

UNIVERSITY PROCUREMENT POLICY

POLICY NUMBER: RESERVED FOR FUTURE USE

POLICY TYPE: ADMINISTRATIVE

RESPONSIBLE OFFICIAL TITLE: VICE PRESIDENT-ADMINISTRATION & FINANCE

RESPONSIBLE OFFICE: DIRECTOR OF PROCUREMENT

EFFECTIVE DATE: APPROVAL - 7/1/2015

NEXT REVIEW DATE: APPROVAL PLUS FOUR YEARS - 7/1/2019

SUPERSEDES POLICY: ADMINISTRATIVE REGULATION (AP-II-3.0-9) – PURCHASING POLICY – 4/17/1977

I. POLICY STATEMENT

- A. The Director of Procurement, under General Administrative Supervision of the President, is vested with University authority to order and/or purchase all materials, supplies, equipment, and services, subject to applicable state law and procedures. Purchases not authorized and/or approved by the Director of Procurement shall not constitute official obligations of the University.
- B. No purchase order shall be issued, nor payment processed, without citing the legal authority for the expenditure of funds on the document authorizing the funds to be released.
- C. The Director of Procurement is authorized to establish and maintain inventories of commonly used items for resale to requesting departments. These inventories shall include but not necessarily be limited to: office supplies, custodial supplies and furniture.
- D. The Director of Procurement is vested with University authority to dispose of all surplus personal property in accordance with applicable law and University Administrative Regulation.
- E. The Director of Procurement may, with approval of the Vice President-Administration and Finance and in writing, issue other delegations of small purchase authority in accordance with applicable law. These delegations shall include, but not be limited to, the establishment of petty cash funds and other small purchase delegations.

II. ENTITIES AFFECTED

Faculty, Staff, and Students

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Edits & Formatting <ul style="list-style-type: none">- In item E, changed title to Vice President-Administration and Finance (previously "Business Administration and Finance)- Updated revision history	August 9, 2019 (editorial)
Revision – Updates, name & format change– Replaced AR-II-3.0-9 with board-approved policy	July 1, 2015
New Policy – Administrative Regulation (AR-II-3.0-9) Purchasing Policy	April 17, 1977