POLICY: POL120
TITLE: OTHER METHODS OF PROCUREMENT
EFFECTIVE DATE: JANUARY 2000
UPDATED: AUGUST 2009

GENERAL

All requests for the purchase of goods and services must be presented by use of the University purchase requisition form whenever possible. It is recognized that a variety of circumstances may preclude the use of a requisition and therefore established alternatives have been developed to meet these needs. These alternate forms of purchasing are described below.

EMERGENCY PROCEDURES

Because emergencies or contingencies can occur at any time during non working hours at the direction of department heads emergency services may be ordered on a verbal basis. The Purchasing department must be notified of such arrangements the next working day.

BLANKET PURCHASE ORDERS

Blanket purchase orders are used to purchase like or similar items that are requested on a regular basis from a single vendor , i.e. electrical and mechanical parts, art supplies, housekeeping and dining supplies, promotional items, etc.

STOCKLESS OFFICE SUPPLY ORDERS

Day to day office supplies such as pens, note pads calendars, etc. are not stocked by the University. Such supplies may be ordered through the approved vendor contracted by the University for the provision of such items. Orders may be placed using a preprinted requisition form, by telephone, by fax, on line, or by placing an order through the vendor's representative. Some restrictions apply to the ordering of office furniture, bulletin boards, computer accessories, and capital equipment.

COLLECT ON DELIVERY (C.O.D.)

Only on extremely rare conditions will COD payments be permitted, No one except Purchasing Department personnel are allowed to authorize COD payments.

RETURNING MERCHANDISE

If the goods are found to be unacceptable, or the user wishes to return the