

## CONTRACTS, PURCHASING AND RISK MANAGEMENT POLICY MANUAL

 <b>NORTHERN ARIZONA UNIVERSITY</b>	<b>POLICY PUR 301-05</b>
	Section: Orders and Requisitions
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	Responsible office: CPRM
	Origination date: 07/01/1996
<b>Subject: On-Campus vs Off-Campus</b>	Effective date: 07/01/1996
Source: University Policy	Revision date: 06/03/2020

### 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 services exist because they offer the University better tracking, increased compliance, and improved budget management.

Departments must order on-campus goods and services from the following on-campus departments or contracted service providers if the goods and services can fulfill the department's requirements. Any deviation from this policy must be approved in advance by the Contracts, Purchasing and Risk Management department.

#### **PUR 301-05-02: University Departments**

1. Campus Supply-Provides routinely used materials for personal protection, cleaning, and maintenance.
2. Facility Services-Provides maintenance, repair, furniture, and construction services.
3. Fleet Services-Provides vehicle rental and vehicle repair services.
4. Printing Services-Provides printing services.

#### **PUR 301-05-03: Contracted Service Providers**

1. Follett-Provides textbooks and promotional materials.
2. Sodexo-Provides catering and other food services.