

CONTRACTING AND PURCHASING SERVICES POLICY MANUAL

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|  NORTHERN ARIZONA UNIVERSITY | POLICY PUR 106-00 |
| | Section: Ethical Considerations |
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| | Responsible office: Purchasing |
| | Origination date: 07/01/1996 |
| Subject: Intent to Procure | Effective date: 07/01/1996 |
| Source: University policy | Revision date: |

PURPOSE

To identify the appropriate use of solicitation documents.

POLICY

PUR 106-01: Authorized Department

Solicitations are to be issued by Contracting and Purchasing Services exclusively.

Departments may obtain price information for budget purposes from catalogs, prior purchase orders, telephone calls to vendors, or other informal means.

PUR 106-02: Intent to Procure

Written solicitations will not be issued unless there is definite intent to procure as evidenced by an approved requisition document or other memoranda from the requisitioner.

The issuance of solicitations merely to establish price information is unfair to suppliers. It is costly to the University and vendor to prepare a complete bid or offer; Contracting and Purchasing Services should not be requested to prepare a solicitation and vendors should not be requested to prepare formal quotations unless procurement is intended.