

**Policy Number: 221.0**

**Policy: General Purchasing Guidelines**

**Effective Date: 3/2013**

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**Approved by: Business Services Director**

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**Policy:**

**I. Purchasing Policy:**

- A. The Montana State University Billings Purchasing Department is responsible for all procurement activities for the University. The MSU Billings Purchasing Department follows Federal and State laws and procedures and adheres to sound purchasing practices. MSU Billings purchasing is responsible for ensuring all MSUB departments and affiliated campuses follow policies and procedures established in the [Montana Operations Manual \(MOM\)](#), [Montana Code Annotated \(MCA\) Title 18](#), [Administrative Rules of Montana \(ARM\) Rule Chapter 2.5](#), and this policy and associated procedures.
1. As a specialized function, purchasing is centralized for efficiency in administration and management, and is designed to assist and relieve the faculty and staff of certain duties and responsibilities connected with procurement.
  2. The MSU Billings Purchasing Department is the coordinator between the campus department and the supplier.
    - a. The Purchasing Department is here to serve the departments and is available for all purchasing needs, including advice and assistance in placing orders, shipping, returns, etc.
    - b. Departments are encouraged to take advantage of the experience and expertise offered by the Purchasing Department.
  3. All MSUB departments have the authority to make purchases with a Total Contract Value (TCV) under **\$10,000**.
    - a. Purchases under **\$10,000** may be made without any quotes, but comparative shopping is recommended.
    - b. Any quotes must be solicited, documented and accompany the request for payment (BPA).
    - c. Purchases with a TCV greater than **\$10,000** must be processed through the Purchasing Department.
  4. For construction projects, Facility Services will follow the [MCA State Construction Contract](#) guidelines.