

# Purchasing Policies and Procedures (Administrative Regulations)

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## SECTION 4: RESPONSIBILITIES OF OPERATING DEPARTMENTS Date: 03/2009

- 4.1 Operating departments are charged with the following responsibilities in the purchasing process:
- 4-1.1 To maintain open communications with the Purchasing Division.
  - 4-1.2 To monitor and inform Purchasing of any vendor relations problems, shipping problems (i.e., damaged goods, late delivery, wrong items delivered, incorrect quantity delivered, etc.) and any situations which should be brought to the attention of Purchasing so that follow-up can be implemented and the problem resolved.
  - 4-1.3 To provide at the beginning of each fiscal year, an authorized signature list to the Purchasing Manager designating those individuals who are delegated the authority to sign Requisitions, Request for Payment forms, purchase against Blanket Purchase Orders and in what dollar amount limit, and sign/verify invoices eligible for payment. This authorized signature list shall be provided by the department head, or his/her designated employee.
  - 4-1.4 To anticipate requirements sufficiently in advance to allow the Purchasing Division adequate time to obtain goods in accordance with the best and/or required purchasing practices.
  - 4-1.5 To communicate and coordinate with the Purchasing Division prior to requesting unusual services from vendors ( i.e., special terms and conditions, pre-payment, deposits, acquisition on trial basis, etc.)
  - 4-1.6 To provide detailed, accurate specifications to ensure goods obtained are consistent with expectations and requirements.
  - 4-1.7 To prepare requisitions carefully and properly so as to minimize unnecessary effort required to process requisitions.
  - 4-1.8 To minimize emergency, urgent, and sole source purchases and to provide written justification when such purchases may be necessary.
  - 4-1.9 To assist the Purchasing Division, when necessary, with written recommendations as required for the lowest responsible/responsive bidder based upon specifications criteria as well as perform reference checks to assist in determining lowest responsible/responsive bidder.