SECTION 8: SPECIAL COMMODITY PROCEDURESS

SUBJECT: FOREIGN MADE GOODS, Procedure #8.10
PURCHASE OF

POLICY

Foreign made goods and services may be requested by campus departments. Requisitions will be distributed to Buyers according to commodity assignments. The Buyers will follow standard buying procedures as outlined in the Buying Sections of the Purchasing Procedures Manual. When all documentation is complete and the Buyer is ready to award the contract, if importing goods from a foreign vendor is involved, the paperwork is to be given to the Buyer responsible for foreign purchases. The foreign purchases Buyer then completes the necessary steps for a foreign procurement.

Exporting of our own equipment and materials and their return is also handled by the Buyer assigned foreign purchases.