Policy 2.21
Authority and Responsibility for Acquiring Goods and Services

This policy version was not current at the time of printing. Please see http://policies.emory.edu/2.21 for the current version.

Responsible Official: Vice President for Finance/Chief Finance Officer
Administering Division/Department: Procurement Services
Effective Date: January 22, 2010
Last Revision: December 10, 2013

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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 of Procurement Services and the Associate Vice President for Financial Operations 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 Office of the Associate Vice President for Financial Operations, 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 of Procurement 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 of Procurement 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 Market Place 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 of Procurement 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](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

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procurement and Payment Services</td>
<td>Customer Service</td>
<td>404.727.5400</td>
<td><a href="mailto:e-market@emory.edu">e-market@emory.edu</a></td>
</tr>
</tbody>
</table>

Revision History

Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.