

# *Policies and Standards*

<i>SECTION:</i> <b>Purchasing</b>	<i>NO.</i> <b>3.8</b>		
<i>CHAPTER:</i> <b>Process</b>	<i>ISSUED:</i> <b>1993</b>	<i>REV. A</i> <b>10/97</b>	<i>REV. B</i> <b>02/07</b>
<i>POLICY:</i> <b>Requisition Review</b>	<i>PAGE 1 OF 2</i>		

## **PURPOSE**

To establish the policy and procedures to review requests and determine sources.

## **SCOPE**

This policy applies to all procurement processes for University goods and services.

## **POLICY**

The Director of Purchasing has been designated the responsibility to provide for the purchase of materials, supplies and services, with the objective to make them available at the proper time, in the proper place, in quantity, quality and price consistent with the needs of the University.

Purchasing has the responsibility and authority to review specifications and sources.

## **PROCEDURES**

The requesting department and Purchasing are jointly responsible for developing a list of acceptable suppliers of a specific product or service whenever necessary, with the requesting department responsible for the technical aspects and Purchasing responsible for the financial and service aspects.

It is the responsibility of Purchasing personnel to review the specification of each purchase requisition. This review includes, but is not limited to:

- Requests for "sole source" purchase
- Requests for goods of a quality that seem to be greater than required
- Requests for goods of a quality that seem to be less than required
- Requests where material seems inconsistent with the requirement
- Requests that do not conform to University standards

Purchasing shall not materially alter specifications or supplier of a request without discussion with the requesting department.

## **ADMINISTRATION AND INTERPRETATIONS**

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

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**ADMENDMENT/TERMINATION OF THIS POLICY**

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