Scope of Policy & Rationale:

I. Purpose

This policy confirms the delegation of authority regarding the commitment of university funds for the procurement of goods and services.

II. Scope

The President, as the Chief Executive Officer of the university, is delegated full authority by the Board of Trustees to conduct and oversee all operational and business activities of the university. An integral part of that authority is the responsibility for the procurement of goods and services required to fulfill the university’s mission.

III. Responsibility

The responsibility for university purchasing matters was delegated by the President to the Chief Financial Officer and Treasurer. The Chief Financial Officer has designated the Director of Purchasing as the agent responsible for the procurement of goods and services by the university.

IV. Policy

The Chief Financial Officer and Treasurer has discretionary authority to delegate to other persons specific limited authority to commit the expenditure of university funds. Only persons designated by the Chief Financial Officer and Treasurer of the university are authorized to commit to the expenditure of funds on behalf of the university. No other person may make a written or oral commitment for the expenditure of funds unless authorized pursuant to this policy. Any expressed or implied commitment by other persons will be considered to be unauthorized and will result in appropriate disciplinary action.

Delegations of authority shall be consistent with the following:

A. Sole Source Acquisitions

The Director of Purchasing, as agent for the Chief Financial Officer and Treasurer, retains final authority to approve sole source acquisition of goods.
B. Review

The Chief Financial Officer and Treasurer reserves the right to review major acquisitions, commitments and contracts for all procurement centers.

C. Office of University Counsel Review

All contracts for the procurement of goods and services require submission through the Contract Approval request process in TUmarketplace which will route for review to the Office of University Counsel before being signed by an authorized representative on behalf of the university.

D. Disputes and Remedies

If any disputes arise regarding the scope, nature and enforcement of this policy, the dispute should be documented and presented to the Director of Purchasing. If the dispute is not resolved at this administrative level to the satisfaction of all interested parties, the dispute will be referred to the Chief Financial Officer and Treasurer for final resolution.

E. Other

The Chief Financial Officer and Treasurer shall promulgate this policy and develop procedures for implementation.

This policy supersedes all prior university policy with which it might conflict.