

CONTRACTING AND PURCHASING SERVICES POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY PUR 301-05
	Section: Orders and Requisitions
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	Responsible office: Purchasing
	Origination date: 07/01/1996
Subject: On-Campus vs Off-Campus	Effective date: 07/01/1996
Source: University policy	Revision date:

PURPOSE

To distinguish between requesting goods and services from on-campus servicing departments and off-campus vendors.

POLICY

PUR 301-05-01: Determining On-Campus vs Off-Campus use

Prior to preparing a requisition, the requesting department will determine if an on-campus service department can fulfill the department's requirements for a specific procurement.

On-campus agencies are not to be used as competitive bidders against vendors. If competitive bids or proposals have been solicited from vendors, the University will contract with one of the bidding or offering firms. The University may not reject vendor bids or offers and procure the same goods or services from an on-campus agency.

The only exception to this policy is the provision for competitively bidding any in-house program against private sector providers for potential privatization of in-house service.