

Policy No. 501

Area: Business Services

Adopted: September 18, 1998

Revisions Adopted: June 9, 2016; May 1, 2026

*Original signature is on file in
the Office of General Counsel*

Certified by _____

Dr. Morakinyo A.O. Kuti
University President

SUBJECT: Purchasing Department Responsibilities

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, goods, and services required by the end-user (requisitioner) from 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 timeframe;
4. Participating in the development of inter-university contracts;
5. Participating in the State of Ohio Cooperative Purchasing Program; and
6. Working with University departments to ensure they have obtained necessary quotes and approvals for purchases.