

## CONTRACTING AND PURCHASING SERVICES POLICY MANUAL

 <b>NORTHERN ARIZONA UNIVERSITY</b>	<b>POLICY PUR 001-00</b>
	Section: 000 Introductory Material
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	Responsible office: Purchasing
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### PURPOSE

These policies and procedures apply to University personnel who requisition, procure, or receive goods and/or services using University funds.

### POLICY

#### **PUR 001-00-01: General Information**

The policies and procedures contained in this manual reflect requirements of state and federal statutes, Arizona Board of Regents and University policies, and best practices. The manual outlines requisitioning procedures, the order process, bidding requirements, and related procurement practices. In the event of inconsistencies or conflict, applicable law and Board of Regents' policies supersede university policies. For further information, contact Contracting and Purchasing Services by calling 928-523-4557 or emailing [nau-purchasing@nau.edu](mailto:nau-purchasing@nau.edu).

The policies in this manual have been reviewed and approved by the President's Management Team. The Procurement Officer is authorized to add, modify, or delete policies and procedures in this manual in the future. The Director of Procurement is responsible for the interpretation and administration of purchasing policies and procedures.

The basic objectives of Contracting and Purchasing Services are to identify, select, and acquire needed materials and services in a timely manner, as economically as possible within acceptable quality and service standards, and in accordance with regulations and authority established by the governing body.