

This document was originally created in 2007 by a committee of College purchasing agents. It has now been updated to reflect changes in law, requirements, and practices since the date of its original publication. This document is a work-in-progress, and we welcome your input and will incorporate corrections and updates in future versions.

– November, 2015

INTRODUCTION

This document is directed to members of the University community who have questions on how the Purchasing Departments at the University and at the Colleges purchase goods and services. The Purchasing Departments (also referred to as Procurement Departments) at the Colleges of the University would like to provide you with the best possible service. The more you know about the purchasing process, the better we can work together to achieve timely deliveries of goods and services. For this reason, we have put together answers to some frequently asked questions. We hope this overview of purchasing will help us work together, as a team, to facilitate our common goal of providing excellent education to our students.

As you browse through this document in search of answers to particular questions that may arise, you may notice that we have adopted a somewhat “colloquial” style in our responses. This was a deliberate choice. We have endeavored to create a user-friendly tool for your use, and we hope thereby to extend to all members of our University family a friendly offer of assistance in your navigation through the sometimes confusing procurement process.