

3344-65-01 General scope and procurement authority.

- (A) It is essential to follow uniform purchasing policies throughout the university in order to maintain standards of efficient business practice and good relationships within the university as well as with outside vendors and suppliers. Furthermore, a public educational institution has a responsibility to the taxpaying public, as well as to its students, faculty, and staff. It shall conduct its business fairly, in accordance with state regulations and university policy.
- (B) Accordingly, the responsibility for procurement of supplies, equipment, and services for the operation and development of the university is assigned to the department of purchasing services as affirmed in board of trustees' resolution 85-148.
- (C) The purchasing department is responsible for approving all quotations, selecting suppliers, and placing all purchase orders for any division, department, or office of the university. The purchasing department has delegated authority to the law library and main library to directly purchase books and periodicals only (up to the current bid limit amounts), and to departments to make purchases utilizing the small order form (SOF). Failure to follow university purchasing policies and procedures may result in revocation of this delegated authority. The purchasing department will also verify availability of funds from the controller's office for any purchase prior to issuance. To avoid delays, please ensure that sufficient funds are available for the purchase before submitting the requisitions.
- (D) The purchasing department is committed to the efficient and economical acquisition of quality goods and services in support of Cleveland state university's overall mission. Toward that end, Cleveland state university is a member of the inter-

university council purchasing group (IUCPG), a purchasing consortium composed of state of Ohio assisted colleges and universities, technical schools and community colleges. With the advantage of their combined purchasing power, IUCPG members jointly establish and utilize several price agreements. Contracts established by the state of Ohio, office of purchasing, are also available to CSU purchasing. Further, the department is a member of a national purchasing consortium, the educational & institutional cooperative service (E&I), as well as a member of a national organization for purchasing professionals, the national association of educational buyers.

Policy Name: Unauthorized purchases.
Policy Number: 3344-65-01
Replaces: 3344-65-01
Board Approved: 3/18/2013
Resolution: 2013-12
Effective: 11/12/2013
Prior effective dates: 8/7/89, 8/4/05.