

## Purchase of Operating Goods or Services

<b>Category:</b> Finance	<b>Policy Number:</b> 2003	<b>Effective Date:</b> 87-10-01	<b>Related Policies:</b>
<b>Approved By:</b> Administration	<b>Maintained By:</b> Chief Financial Officer	<b>Amended:</b> 97-12-01 03-06-19	<b>Review Due:</b> 04-06-19

All purchases of goods or services are to be made by the central Purchasing Department. Exceptions are:

- Library
- Bookstore
- Food Services
- Contracts
- Petty Cash
- Purchase Card

Signing authority for requisitions to purchase goods or services is as follows:

### **Institute Supplies and Services**

The operating unit manager or their designate may approve requisitions to purchase supplies or services up to the level of his/her approved budgets. The operating unit manager or their designate may delegate signing authority, but such delegation must be authorized in writing with copies sent to the Director of Financial Services and the Director of Supply Management.

### **Standing Purchase Orders**

Standing purchase orders may be requested by the appropriate budget unit manager but must be authorized by the Director of Supply Management.

### **Acquisition of Goods and Services**

The central Purchasing Department will acquire the requested goods and services in accordance with approved procedures.

### **Internal Cross Charges**

Cross charged expenses must be authorized by the operating unit manager or their designate of the area receiving the charge.

**Related Policies:**

- Policy 2002 General Expenditures
- Policy 2004 Capital Asset Expenditures
- Policy 2007 Petty Cash