Explanation of Terms

1. **Buyer**: A person within the purchasing department who has the authority to process purchases or requests on behalf of the University.

2. **Central Stores**: Items available from Central Stores should be ordered from Central Stores, not a vendor.

3. **Change Order**: A written document issues by the Purchasing Department authorizing a change to an existing purchase order. Typically, purchase orders are not sent to the vendor.

4. **Competitive Bidding**: A process used to provide quotes for the same item by more than one vendor. Generally regarded as the best method to reduce the cost for goods or services.

5. **Confidentiality**: Non-disclosure of information. Rowan maintains confidentiality to the extent permitted by law, and in compliance with relative OPRA/FERPA regulations.

6. **Contract**: An agreement between two or more parties; Rowan University and a Vendor(s).

7. **Minority Business Enterprise**: A business which is at least 51% owned, operated and controlled on a daily basis by people of ethnic classifications.

8. **Miscellaneous Disbursement Voucher (MDV)**: A document used to process payments. This payment is used primarily for reimbursements, registrations for travel, memberships, subscriptions, debt services, and payroll deductions. All other purchases should be processed through the Banner System.

9. **Preferred Supplier**: The designated supplier for specific goods or services due to negotiated pricing.

10. **Prime Contractor**: Chief contractor, having a contract with Rowan for goods or services, and having the full responsibility for its completion. A prime contractor may employ a subcontractor to carry out specified parts of the contract.

11. **Purchase Agreement**: Typically, a purchase order that may also include General Terms and Conditions, Supplemental Terms and Conditions, Specifications, Drawings and Change Orders.

12. **Purchase Order (PO)**: A document issued by the University and serving as a commitment to purchase the good or services noted thereon. These are documents issued by buyers to sellers demonstrating prices, quantities, and types of products or services looking to be purchased. This is the preferred method of procurement.

13. **Request for Proposal (RFP)**: A solicitation requesting proposals from vendors as to how the stated need by the University would be addressed. Price is not the sole determining factor in an RFP.

14. **Solicitation for Quote (SFQ)**: A solicitation requesting a price to provide a specific item or service. Typically utilized for purchases between $1,500 and $30,700.

15. **Requisition (Req)**: A requisition is the first part of the procurement process. It is the document that the end user prepares in the Banner system that describes the needed goods or services.

16. **Seller**: The vendor providing the good or service.

17. **Services**: Shall mean design, engineering, installation, testing, evaluation, maintenance, repair, management, consulting and any other services necessary to fulfill the seller's obligation under the purchase agreement.

18. **Sole Source**: When only one vendor can supply the good or service.

19. **Subcontractor**: A contractor working for a "prime" contractor.

20. **Terms & Conditions**: Stand-alone clauses that define the understanding between a buyer and a seller.

21. **University Purchasing Cards**: Credit cards issued by The Office of Contracts and Procurement that allow University personnel to make purchases. The cards are only used as a supplement to the University's purchase order process (when a standard P.O. cannot be used) or in emergency situations.

22. **Vendor**: A person or business that follows an independent trade, business, or profession in which goods or services are provided to the public.