

POSITIVE TIME REPORTING FOR  
CONTRACTUAL FACULTY AND GRADUATE ASSISTANTS

Contractual Faculty and Graduate Assistants are required to submit documentation to substantiate time worked on a biweekly basis. Documentation must be reviewed and approved by the employees' supervisors to support the biweekly payroll payments. Procedures to support this requirement have been established and approved by the Executive Committee.

(Internal)

PN 3.089  
(Revised)

PROCUREMENT

Frostburg State University requires competitive bidding for all procurements greater than \$2,500.00 unless specifically waived by C.O.M.A.R. or by university personnel with delegated procurement authority. If in the judgment of the Procurement Department it is in the best interest of the university to bid a purchase under \$2,500.00 the Procurement Department will bid such purchases.

The university delegates to each budget manager the authority to purchase approved commodities or services with a value of \$2,500.00 or less through the use of the State of Maryland Corporate Purchasing Card Program. Equipment items with a purchase price of \$2,500.00 or less deemed as "sensitive equipment" are specifically excluded from this delegation. Sensitive equipment is defined in the "Guidelines for Control of Non-Capital Equipment". Also excluded are those restrictions defined in the General Accounting Division's Policy and Procedures for the Corporate Purchasing Card Program as well as university's internal policies and procedures for the corporate purchasing card.

This policy does not delegate any other procurement authority to any other university personnel other than referenced above. This policy does not supersede the requirements of C.O.M.A.R. to purchase specific types of commodities such as furniture from other state agencies.

(Internal)