CONTRACTING AND PURCHASING SERVICES POLICY MANUAL

NORTHERN ARIZONA UNIVERSITY	POLICY PUR 502-01
	Section: Vendors
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	Responsible office: Purchasing
	Origination date: 07/01/1996
Subject: Authority for Source Selection	Effective date: 07/01/1996
Source: University policy	Revision date:

PURPOSE

To establish authority for vendor selection

POLICY

PUR 502-01-01: Selecting Vendors

Contracting and Purchasing Services is responsible for contracting with the best sources of supply for the university. Departments are encouraged to provide buyers with the names of vendors to broaden the supplier base.

PUR 502-01-02: Awarding Vendors

The buyer and the department will review the vendor responses to competitive bids in context with the evaluation criteria and recommend the award.

In those rare cases in which the buyer cannot agree with the justification submitted by the user, the final authority for selection of the supplier rests with the director of Contracting and Purchasing Services.