Scope of Policy & Rationale:

I. Purpose

To establish a formalized method for the maintenance and distribution of the policies and procedures relating to purchasing functions.

II. Responsibility

It is the responsibility of all who have been delegated the authority to commit university funds through the purchasing function to adhere to the department policies contained in this manual. This policy is effective as of the date set forth above.

III. Introduction

This manual has been prepared for the university to communicate policies and give guidance to buying personnel, personnel assigned to the purchasing function and others with delegated purchasing authority.

This manual will be revised and supplemented from time to time to meet university needs and conditions.

IV. Definitions

Purchasing: Identification and recognition of the needs for goods and services in all parts of the university and the assurance of satisfaction of those needs at the lowest real cost, consistent with the quality of goods and services required. Purchasing reflects the dual role of service department as the primary contact between the various functions of the university and its suppliers.

Policies: Policies, as referred to in this manual, are rules established by management for the purpose of giving information and direction. Policies establish basic philosophies and climate, and determine the major values upon which the purchasing function must operate.
Procedures: Procedures are the prescribed means of accomplishing policy. Their intent is to provide university personnel with the guidelines and, where appropriate, the specific action sequences to ensure uniformity, compliance and control of all policy-related activities.

V. Objectives

University: The mission of the university is to provide education, research, service and healthcare and to act in the best interest of the students, faculty, employees, and patients.

Purchasing: The overall goal is to maintain at all times, and under all conditions, continuous supply of goods and services necessary to support the mission of the university. Some of these objectives include:

a. develop reliable alternate sources of supply to meet university requirements.

b. treat all prices and technical information submitted by suppliers as confidential in order to preserve a good business reputation and obtain competitive prices.

c. comply with applicable law.

d. purchase materials and services for the university’s use at the maximum lowest real cost.

e. provide leadership in the standardization of materials, supplies, equipment, service and procedures.

VI. Distribution

The Purchasing Department will post current policies on the Purchasing website.