

CORRESPONDENCE WITH VENDORS AND STATE GENERAL SERVICES COMMISSION

A. Purpose

The purpose of this policy is to identify who is responsible for correspondence in regard to specific purchasing functions.

B. Correspondence with vendors and State General Service Commission

1. The Purchasing Department shall carry on all correspondence pertaining to purchases utilizing a purchase order. This includes all negotiations, which involve purchase prices, terms, conditions, delivery, quantity, substitutions, complaint or any other aspect of the purchase commitment.
2. All correspondence pertaining to purchases utilizing the University Procurement Card shall be carried on by the cardholder. The purchasing department should be contacted if resolution of a dispute is not resolved in a timely manner.
3. Correspondence with vendors on any other matter such as availability of products or services specified requirements, technical information, instructional information, or requests for literature may be properly carried out by any employee.

C. Review

This policy/procedure is reviewed annually by the Director of Purchasing.