

Policy No. 501

Area: Business Services

Adopted: September 18, 1998

Revisions Adopted: June 9, 2016

Certified by _____

*Original signature is on file in
Administration & Finance*

Dr. Cynthia Jackson- Hammond
University President

SUBJECT: Purchasing Department

A. The Duties of the Purchasing Department

The Purchasing Department is charged with the responsibility of administering purchases for departments of the University in accordance with the authority delegated by the Board of Trustees and the President. The Purchasing Department has the following primary responsibilities:

1. Purchasing equipment, materials, supplies, and goods required by the end-user (requisitioner) from external vendors;
2. Managing the purchasing function(s) in compliance with applicable laws, University policies and regulations;
3. Applying principles of value analysis to the purchase transaction(s) to obtain the best quality for the price and delivery within the desired time frame;
4. Participating in the development of Inter-University contracts and State of Ohio term contracts;
5. Working with University departments to ensure they have obtained necessary quotes for purchases.