SECTION 7: ACQUISITION PROCEDURES

SUBJECT: CONTRACTS, STATE & E & I Procedure #7.2.3

POLICY

Local term supply and service (other than maintenance) contracts are to be kept by the buyer establishing the contract.

Other contracts established by the Office of State Procurement, E & I Cooperative, State Department of Information Systems, and other organizations are to be assessed via on-line links.

The University has access to many buying consortiums, however individual contracts established by other groups may or may not comply with State laws or University policy, and/or may require an interlocal agreement. If a buyer wants to use a contract not previously researched, the buyer must discuss the contract with their Manager. Interlocal agreements must be signed by the Director of Purchasing.

PROCEDURE

Buyers should establish a logical, easily accessed filing system so that the term contracts, they have established, are readily available.

Some consortium links:

State Purchasing Contracts
E & I Coop Contracts
State Department of Information Systems Contracts