

# *Policies and Standards*

<i>SECTION:</i> <b>Purchasing</b>	<i>NO.</i> <b>3.3</b>		
<i>CHAPTER:</i> <b>Process</b>	<i>ISSUED:</i> <b>10/97</b>	<i>REV. A</i> <b>12/05</b>	<i>REV. B</i>
<i>POLICY:</i> <b><i>In-house vs. Outside Supplier</i></b>	<i>PAGE 1 OF 2</i>		

## **PURPOSE**

To provide a structure to buyers regarding the use of in-house departments versus outside suppliers.

## **SCOPE**

This policy applies to all Creighton-funded transactions.

## **POLICY**

Many of the goods and services required for University operations can be produced by in-house departments, in-house suppliers or purchased from outside suppliers. University recognized in-house service department shall receive right of first opportunity for all purchase transactions. If the in-house service department for whatever reason is unable to fulfill the request, the in-house service department will work with the buyer to solicit outside supplier quotations.

## **DEFINITIONS**

**In-house Department:** Officially recognized University departments who mission is to serve the needs of University departments or to serve students, faculty, and staff.

**In-house Supplier:** The University may contract with and provide on-campus facility space to an outside supplier. These suppliers are not part of the University but may have exclusive rights to provide a good or a service.

**Outside Supplier:** Organization providing goods or services to the University that is not affiliated with or part of the University.

## **RESPONSIBILITIES**

Buyers are responsible for checking the in-house service department list before procuring a good or a service from an outside supplier.

## **ADMINISTRATION AND INTERPRETATIONS**

Questions regarding interpretation of this policy should be directed to the Director of Purchasing.

## **ADMENDMENT/TERMINATION OF THIS POLICY**

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The University reserves the right to modify, amend, or terminate this policy at any time.

## **REFERENCES TO APPLICABLE POLICIES**

3.12 Purchase Order – Single/Sole Source Justification

## **EXCEPTIONS**

A department may request an exemption by following the University’s single/sole source justification policy.

## **VIOLATIONS/ENFORCEMENT**

Any known violations of this policy should be reported to the University’s Purchasing Director.