1.0 BACKGROUND AND PURPOSE

Pursuant to Section 24-101-105 of the C.R.S., on December 2008, the Board of Trustees adopted a resolution exempting the Colorado School of Mines (“Mines” or “University”) from the State of Colorado Procurement Code and Rules to be effective December 2008.

These rules are designed to support and facilitate the educational, research, and public service missions of the University through the acquisition of goods and services by applying the best methods and business practices that provide for public confidence in the University. Within the context of the University environment, these rules ensure a procurement process of quality, integrity, broad-based competition, fair and equal treatment of the business community, increased economy in the procurement process and uniform procurement procedures.

Colorado School of Mines currently follows federal guidance 2 CFR part 215, including without limitation paragraphs (a)(1), (2) and (3) of §215.44.

2.0 AUTHORITY AND DELEGATION

The Constitution and statutes of the State of Colorado vest the supervision of the University in the Board of Trustees, which includes the authority for procurement. The Board of Trustees has delegated to the President the administration of the University pursuant to its policies, including the authority for procurement and to delegate that authority to other University officials. Upon the effective date of these Procurement Rules (“rules”), all procurement authority of the President of the University shall be delegated to the University’s Risk Manager and Director, Business Operations. The Risk Manager and Director, Business Operations may further delegate his/her authority to persons in University departments for the efficient operation of the University. The Risk Manager and Director, Business Operations is the only person authorized to purchase goods and services for the University, unless such specific delegation of authority is made to another employee. Since no rules can cover all eventualities, exceptional cases will be resolved as circumstances and prudent business practices warrant. No employee of the University is empowered to incur any obligation or make any commitment on behalf of the University for the procurement of goods or services, except as provided under these rules.

Consistent with the provisions of these rules, the Risk Manager and Director, Business Operations may adopt operational procedures governing the internal purchasing
functions of the University. Operational procedures governing purchases at the department level using the University’s procurement card, direct pay requests, voucher requests and field purchase orders are handled by the Controller’s Office.

Under these rules, the Purchasing Department is the final authority at the University for selection of vendors and the sole authority for the commitment of University funds with respect to the procurement of goods and services.

The Risk Manager and Director, Business Operations may, from time to time, amend these rules with the approval of the President of the University.