Purpose:
This policy identifies the persons at the University who are authorized to execute contracts and agreements. (Delegation of Contracting Approval and Signature Authority)

BSF-005 CONTRACTS / AGREEMENTS

Purpose:
To provide guidance on contracts approval.

BSF-010 APPROVAL & SIGNATURE OF CONTRACTS

Purpose:
This policy directs to the website used to handle emergency situations such as hurricanes, fires, bomb threats and other crisis situations.

BSF-012 HURRICANES & OTHER CRISIS SITUATIONS
BSF 015 Legal Matters  
Policy last updated in November 2010  

**Purpose:**  
This policy sets forth the method and identifies the persons authorized to handle legal matters on behalf of the University.  

BSF-015 LEGAL MATTERS  

BSF 020 Lost and Found Items  
Policy last updated in November 2010  

**Purpose:**  
To establish a mechanism for reporting and recovering items lost on University premises.  

DCIE: All lost and found items should be released to Paola Conte  

BSF-020 LOST AND FOUND ITEMS  

BSF 025 Organization Membership Fees  
Policy last updated in November 2010  

**Purpose:**  
To provide information regarding the payment of fees for institutional membership and the individual membership of University personnel in various organizations.  

BSF-025 ORGANIZATION MEMBERSHIP FEES  

BSF 045 Use of University Facilities  
Policy last updated in December 2010  

**Purpose:**  
This policy is designed to ensure consistency for the use and rental of each reservable facility at the University. The policy covers not only "academic" facilities which are used primarily for classroom, research and other curricular activities, but also athletic facilities and others which are not customarily used for activities relating to the formal curriculum of the University.  

BSF-045 USE OF UNIVERSITY FACILITIES
**BSF 050 Use of University of Miami Name**  
Policy last updated in November 2010

**Purpose:**  
To provide guidelines for University and non-University organizations or individuals on the use of the University of Miami marks or name.  
[BSF-050 USE OF UNIVERSITY OF MIAMI NAME](#)

**BSF 065 Record Retention and Legal Actions**  
Policy last updated in December 2010

**Purpose:**  
This policy sets forth requirements for record retention upon the initiation of government or other entities investigations and/or lawsuits. For routine record retention see University policies on management, retention and disposition of University records.  
[BSF-065 RECORD RETENTION AND LEGAL ACTIONS](#)

**BSF 070 Student Loan Code of Code of Conduct**  
Policy last updated in December 2010

**Purpose:**  
The University has formalized the guiding principles avoid any potential for a conflict of interest between the University and its students or their parents, in the student financial aid process.  
[BSF-070 STUDENT LOAN CODE OF CONDUCT](#)

**BSF 075 Soliciting**  
Policy last updated in November 2010

**Purpose:**  
To identify prohibited and permissible solicitations on University premises, and to outline procedures for the request and approval of permissible solicitations.  
[BSF-075 SOLICITING](#)

**BSD 100 Management, Retention and Disposition of University Records**  
Policy last updated in August 2011

**Purpose:**  
The purpose of this policy is to establish University requirements for securely storing, preserving the history of and destroying records in accordance with legal requirements. This Policy applies to all University personnel responsible for the maintenance of University Records, including personnel affiliated with third parties who have access to University Records. All
Procurement & Expenditures

University Records must be managed and governed according to the policy outlined in this document.

**BSF-100 MANAGEMENT, RETENTION AND DISPOSITION OF UNIVERSITY RECORDS**

**Purchasing**

**BSJ-010 Change or Cancellation of an Order**
Policy last updated in July 2011

**Purpose:**
To provide a procedure for the change or cancellation of a Purchase Order (PO).

**BSJ-010 Change Or Cancellation Of An Order**

**BSJ-015 Competitive Bids Written and Verbal**
Policy last updated in July 2011

**Purpose:**
To define when competitive bids are required by the Purchasing Department for the purchase of goods and services.

**BSJ-015 Competitive Bids. Written & Verbal**

**BSJ-020 Computer and Telecommunication**
Policy last updated in July 2011

**Purpose:**
To emphasize University policy with regard to propriety in the acquisition of computer goods and/or services.

**BSJ-020 Computer And Telecommunication**

**BSJ-025 Conflict of Interest**
Policy last updated in July 2011

**Purpose:**
To clarify a conflict of interest as it relates to University business matters.

**BSJ-025 Conflict Of Interest**
**BSJ-028 Contracting Requirements**  
Policy last updated in July 2011

**Purpose:**  
To define the contracting requirements for E-commerce, Websites, Data Banks and consulting agreements to review billing practices.  
[BSJ-028 Contracting Requirements](#)

**BSJ-030 Consultant Services**  
Policy last updated in July 2011

**Purpose:**  
To set forth the methods of procurement, payment and the determination of propriety for the engagement of consultant services.  
[BSJ-030 Consultant Services](#)

**BSJ-040 Demonstration or Trial of Equipment**  
Policy last updated in July 2011

**Purpose:**  
Procedure to obtain equipment on a trial basis through a Purchase Requisition.  
[BSJ-040 Demonstration Or Trial Of Equipment](#)

**BSJ-050 Emergency Purchase Order**  
Policy last updated in July 2011

**Purpose:**  
To provide a method for emergency purchases and to set forth the conditions under which such purchasing is approved.  
[BSJ-050 Emergency Purchase Order](#)

**BSJ-060 Establishing a Standing Purchase Order**  
Policy last updated in July 2011

**Purpose:**  
To provide a vehicle for the purchase of ongoing services and/or maintenance.  
[BSJ-060 Establishing A Standing Purchase Order](#)
BSJ-075 Misrepresentation by a Vendor
Policy last updated in July 2011

Purpose:
Procedure to be followed in case of misrepresentation by a vendor.
BSJ-075 Misrepresentation By A Vendor

BSJ-115 Purchasing and Contracting Authority
Policy last updated in October 2011

Purpose:
This policy establishes University requirements for review and execution of purchase agreements and contracts.
BSJ-115 Purchasing and Contracting Authority

BSJ-120 Unauthorized Purchases
Policy last updated in August 2010

Purpose:
To provide examples of unauthorized purchases and inform the proper way of obtaining goods and services.
BSJ-120 Unauthorized Purchases

BSJ-130 Record Retention
Policy last updated in August 2010

Purpose:
To set forth the criteria, types of records and procedures for the retention of purchasing documents.
BSJ-130 Record Retention

BSJ-145 Sole Source Procurement
Policy last updated in July 2011

Purpose:
To provide criteria and procedures for non-competitive purchasing.
BSJ-145 Sole Source Procurement
**BSJ-175 Contract Requirements for Dedicated on-site Services**
Policy last updated in September 2011

**Purpose:**
To define employment-related minimum standards required of defined service contractors or covered contractors doing business with the University on the University’s campuses.

**BSJ-180 Sustainable Procurement**
Policy last updated in August 2011

**Purpose:**
To strive to purchase environmentally and socially responsible materials and products.

**BSJ-185 Cell Phones and PDAs**
Policy last updated in October 2011

**Purpose:**
This policy sets forth the circumstances under which the University of Miami will provide a taxable cell phone allowance or a University-provided Personal Digital Assistant (PDA) to faculty and staff whose duties and responsibilities require them to maintain a cell phone or Personal Digital Assistant (PDA) for business use. The processes described in this document will be the only methods used to provide cell phone or PDA services. Other reimbursement methods are not permitted.

**Travel Management**
**D015 Travel and Business Expenses**
Policy last updated in July 2008

**Purpose:**
To manage travel and business expenses through BERFs.

General Travel Management Website:
**Travel Management**