Surveying, Landscape Architecture, Law, Medicine, Optometry, Pharmacy, or Professional Engineering.
- 5.9 PROPRIETARY** - Goods or services manufactured or performed by only one source, but available through a network of distributors, e.g., brand name. Competitive bidding among distributors is appropriate and should be sought. A written justification attached to the purchase request is required for this type of purchase.

5.10 PROPRIETARY INFORMATION - Proprietary information exchanged during transactions shall be identified and its treatment clearly agreed upon by both the College and the supplier in accordance with the Virginia Public Procurement Act (VPPA) and the Agency Procurement and Surplus Property Manual (APSPM).

5.11 STATE CONTRACTS - DPS solicits and awards contracts for goods and services to be used statewide by Commonwealth Agencies. Agencies are required to purchase applicable items or services from State contract vendors.

5.12 TERM CONTRACTS - A technique by which a source of supply is established for a specific time period.

6.0 REFERENCES

Code of Virginia, Chapter 7, Title 11- *Public Procurement Act*

<http://dps.dgs.virginia.gov/dps/> or <http://leg1.state.va.us/>

Agency Procurement and Surplus Property Manual (DPS)

<http://dps.dgs.virginia.gov/dps/>

Vendors Manual (DPS)

<http://dps.dgs.virginia.gov/dps/>

Capital Outlay Manual

<http://dps.dgs.virginia.gov/dps/>

CAPP Manual, Topics 20305 and 20310

http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Main.cfm

7.0 POINT OF CONTACT

Terri Givler, CPPB, VCO
Procurement Officer
Germanna Community College
540-423-9033

8.0 APPROVAL AND REVISION DATES

Reviewed and Revised by: Jane Krakowsky
July 7, 2004

Reviewed and Revised by: Vice President for Administrative Services' Council
August 9, 2004

Reviewed and Revised by: Terri Givler
August 22, 2007

Reviewed and Approved by: Presidents Council
August 27, 2007