

RU Policy No. 6.3

Responsible Division: Finance &
Administration

Originally Issued: 02/2007

Last Revised: 10/2018

Revised Effective Date: 10/2018

Purchasing Policy and Procedure

Policy Statement

All purchasing activity at the University should support the University's mission of social justice and equal educational opportunity, and demonstrate a commitment to diversity. It is

1. Consult the University's Preferred Vendor List to determine whether one of those vendors can meet your needs. It is strongly recommended that you use one of the University's Preferred Vendors.
2. If you are unable to locate a suitable Preferred Vendor, contact the Purchasing Department for assistance.
3. Where a purchase is or is estimated to be in an amount of \$24,999.99 or less, follow the guidelines set forth in RU Policy No. 6.4 (Contract Policy and Procedure).
4. Where a purchase is or is estimated to be in an amount of \$25,000.00 or more, the Budget Administrator must submit to Purchasing a completed Competitive Bid Acquisition Form and follow the Purchasing Department's procedures for soliciting bids.
5. Once a final vendor is selected and approved, follow the process set forth in RU Policy No. 6.4 (Contract Policy and Procedure) to finalize the engagement.

Entities Affected by this Policy

All Divisions of the University.

Related Documents

RU Policy No. 6.3P (Purchasing and Competitive Bidding Guidelines and Procedures); RU Policy No. 6.3F (Competitive Bid Acquisition Form); RU Policy No. 6.4 (Contract Policy and Procedure); RU Policy No. 6.5 (Policy on Woman- and Minority-Owned Vendors); RU Policy No. 10.4 (Outside Counsel Policy and Procedure).

Revision and Implementation

The Vice President for Finance & Administration/Chief Financial Officer shall have the authority to revise this Policy, subject to the approval of the President's Executive Council.

The Vice President for Finance & Administration/Chief Financial Officer (and/or, as authorized by the Vice President for Finance & Administration/Chief Financial Officer, the Associate Vice President for Finance & Administration or the Director of Purchasing) shall have the authority to establish any procedures necessary to implement this Policy.