



## Policy 2.88 Compliance with Procurement Policies

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

**Administering Division/Department:** Procurement Services

**Effective Date:** January 04, 2010

**Last Revision:** August 20, 2014

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### Overview

To establish responsibility for ensuring compliance with University procurement policy.

### Applicability

All employees.

### Policy Details

[Procurement Services](#), in conjunction with the Office of the Sr. Director, Procurement, Contract Administration & Payment Services is responsible for ensuring compliance with University procurement policy.

Authorization to suppliers for the purchase of products and services must be made through an approved University purchase order or a Purchasing Card.

Certain purchases may be made through means other than a University purchase order or a Purchasing Card. See [Emory Marketplace](#) for guidelines on the type of transactions that may be processed without using a University purchase order or a Purchasing Card.

Procurement Services, in conjunction with Payment Services, has been delegated responsibility for managing the University supplier database.

Procurement Services has the authority to determine the source that will be utilized to procure goods and services. Ordering departments have the authority to requisition for goods and services, however Procurement Services has the sole authority to issue Purchase Orders on behalf of the university.

Any supplier contract or agreement requiring signature authorization must be reviewed by the Contract Administration Office and/or the Office of the General Counsel prior to execution.

Competitive bids may be required for all purchases in any amount at the discretion of Procurement Services. Competitive bids are not required when purchasing products or services from a University Contract Supplier.

## Definitions

None

## Related Links

- Current Version of This Policy: <http://policies.emory.edu/2.88>
- [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 & Payment Services	Customer Service	404.727.5400	e-market@emory.edu

## Revision History

- Version Published on: Jan 12, 2010 (*Change made to position title.*)
- Version Published on: Jan 12, 2010 (*Original Publication*)

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