



**New Jersey Institute of Technology**

**Effective Date:** 07/01/2026

**University Policies**

**Sponsoring Functional Areas:** The Office of Business Services, Finance Division

**Title:** Procurement Policy

I. **Policy Statement**

This policy establishes requirements for the procurement of goods and services using University funds. The purpose of this policy is to ensure that procurement activities are conducted in a manner that promotes fiscal responsibility, transparency, competition, and compliance with applicable federal and state regulations and University policies. This policy applies to all individuals who initiate, approve, or otherwise participate in procurement activities, regardless of funding source. This policy operates in conjunction with the Fiduciary Responsibility Policy and does not replace financial approval or signing authority requirements.

II. **Guiding Principles**

As a public institution, NJIT is a steward of funds from sources such as tuition, state appropriations, grants, contracts, and gifts. All procurement activities must:

- Be reasonable, necessary, and appropriate;
- Support the University’s mission and objectives;
- Comply with all applicable federal and state laws and regulations;
- Adhere to University policies and procedures;
- Follow sponsor, grant, and donor restrictions; and
- Withstand internal and external audit review and public scrutiny.

Procurement activities must be conducted in a fair, transparent, and competitive manner that promotes best value and responsible stewardship of University resources.

III. **General Requirements**

All individuals involved in procurement activities must:

- Ensure purchases are reasonable, necessary, and appropriate;
- Obtain appropriate approvals before committing funds;
- Maintain appropriate documentation;
- Comply with funding source restrictions;
- Coordinate with Procurement Services & Contract Administration for competitive bidding, contracting, and supplier selection, as required; and
- Avoid conflicts of interest and coordinate with [NJIT’s Ethics Liaison Officer](#) when a transaction appears to personally benefit the individual or otherwise violate the State ethics regulations. Matters involving students will be referred to the Office of the Dean of Students.

#### IV. **Procurement Authority and Responsibilities**

All individuals initiating purchases are responsible for:

- Using approved University procurement systems and processes;
- Confirming availability of funds before initiating purchases;
- Defining business requirements and scope; and
- Providing appropriate supporting documentation.

Procurement Services & Contract Administration is responsible for facilitating procurement activities in compliance with applicable laws, regulations, and University policies and procedures.

Responsibilities include:

- Conducting competitive solicitations and negotiations;
- Issuing purchase orders;
- Providing procurement guidance and support to departments;
- Ensuring compliance with bidding requirements and applicable regulations;
- Facilitating contract review, execution, and recordkeeping;
- Maintaining supplier records and procurement documentation;
- Supporting supplier diversity initiatives consistent with legal requirements; and
- Monitoring procurement performance and internal controls.

#### V. **Procurement Methods**

Purchases must be conducted using appropriate procurement methods based on transaction value and applicable regulations.

- **Competitive Procurement Requirements**

As of July 2025, the State bid threshold is \$34,900 for services subject to the NJ Prevailing Wage Act (e.g., construction/renovations) and \$119,800 for all goods and all other services; these thresholds are established by the State of New Jersey and are subject to change. Purchases at or below the applicable State bid threshold may be processed using standard procurement procedures, subject to appropriate review and documentation requirements.

Purchases exceeding the applicable State bid threshold require one of the following procurement methods:

- Competitive public solicitation;
- State contract or approved cooperative/consortium contract; or
- Sole source justification.

Order splitting to avoid competitive procurement or approval requirements is prohibited.

- **Office of the State Comptroller Review Requirements**

Pursuant to N.J.S.A. 52:15C-10, certain procurements are subject to review and notification requirements by the Office of the State Comptroller (OSC). Contracts with estimated values of \$15.2 million or more must be submitted to OSC not less than thirty (30) days prior to the proposed advertisement, solicitation, or issuance. For contracts valued at more than \$3 million, but less than \$15.2 million, NJIT must provide notice to OSC no later than twenty (20) days after contract award. These thresholds are established by the State of New Jersey and are subject to change.

Procurement Services & Contract Administration is responsible for coordinating required OSC submissions and notifications. Individuals must provide sufficient advance notice and supporting documentation to facilitate compliance with these requirements.

- **Emergency Procurements**

An emergency procurement is an unanticipated and unavoidable situation that poses an immediate risk to health, safety, property, or operations. Lack of planning does not constitute an emergency. Emergency purchases must be documented and approved by appropriate leadership and Procurement Services & Contract Administration as soon as practicable following the emergency.

If emergency purchases require the use of an NJIT-issued credit card, purchases must also adhere to NJIT's Credit Card Procedure.

- **Personal Funds and Reimbursements**

The use of personal funds for University purchases is strongly discouraged. When personal funds are used:

- Purchases must comply with University policies;
- Appropriate approvals must be obtained; and
- Reimbursement is subject to review and documentation requirements.

The University reserves the right to deny reimbursement for purchases made outside established procurement procedures. For additional information, refer to the Travel and Business Expense Policy.

## VI. **Supplier Selection and Onboarding**

Suppliers must meet University and State requirements prior to conducting business with NJIT. Procurement Services & Contract Administration is responsible for facilitating supplier onboarding and ensuring required documentation is obtained.

Supplier selection shall be based on factors including price, quality, service, reliability, and compliance with applicable legal and regulatory requirements.

## VII. **Compliance Review Functions**

Certain purchases require review by specialized offices to ensure compliance with specific requirements:

- **Office of Research:** Reviews sponsored project expenditures for compliance with grant requirements
- **Office of Communications and Marketing:** Reviews communications, branding, and external-facing materials for alignment with institutional standards
- **Department of Environmental Health and Safety:** Reviews hazardous materials and safety-related purchases
- **Information Services & Technology:** Reviews technology-related purchases
- **Campus Planning, Design, and Construction:** Reviews furniture and facilities-related purchases

- **Office of General Counsel:** Reviews contractual terms from a legal risk standpoint
- **Risk Management:** Evaluates insurance requirements and risk exposure

Additional reviews may be required based on the nature of the purchase.

VIII. **Internal Controls and Audit**

The University conducts periodic reviews of procurement transactions to ensure that proper documentation is maintained, that appropriate approvals are obtained, and for compliance with policies, laws, and restrictions.

Violations of this policy by employees may result in disciplinary action up to and including termination, as well as reimbursement of funds and/or legal action. Violations of this policy by students may result in disciplinary action, and sanctions may include, but are not limited to, reimbursement of funds and/or separation from the University.