

AREA OF RESPONSIBILITY: DIVISION OF BUSINESS AFFAIRS

RESPONSIBLE CONTACT: PURCHASING OFFICER

POLICY IDENTIFICATION: PURCHASING RESPONSIBILITY

Revised Date: 02/06/09

LAST REVISED: 5/2022

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It is the policy of the University that only the Office of the Purchasing Officer has the authority to issue purchase orders and obligate the University. Without definite and permission of the Purchasing Officer, no University Department may place orders. The University will assume no obligation except on a previously issued and duly authorized purchase order. Violations of this policy can result in disciplinary action or dismissal.

The University will assume no obligation to pay for goods/ services obtained without an official purchase order. No person shall add to or amend a purchase order after it has been transmitted to the provider of goods/ services except the Purchasing Officer or the Vice President for Business Affairs.