It is the responsibility of the Buyer to administer the purchasing contracts issued. Contracts include both verbal and written purchase orders, confirming purchase orders, and any and all written agreements which the Buyer executes on behalf of the University. This also includes ensuring that vendors comply with the terms and conditions stipulated in each contract e.g. signs, acknowledges and returns order acknowledgements, insurance forms, Price Warranty Checklist Sheet, MWBE Subcontractor Reports, etc. when they are requested as part of the purchase contract. (See Sole Source Procurement and MWBE Subcontractor Report procedure.)

Buyers are also responsible for resolving contract disputes involving defective goods or poor contract workmanship or performance. Buyers should watch for vendor performance patterns such as late delivery, overshipments, duplicate shipment, unauthorized substitutions, or other discrepancies which may influence future awards.