Capital Assets, Purchasing, and Initiating a Purchase

Policy Statement

University purchasing policies and procedures apply uniformly to all funds administered by the University, whether they are unrestricted or restricted funds. All funds deposited with the University must be expended according to prevailing University policies.

Reason for Policy

This policy establishes the fundamental requirements of the university’s procurement system that shall guide the responsible expenditure of university funds. Individuals within the university community are also expected to act as stewards of university funds when making purchases. Responsible expenditure of university funds requires the proper consideration of price, quality, and reliability, as well as appropriate service and delivery terms, and compliance with donor and sponsor requirements.

Who is Governed by this Policy

Faculty and Staff

Policy


Definitions

This policy does not have definitions associated with it at this time. Upon periodic policy review this area will be evaluated to determine if additional information is needed to supplement the policy.
Procedures

This policy does not have procedures associated with it at this time. Upon periodic policy review this area will be evaluated to determine if additional information is needed to supplement the policy.

Forms

Request for Bid Form  Justification for Sole Source Purchase  Purchase Order Requisition Form  Check Requisition Form  Partial Delivery Report  Change Order Form  Travel Approval Form

Related Information

This policy does not have related information at this time. Upon periodic policy review this area will be evaluated to determine if additional information is needed to supplement the policy.

Policy Owner

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Document History

- Last Reviewed Date: 9/11/17
- Last Revised Date: 9/11/17
• Policy Origination Date: Not known

Who Approved This Policy

Robert DeCarlo
Michael McLeod

Tags
Financial Affairs, Faculty, Staff