



## **POLICY & PROCEDURE DOCUMENT**

NUMBER: 3.5101

DIVISION: Finance & Administration

TITLE: Purchasing Policy

DATE: July 15, 2011

Authorized by: K. Ann Mead, VP of Finance & Administration  
Issued by: Department of Purchasing

### **I. Purpose and Scope**

The Purchasing Policy designates authority to make financial commitments of university funds for goods and services necessary for the operation of Western Kentucky University.

### **II. Policy**

#### **A. Authority to Purchase**

All purchases made with Western Kentucky University funds, no matter what the source, Federal, State or revenue generating activity, shall be done in accordance with this policy. The university' Board of Regents receives its authority via KRS 164A.555 through 164A.630 to conduct purchasing, contracting, capital construction and other financial activities for the Commonwealth of Kentucky. The Board of Regents delegate within the limits of the law this authority to purchase all goods, supplies and contractual services required for the operation of the university to the University President or his/her designated representative or representatives (hereinafter "Director of Purchasing").

### **III. Procedure**

All acquisitions of goods and services made pursuant to this policy shall be consistent with good business practices and in accordance with the Code of Ethics of the National

Association of Educational Procurement and with all applicable local, state and federal laws. Purchasing procedures will be derived from the Kentucky Revised Statutes 45A Model Procurement Code and Federal Circular A110.

#### 1. Socially Responsible Purchasing

In the process of conducting business, the University will incorporate socially responsible purchasing. To the extent permitted by applicable law the University will be supportive of programs and activities that promote the ability of minority, woman and disabled business owners to compete equally for the opportunity to provide goods and services to the University. The University will also actively pursue products, services and activities that promote sustainability of our planet. The University will consider and pursue the safety of individuals and of our environment while conducting all purchasing activities.

#### 2. Cooperative Purchasing

The University will work closely with other state universities in the Commonwealth of Kentucky through the Kentucky Education Purchasing Cooperative, as well as other national Group Purchasing Organizations in order to get increased value for its resources.

### **IV. Penalty for Violation of Policy and Statures**

Any officer, agent or employee who willfully fails or refuses to comply with the provisions of this policy and the laws and regulations may be subject to indictment in the appropriate Circuit Court and upon conviction shall be fined not less than fifty dollars (\$50) nor more than one thousand dollars (\$1,000) for each conviction.