



ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL

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PAGE  
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SUBJECT  
PURCHASING

SUB-TOPIC

PURPOSE AND SCOPE

The objectives of the Purchasing section of Procurement Management are:

1. To provide systematic methods for procuring supplies, equipment and services for the University.
2. To procure products and services of quality at the lowest possible price and in a timely manner.
3. To adhere to the applicable state, U.T. System and/or local purchasing laws and guidelines.
4. To stimulate free and vigorous competition while maintaining high ethical standards.
5. To provide contracting opportunities to Historically Underutilized Businesses (HUB's).

The procedures set forth in this section provide information for purchasing goods and services. All purchases shall be in accordance with established procedures regardless of source of funds.