

UNIVERSITY GUIDEBOOK

Subject: Purchasing

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Materials Management	EFFECTIVE:
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<p>Policy: Employees who are delegated signature authority for University accounts are authorized to make purchasing decisions for their respective areas.</p> <p>RESOLUTION NUMBER: YR 1997 – 49; YR 2007 - 27</p>
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Purpose: These Procedures provide a means for purchasing necessary goods and services at a reasonable cost and for conducting this activity in the best interest of the University.

Parameters:

- All purchases must be in conformance with applicable codes of ethics as well as federal, state of Ohio, and local laws and regulations.
- Accountability for vendor commitment and/or the actual purchase of goods or services rests with the financial manager.
- The Department of Materials Management has the primary responsibility to facilitate the purchase of goods and services, and to manage and monitor the purchasing process. Authority is also delegated to the YSU Bookstore to purchase goods for resale, and the Maag Library to purchase items to be added to its collection.
- The University assumes no obligation for any purchases made without following Purchasing Procedures.
- The University is committed to advancing opportunities for minority and disadvantaged business enterprises.

Procedures:

1. Requests for purchases are made by using a university-approved procurement card, the on-line requisition system, or by forwarding a Purchase Requisition Input Form to the Department of Materials Management.
2. With the exception of authorized procurement card purchases , an authorized requisition (electronic or paper) for goods or services must be processed through the Department of Materials Management prior to vendor commitment and/or the actual purchase
3. .Compeitive selection processes will be conducted in accordance with University Guidebook Policy 3003.01 “Purchasing Limits for Competitive Selection.”