

**POLICY NO:** POL020

**TITLE:** DELEGATION OF AUTHORITY

**EFFECTIVE DATE:** JANUARY 2000

**UPDATED:** AUGUST 2009

**GENERAL**

**By virtue of appointment**, the Director of Purchasing has the authority to delegate responsibility for certain types of purchases and/or negotiations when it is determined to be in the best interest of the University. Coordination with the proper departments will prevent unnecessa

## **PROMOTIONAL, GIFTWARE AND CASUAL ATTIRE ITEMS**

These types of Items can be sourced at competitive prices from <http://www.campuscasuals.com> through arrangements with RWU Bookstores. An additional 20% discount is applicable to all web catalog prices. It is suggested <http://www.campuscasuals.com> catalog be reviewed prior to seeking external sources.

## **CONSTRUCTION & RENOVATION PROJECTS**

Purchasing is responsible for soliciting competitive bids for major construction and renovation projects. Bid packages are to be prepared by the Facilities Management department which may include the recommendation for the additional hiring of consultants, engineering specialists and or architects. A minimum of at least three bids is preferred at all times and upon receipt at the Purchasing Department shall be opened in the presence of at least two witnesses. Upon review and evaluation of each bid a recommendation is to be presented to the Vice President of Finance and Operations, President and the Finance Committee of the Board of Trustees.

## **DEPARTMENT DELEGATION**

Deans and Department heads may delegate approval authority to subordinates provided such delegation is documented in writing to the Director of Purchasing. Documents must include, as a minimum, the name, title, signature, and dollar limit restrictions. Part time employees, temporary employees and students may not be delegated to have approving authority.