
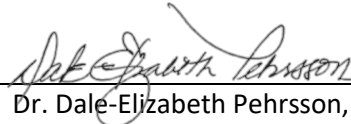




Policy FA033: Purchasing Policy/Expenditure of Public Funds

Recommended for Approval by: 

Fawn L. Petrosky, Vice President for Finance

Approved by: 

Dr. Dale-Elizabeth Pehrsson, President

Effective Date: 07/01/2022

A. Intent

It is the intent of this policy to establish prudent administrative and fiscal control over the expenditure of public funds consistent with the laws of the Commonwealth of Pennsylvania and related policies of the Pennsylvania State System of Higher Education (PASSHE) and its Board of Governors.

B. Definition(s)

Public Funds: All monies received by a PASSHE university, or the Office of the Chancellor are public funds, including, but not limited to state appropriations; tuition, room, board, and other student fees; restricted and unrestricted gifts; restricted and unrestricted grants; ticket sales from athletic, cultural, or other events; revenue from athletic camps and conferences; corporate sponsorships; and investment income.

C. Policy

Pennsylvania Western University and its employees are to follow the PA State System of Higher Education Board of Governors' Policy 2010-01-A: *Expenditures of Public Funds Guidelines, Standards, and Limits* for all purchases.

Signature Requirements - The President alone has the authority to sign contracts that bind the University, unless the President delegates this authority, in writing, to third parties. No one outside of the written delegates may legally sign contracts involving the University. Anyone who does so is acting outside the scope of his or her employment.

Designations of signatory authority is pursuant to Act 57 of 1998 and the Board of Governors Policy 1998-04. If you should have any questions regarding this, please contact the Office of Finance.

Employees making contractual obligations, real or implied, with any outside source may be

held monetarily liable for their actions. Further, any employee who makes an unauthorized commitment with any outside source may be held personally liable by that vendor, performer, contractor, etc.

D. Procedure(s) Not applicable.

E. Related policies

- Pennsylvania Western University's Delegation of Presidential Authority
- Pennsylvania General Assembly Act 57 of 1998
- *Procurement of Goods, Services, Supplies, and Construction Policy* (PASSHE Board of Governors Policy 1998-04)
- *Expenditures of Public Funds Guidelines, Standards, and Limits Policy* (PASSHE Board of Governors Policy 2010-01-A)

[Expenditures of Public Funds, Guidelines, Standards, and Limits.pdf \(passhe.edu\)](#)

F. Contact Information

Office of Finance

G. Policy Review Schedule

All policies will be reviewed every two years or on an as needed basis if a change in BOG, PASSHE or Pennsylvania law would create the need for an immediate change.