

## CONTRACTING AND PURCHASING SERVICES POLICY MANUAL

 <b>NORTHERN ARIZONA UNIVERSITY</b>	<b>POLICY PUR 202-00</b>
	Section: General
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	Responsible office: Purchasing
	Origination date: 07/01/1996
<b>Subject: Authority for Procurement</b>	Effective date: 07/01/1996
Source: University policy ABOR 3-802	Revision date:

### PURPOSE

To define authority for commitment of University funds for procurement

### POLICY

#### **PUR 202-00-01: Authority**

Contracting and Purchasing Services is the central authority for the procurement of goods and services required by any University department or agency. All procurements must be made in accordance with ABOR policy and this policy manual.

No individual other than the Director of Procurement has the authority to place an order directly with a vendor, to enter into a contract or lease, or to obligate the University in any way unless:

1. The University President specifically authorizes an individual to do so in writing; or
2. The Director of Procurement delegates purchasing authority to specific individuals for a specific term or purpose.

#### **PUR 202-00-02: Unauthorized Procurements**

Procurements or other commitments made by unauthorized personnel are not legal and binding upon the University and may result in a personal obligation for the individual making the procurement or commitment.

#### **PUR 202-00-03: Authorized Procurements**

Procurement authority is authorized as follows:

1. Buyers: Purchase Orders not exceeding \$50,000.  
(Contracting and Purchasing Services Only)
2. Library Buyers: Purchases of books, media supplies and periodicals for use in the Library only.
3. Property Administration Manager: Purchases of state or federal surplus property per University requirements.
4. Requesting Department: Purchases not exceeding \$5000 utilizing the PD and PCard.

#### **PUR 202-00-04: Documenting Unauthorized Procurement**

To obligate the University to pay for an unauthorized procurement, the Director of Procurement may require a written explanation by the individual making the commitment and written approval from the appropriate provost/vice president. Contracting and Purchasing Services may issue an Unauthorized Commitment of University Funds letter to the individual that made the unauthorized commitment, which shall require the individual to take purchasing training. Any explanation, provost/vice president's approval and/or Unauthorized Commitment of University funds letter will be included in the contract file and identified as an exception for audit purposes.

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**PUR 202-00-05: Funding Procurements from Departmental Budgets**

To authorize a procurement of goods or services with funds from departmental budgets:

1. An NAU Purchasing Card can be utilized, or,
2. An approved Requisition or Departmental Purchase Order must be issued. This certifies that:
  - A. Sufficient funds are available in the account.
  - B. The procurements are a legitimate expenditure against the account.
  - C. The necessary internal approvals required by the appropriate department chair, dean or vice president/provost have been obtained.

**CROSS REFERENCE**

PUR 301-09 Requisition Documents