Scope of Policy & Rationale:

I. Purpose:

In order for the university to maintain its position of leadership, it is imperative that it continually strive for lower costs in every area of its business operation. A significant element of cost is purchased materials and services.

The primary responsibility is to provide for the purchase of materials, supplies and services, with the objective to ensure timely delivery, quality and best value consistent with the needs of the university.

To achieve this overall objective, all employees must adhere to the responsibilities, authorities and controls set forth in this policy, and related policies and procedures.

II. Scope

A. The Director of Purchasing has the responsibility for the procurement of all goods and services and to provide the services for such procurement or give functional directions to others delegated the authority to perform such services (see P001.5).

B. Only those persons designated by the President are authorized to commit the university for the purchase of material, equipment, supplies and services.

C. Purchasing has the authority for obligating the university and for making the final determination of source of supply, quantities purchased, delivery schedule, and price negotiations, except where others are so authorized (see P001.5).

D. Purchasing is responsible for maintaining effective and professional relationships with suppliers, current and potential.
E. Purchasing is to serve as the exclusive channel through which all requests for bids for product or service are handled. During the bid process, the Purchasing department will conduct all correspondence between the user group and vendors. Purchasing will consult with the user group as necessary.

F. Purchasing personnel are to seek to obtain and purchase all goods at the lowest real cost, considering the guidelines of price, service, quality and delivery. Real cost is defined as all costing associated with the acquisition process, which includes such factors as installation, maintenance costs, spare parts, contracting methods, etc.

G. The Director of Purchasing is to assume full authority to question the product or service requested in order that the best interest of the university may be served.