


## CONTRACTING AND PURCHASING SERVICES POLICY MANUAL

 <b>NORTHERN ARIZONA UNIVERSITY</b>	<b>POLICY PUR 305-07</b>
	Section: Orders and Requisitions
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	Responsible office: Purchasing
	Origination date: 07/01/1996
<b>Subject: Orders from Az Industries for the Blind and AZ Correctional</b>	Effective date: 07/01/1996
Source: University policy ABOR 3-808	Revision date:

### PURPOSE

To establish guidelines for purchases made from the AZ Industries for the Blind and AZ Correctional Ent.

### POLICY

**PUR 305-07-01: Purchases made from the AZ Industries for the Blind and AZ Correctional Ent.**

The University may purchase approved materials, goods or services directly from Arizona Industries for the Blind and Arizona Correctional Enterprises in any amount without competitive bidding if it is considered in the University's best interest to do so. The requesting department shall either utilize a departmental purchase order or requisition document for order placement.

**PUR 305-07-01: Inmates on Campus**

Departments shall submit approval from the University Police Department and the Vice President for Administration and Finance to utilize inmates for work on campus and submit such authorization to Contracting and Purchasing Services with the requisition order or file with the departmental purchase order.

### CROSS REFERENCE

- [PUR 205-00](#) Prohibited Purchases
- [PUR 302-01](#) Departmental Purchase Orders
- [PUR 600-01](#) Reporting Receipt of Order