
	Policy No.	Replaces	Policy
	E. 205	ARM 1014	Executive
	Policy Name		
PURCHASING/PROCUREMENT – DONATIONS/VENDOR PARTNERSHIPS – CONTRACTS - DISPOSALS			
Approved by	Responsibility		Category
Executive	VP, Finance & Administration		Finance
Date Issued	Date Revised	Revision	Related Policies, Reference
July 25, 1979	Feb. 20, 2008	11	E. 204, E. 306

PURPOSE

To ensure that all goods and/or services purchased from University held funds, regardless of source, are expended in a manner that takes into account proper business practices and complies with organizational policies, legal requirements and, government legislation and directives.

POLICY

1. University departments will acquire all goods and/or services via the centralized Purchasing Services department established procedures.
2. When goods and/or services are acquired, it is the joint responsibility of the Purchasing Services department and the client departments to ensure that:
 - Established processes and methodologies are adhered to.
 - Goods and/or services are obtained through a fair, open, ethical and competitive process which complies with University procedures and legislative and legal requirements.
 - Standardized specifications are adhered to (e.g. furniture, equipment, environmental, construction).
 - Required approvals are obtained prior to purchase (e.g. IT, Buildings & Grounds, Finance).
 - Best value is obtained considering the University, departmental, legislative and legal requirements.
 - Value-add relationships that provide the goods and/or services needed and at the same time provide additional benefits to the University will be explored. All value-adds must be consistent with the mission and principles of the University.
3. The Director, Contract Services and Capital Planning is responsible for approving any procedures that delegate purchasing authority to departments outside of the Purchasing Services department, or for exceptions to the established procurement procedures.
4. Contracts for the acquisition of services are to be supported by a written agreement and processed through the Purchasing Services department.
5. The Purchasing Services department is responsible for the disposal or sale of University assets that have been declared surplus to the University's needs.

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6. University assets will not be sold directly to or gifted to a University employee, without the involvement of the Director, Contract Services and Capital Planning.
7. Offers to donate goods and/or services or to create a vendor partnership must be vetted by both the Purchasing Services department and the University Foundation.