

May 15, 2009

MEMORANDUM

TO: Deans, Directors, and Department Heads

FROM: Cliff Flood
University Controller

SUBJECT: Purchases from Employees

The Agency Purchasing Manual of the Purchasing Division of the North Carolina Department of Administration addresses purchases from and through employees of a state agency in the following manner:

PURCHASING FROM OR THROUGH AN AGENCY EMPLOYEE:

Every reasonable effort shall be made to avoid making purchases from or through employees of any agency. Prior written approval from the State Purchasing Officer (SPO) is required in instances which may develop when doing business with such personnel. In deciding whether to grant approval, the SPO shall consider the type item or service needed, the prevailing market conditions, whether competition is available, the cost involved, and the effects of doing business with the employee (see link to Department of Administration below).

http://www.doa.state.nc.us/PandC/agpurman.htm#P641_67615

Any purchase made by North Carolina State University from or through an employee of North Carolina State University or other State Agency must have prior approval from the SPO. To get this approval, the request must first be submitted to the University Purchasing Department, who will review the request and forward it to the SPO for approval. No voucher to pay an employee as a supplier will be processed by the Controller's Office unless the required approval from the SPO has been granted.

If you have any questions or comments, please contact Milburn Holbrook at 515-3823 (milburn.Holbrook@ncsu.edu) or Blain Woods at 515-6885 (blainwoods@ncsu.edu).

CF/mh

cc: Ernie Murphrey, Associate Vice Chancellor for Financial Services
University Business Officers