SECTION 2: PURCHASING DEPARTMENT RESPONSIBILITY AND AUTHORITY

University Purchasing is responsible for the management of the acquisition by purchase, lease or rental of ALL materials, services and equipment required by various departments of the University, regardless of funding source.

General Policies

The basic purchase policies are determined by University administrative regulations. University Purchasing has primary responsibility for interpreting these policies and establishing appropriate guidelines. To assure compliance with all regulations, all purchases must have the appropriate prior approval from the Purchasing Department. **Any person making a purchase without prior approval must assume full responsibility for that purchase.**

The objective of University Purchasing is:

- To obtain specific goods and service for the requesting department.
- To ensure proper quality and quantity.
- To ensure timely delivery of goods.
- To comply with University regulations.
- To spend University funds wisely.
- To achieve the acquisition at the lowest reasonable cost.

The Purchasing Department contacts suppliers locally, in- and out-of-state to achieve these objectives. Price quotes are received through formal competitive bid process, as well as through informal quotations and purchasing comparison pricing tools available.

Grant and contract fund expenditures are subject to the same treatment as University funds. Therefore, the existing University administrative regulations, as well as applicable grant and contract guidelines, apply to all such purchases. See [http://www.gonzaga.edu/campus-Resources/Offices-and-Services-A-Z/Academic-Vice-President/sponsored-research-and-programs-office/contact-us.asp](http://www.gonzaga.edu/campus-Resources/Offices-and-Services-A-Z/Academic-Vice-President/sponsored-research-and-programs-office/contact-us.asp) for additional information about grants.

Purchasing will decide which type of transaction is the appropriate form for the purchase. A requisition may be developed into a regular purchase order, standing purchase order, or a credit card purchase at the discretion of University Purchasing.

The phrase “sole source” indicates that the requested vendor is the only available source of supply for goods and services. The goods and services must be unique or proprietary in nature, such as replacement parts for an existing piece of equipment. Excluding replacement parts, sole source purchases are discouraged due to lack of completion which may create potentially higher prices and terms more favorable to the supplier than to the University. Sole source purchase requests must be documented by memorandum from the requesting department.
The buyers provide assistance in obtaining information about any item. Employees with department purchasing responsibilities are encouraged to discuss questions about purchasing procedures with the Purchasing Department. Within University policy, procedures can be developed to meet special needs, expedite purchases and/or reduce handling costs.