Status **Draft** PolicyStat ID **18767974**

Last Approved	N/A	Area	Finance
Effective	N/A	Chief Or Responsible Office	Chief Business Officer
Next Review	N/A		

Purchasing (#3001)

Purpose/Reason for Policy

~~Employees and units shall comply with the Board of Regents of the University System of Georgia (BOR) policies, State requirements, and associated procedures when purchasing goods and services with institutional funds.~~

With the University of West Georgia's diverse and decentralized operations, it is appropriate to establish an overarching policy to guide procurement transactions. Responsible stewardship in the expenditure of University funds entail the proper combination of price, quality, and reliability. This requires that employees involved at every step of the process take full responsibility for understanding the University's policies and procedures regarding purchasing and vendor relations. This policy is meant to support the need to get products and services in a timely and cost-effective manner, while ensuring appropriate business processes are followed. This policy and associated procedures are meant to provide guidance to end users making purchases on behalf of the University.

Policy Statement

The policies and procedures established by the State of Georgia and the BOR have been established to reduce financial, regulatory, and operational risks. They also represent the expectations of taxpayers and the community-at-large. Every purchase should be justified as an appropriate expense of taxpayer dollars and student fees.

Scope/Applies To:

☑ All Employees ☐ Faculty ☐ Staff ☑ Students ☐ Vendors/Contractors ☐ Others________

The Chief Business Officer or designee is authorized to establish procedures for compliance with this Policy.

The Chief Campus Services Officer or designee is authorized to establish procedures for auxiliary units or services.

Associated Procedures

Authorized Financial Approvals

Prizes and Awards

Food Purchases

Approval Signatures

Step Description	Approver	Date