

PURCHASING POLICY MANUAL

Revised June 1, 2005

INTRODUCTION

The function of the Purchasing Department is to administer procurement for all departments in accordance with responsibility and authority delegated by the Board of Regents.

Purchasing is a service branch of the University which provides a full range of purchasing services to the entire campus. The primary mission of this organizational unit is twofold:

1. To provide professional purchasing services to effect the procurement of the real needs of the academic and administrative departments of the University in the proper quality and quantity required, delivered in a timely manner at the lowest possible cost.
2. To assure University and individual compliance with Kentucky's Model Procurement Code and all other applicable statutes, administrative regulations, state and university policies, while maintaining a system of sound and ethical business practices providing equal treatment of all providers of goods and services.

The clients of this unit include all students, faculty and staff, and thousands of vendors from which the University procures goods and services.

This manual sets down the general policies developed to accomplish the procurement processes for the University. They represent the permanent foundation upon which the University operates, and are expected to be relatively independent of the changing technologies and methods used to carry them out. The exceptions will be worked out as circumstances warrant.