

SECTION: Business Affairs/Purchasing
SUBJECT: Purchasing Centralization and Authority

ISSUED BY: Office of Business Affairs
REPLACES:
APPROVED BY: Vice President for Business Affairs and Treasurer
EFFECTIVE DATE: July 1996

Purchasing centralization and authority

The responsibility for procurement negotiation and administration of procurement procedures has been centralized and delegated to the Business Office. The Vice President for Business Affairs and Treasurer has responsibility for centralizing purchasing transactions so that the maximum in efficiency and monetary savings can be secured, and to see that no commitments for materials or services are made unless funds are properly budgeted.