



3344-65-01 General scope and procurement authority.

- (A) It is essential to follow uniform purchasing policies throughout the university in order to maintain standards of efficient business practice and good relationships within the university as well as with outside vendors and suppliers. Furthermore, a public educational institution has a responsibility to the taxpaying public, as well as to its students, faculty, and staff. It shall conduct its business fairly, in accordance with state regulations and university policy.

- (B) Purchasing services is responsible for approving all quotations, selecting suppliers, and placing all purchase orders for any division, department, or office of the university. Purchasing services has delegated authority to the law library and main library to directly purchase books and periodicals only (up to the current bid threshold). Failure to follow university purchasing policies and procedures may result in revocation of this delegated authority. Magnusmart will also verify availability of funds, via its electronic budget checking function, for any purchase prior to issuance of a purchase order. To avoid delays, please ensure that sufficient funds are available for the purchase or another arrangement has been made with the controller's office, before submitting the requisitions.

- (C) MagnusMart is the University's primary purchasing system. Purchasing activity outside of MagnusMart must be approved by the Senior Vice President for Business Affairs and Finance.

Policy Name:	General scope and procurement authority.
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