

NORTHERN KENTUCKY UNIVERSITY	IDENTIFICATION: AR-II-3.0-9	Page: 1
ADMINISTRATIVE REGULATIONS	Date Effective: 4/18/77	
	Supersedes Regulation Dated	

PURCHASING POLICY

- A. The Director of Purchasing, under General Administrative Supervision of the President, is vested with University authority to order and/or purchase all materials, supplies, equipment, and services, subject to applicable state law and procedures. Purchases not authorized and/or approved by the Director of Purchasing shall not constitute official obligations of the University. The Director of Purchasing, under this grant of authority may, with approval of the President and in writing, delegate certain authority for the purchase and/or acquisition of library books, and items purchased for resale (namely by the University Bookstore).
- B. No purchase order shall be issued, nor payment processed, without citing the legal authority for the expenditure of funds on the document authorizing the funds to be released.
- C. The Director of Purchasing is authorized to establish and maintain inventories of commonly used items for resale to requesting departments. These inventories shall include but not necessarily be limited to: office supplies, custodial supplies and furniture.
- D. The Director of Purchasing is vested with University authority to dispose of all surplus personal property in accordance with applicable law and University Administrative Regulation.
- E. The Director of Purchasing may, with approval of the Assistant Vice President of Business Operations and Auxiliary Services and in writing, issue other delegations of small purchase authority in accordance with applicable law. These delegations shall include, but not be limited to, the establishment of petty cash funds and other small purchase delegations.