



## Policy 2.21

### Authority and Responsibility for Acquiring Goods and Services

**Responsible Official:** Vice President for Finance/Chief Finance Officer

**Administering Division/Department:** Procurement Services

**Effective Date:** January 22, 2010

**Last Revision:** August 20, 2014

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#### Overview

To assign authority and responsibility for the purchase of and payment for products and services.

#### Applicability

All employees.

#### Policy Details

The Sr. Director, Procurement, Contract Administration & Payment Services will establish and maintain policies and procedures to provide for the efficient and responsible conduct of all procurement and disbursement activities.

[Procurement and Payment Services](#), in conjunction with the Sr. Director, Procurement, Contract Administration & Payment Services, is responsible for enforcing University procurement and disbursement policy.

All funds deposited with the University, regardless of source, are University funds and must be handled in accordance with Procurement Services policy. Although departments are allocated funds in their budgets for a given period, this allocation is only an authority to requisition, not to purchase.

The Sr. Director, Procurement, Contract Administration & Payment Services has the authority and responsibility to:

- Negotiate all procurement terms and execute all purchases of goods and services unless otherwise prohibited by University statutes or policy or Trustee action; and
- In conjunction with the Vice President for Finance, determine and recommend, when appropriate, the potential benefits offered by a lease as compared to the purchase of equipment.

No employee of the University, except as authorized by the Trustees of Emory University, the statutes of the University or President's letter of delegation, is empowered to incur any obligation or make any commitment on behalf of the University for the procurement of products, services, or equipment unless specifically delegated in writing by the Sr. Director, Procurement, Contract Administration & Payment Services.

The Emory Express Purchasing System and the Visa Purchasing Card are the University approved buying tools for purchases from external suppliers. Use of the appropriate buying tool must be in compliance with guidelines listed

on the Buying in the Marketplace website.

Officers or departments other than Procurement Services that have been delegated the responsibility for procurement of certain goods and services must procure those goods and services in accordance with University procurement policy. Procedures governing procurement in these areas are subject to prior review and approval by the Sr. Director, Procurement, Contract Administration & Payment Services.

All purchases must be made for the purpose of University-related activities. Purchasing any goods or services for personal use is prohibited.

Procurement and Payment Services is responsible for maintaining records of all procurement and disbursement transactions. University faculty and staff who have been authorized to use a Purchasing Card are responsible for maintaining records of all procurement credit card transactions.

1. Procurement and Payment Services is responsible for responding to all external audit findings or agency inquiries concerning procurement and disbursement issues.
2. Emory University, in compliance with federal regulations, must maintain a formal procurement system for all purchases made with federal funds; specifically the requirements of the Office of Management and Budget Circular A-110.

## Definitions

*Procurement:* The process, from initial concept and planning through to contract completion and post-contract analysis, of purchasing of goods or services from external sources for the University.

## Related Links

- Current Version of This Policy: <http://policies.emory.edu/2.21>
- [Finance Website](https://www.finance.emory.edu/home/index.html) (https://www.finance.emory.edu/home/index.html)

## Contact Information

Subject	Contact	Phone	Email
Procurement and Payment Services	Customer Service	404.727.5400	e-market@emory.edu

## Revision History

- Version Published on: Dec 10, 2013 (*Change made to position title*)
- Version Published on: Dec 10, 2013 (*Changed reference from AMEX to Visa*)
- Version Published on: Jan 26, 2010
- Version Published on: Jul 21, 2008
- Version Published on: Mar 27, 2007 (*Original Publication*)

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