

PURCHASING PROCEDURE SUMMARY

A. Purpose

The purpose of this policy is to set forth a summary of university purchasing procedures.

B. Procedures in General

1. Prior to requisitioning, budget administrators should investigate whether the needed supplies or services can be provided by the Central Store or service department of the University. Ordinarily supplies available through the Central Store must be purchased there.
2. An accurately estimated price and sufficiency of departmental fund balances should be determined prior to requisitioning. The Purchasing Office maintains catalog files which may be used. Additional price quotations and literature may be solicited by either the Purchasing Office or by the requisitioning department.
3. A Requisition to Purchase should be completed, signed by the budget administrator or his delegate and submitted to the Purchasing Office. (Sample signatures of the budget administrator and his delegates must be on file with the Purchasing Office.)
4. Suggested sources for procurement may be listed on the requisition. Any potential interest or relationship with the suggested vendor should be fully disclosed at this time.
5. Specifications of items should be stated on the requisition in terms of the justifiable needs of the department rather than in the specific attributes or model numbers of a particular vendor. Following these specifications, a particular supplier's designations can be provided as a suggested source meeting specifications.
6. Requests for cancellation, deletion or modification of purchase orders must be made in a written memo to the Purchasing Office. Such actions should obviously not be delayed once decided upon.

(PURCHASING PROCEDURE SUMMARY CONT'D)

7. Upon delivery to the department by Central Receiving, the goods should be inspected and approval for payment indicated by signing the Central Receiving Delivery Receipt. Any deficiency of the goods or inability to inspect and verify the goods should be noted on the face of the delivery receipt at the time of delivery.

C. Review

It is recommended that this policy/procedure be reviewed annually by the Purchasing Director.