



## Statement of Purchasing Authority Francis Marion University Purchasing Department

Pursuant to section 19-445.2005 A.(1)(c) of the South Carolina Code of Regulations and delegation from the President of Francis Marion University, the Purchasing Department has the authority to award competitively bid contracts up to the amounts so stated in the agency's current procurement certification issued by the South Carolina Budget and Control Board. In addition, the Purchasing Department has unlimited authority for sole source and emergency procurements in accordance with the South Carolina Consolidated Procurement Code.

The members of the Purchasing Department have the authority to solicit and negotiate contracts up to these amounts on behalf of the Director:

### **Assistant Vice President for Contractual Services – Paul MacDonald**

#### **Director of Purchasing – Jennifer Hester**

Authority to solicit all procurements as follows:

- Up to \$325,000\* per commitment for supplies and services
- Up to \$200,000\* per commitment for information technology
- Up to \$50,000 \* per commitment for construction contracts
- Up to \$25,000 \* per commitment for construction contract change orders and A/E Amendments
- Purchases exempt from the South Carolina Consolidated Procurement Code

Authority to sign for:

- All procurements solicited under the University's procurement certification limits
- All procurements solicited by South Carolina Division of Procurement Services on behalf of the University

### **Assistant Director of Purchasing – Tiara Odom**

Authority to solicit all procurements as follows:

- Up to \$325,000\* per commitment for supplies and services
- Up to \$200,000\* per commitment for information technology
- Up to \$50,000 \* per commitment for construction contracts
- Up to \$25,000 \* per commitment for construction contract change orders and A/E Amendments
- Purchases exempt from the South Carolina Consolidated Procurement Code

Authority to sign for all procurements on behalf of the Director of Purchasing in his/her absence

### **Purchasing Manager – Kelsey Samuel**

Authority to solicit all procurements as follows:

- Up to \$25,000\* per commitment for supplies and services, and information technology
- Up to \$50,000\* per commitment for supplies and services, and information technology at the discretion of the Director of Purchasing

\*Total potential purchase commitment whether single or multi-term contracts are used