




National University of Health Sciences General Policies

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President	Date			

POLICY STATEMENT

It is the policy of the University that all purchases are to be made through the Purchasing Coordinator to assure efficient and economical servicing within our requirements and to provide proper consideration of suppliers with whom the University does business.

Procedures

National University of Health Sciences (NUHS) operates under a centralized purchasing concept, in which the Purchasing Coordinator is responsible for the execution of the purchasing function. It is the University policy to do business with any eligible vendor.

Vendors of products are to be selected by the Purchasing Coordinator; advice is welcome from the user. All bids are to be forwarded from suppliers directly to the Purchasing Coordinator for comparison and analysis.

Whenever possible, the Purchasing Coordinator will secure at least three quotes, by telephone or in writing, on purchases of \$1,500 or more. Orders greater than \$3,000 in aggregate will require sealed bids to be received and opened by the Purchasing Coordinator or other person as designed by the Vice President for Business Services. Assuming quality and delivery time to be equal, the lowest bid will receive the order, regardless of account relationships. Bids are obtained in all instances except the following:

- If the purchase is for a repetitive item, the Purchasing Coordinator will obtain a good spread of competitive prices for these items once a year.
- If an emergency situation exists and the user can justify in writing that there is not time to obtain a competitive price;
- If the purchase is for a specialty item or service, and is available from a sole vendor.

The Purchasing Coordinator does have the authority to question the quality, amount, kind of material requisitioned, and propriety of purchase, before issuing a purchase order, when such requisitions may be contrary to University policy, or not in the best interest of the University. Standardization and uniformity requirements of materials and equipment used throughout the University will be a prime factor in determining acceptability of requisitions.

Purchase requisitions are to be prepared by the various divisions for the items or services needed. Requisitions must be properly approved, in accordance with the authorized signature listing, before incurring obligations for the University. Persons who approve requisitions assume responsibility for the need for the items or services requested.

No materials or services will be ordered without an authorized (signed) purchase order. Invoices from vendors that do not reflect an authorized purchase order will be returned to the vendor with the notation that the person ordering the materials or service is responsible for payment of the invoice.

Contracts may only be signed by the Vice President for Administrative Services, Vice President for Business Services, Vice President of Academic Services or the President.

The Purchasing Department will not accept requisitions that have invoices from the vendor attached to them. Prior approval for purchase is required.

Purchase requisitions submitted to the Purchasing Department should be submitted at least two weeks prior to anticipated need. It takes approximately two weeks to process (receive bids, quotes, approvals, etc.). In certain instances, items not authorized in the University's operating budget may be purchased if approval for specific items has been received in writing from an external grant or sponsored research funding agency.