
2305 COMPLIANCE WITH PROCUREMENT POLICIES

Effective: Sept. 1990
Revised: December 2015
Last Reviewed: April 2018
Responsible Office: Purchasing Services
Approval: Purchasing Services

PURPOSE

To establish responsibility for ensuring compliance with University procurement policy.

POLICY

1. [Purchasing Services](#), in conjunction with the [Office of the Comptroller](#), is responsible for ensuring compliance with University procurement policy.
2. Authorization to suppliers for the purchase of products and services must be made through an approved University purchase order or a Procurement Credit Card.
3. Certain purchases may be made through means other than a University purchase order or a Purchasing Card (see [Commodity Matrix](#) for guidelines on the type of transactions that may be processed without using a University purchase order or a Purchasing Card).
4. All approved University suppliers are listed in the [University Supplier Database](#). Purchasing Services, in conjunction with Accounts Payable, has been delegated responsibility for managing the University supplier database.
5. Final approval authority for University purchase orders less than \$5,000 in value has been delegated to authorized faculty and staff in the Schools and Centers. However, all University purchase orders less than \$5,000 in value, requiring the review, approval and signature of a supplier contract or agreement, must be forwarded, along with the legal document(s) and supporting documentation, to Purchasing Services for final approval and signature.
All University purchase orders equal to or greater than \$5,000 must be forwarded to Purchasing Services for final review and approval. All supporting documentation relevant to the purchase request, (e.g., quotations, proposed contracts and agreements, relevant correspondence, etc.), must be forwarded to Purchasing Services for review and approval prior to the issuance of a University purchase order.
6. Any supplier contract or agreement requiring signature authorization must be reviewed by the Purchasing Services Department and/or the Office of the General Counsel prior to execution. **Only the Director of Purchasing Services; statutory officers of the University or their authorized designee may execute supplier contract forms.**

7. Competitive bids are required for all purchases with an aggregate value of \$5,000 or more (see Policy [#2308](#), Competitive Bidding). Competitive bids are not required when purchasing products or services from a University Contract Supplier (see list of [Contract](#) suppliers who have been designated University Contract Suppliers in the Supplier database.)