



POLICY:	PURCHASING
EFFECTIVE DATE:	APRIL 12, 2002
APPROVAL DATE:	JUNE 11, 2012

PURPOSE

To establish policies and procedures for ASI purchases made by ASI professional staff, ASI student employees, and student members of the ASI Board of Directors.

POLICY AND PROCEDURES

A) Purchasing Procedures:

- 1) When making purchases, all things being equal such as quality, specifications, service, and product availability, choose the lowest cost, local vendors, and/or recycled materials.
- 2) When buying in large volume or bulk, utilize established University and/or other Auxiliary purchase agreements when feasible.
- 3) Documentation of purchase shall consist of an Expenditure Request Form (Attachment A) accompanied by an itemized receipt(s) and proof of payment submitted to the ASI Corporate Office within five business days of the purchase.
- 4) All purchases by Directors of ASI entities must be within the allocations of the annual master budget approved by the ASI Board of Directors.
- 5) Purchases of Less Than \$5,000 require approval of the Director of the respective ASI entity.
- 6) Purchases of \$5,000 or more require prior approval of the ASI Manager of Operations and the ASI Executive Director, including documentation of purpose, rationale behind choice of vendor and equipment, and Expenditure Request Form (Attachment A).
- 7) Emergency purchases of \$10,000 or more may be authorized by the ASI Executive Director or designee during an emergency involving public health, welfare, and/or safety.

B) Receiving Purchased Goods:

- 1) Upon delivery and receipt of goods over \$500, the purchase is tagged and inventoried by the ASI Manager of Operations.
- 2) Directors of respective ASI entities will resolve any discrepancies that exist between the original purchase requested and the delivered product.

C) Purchasing Compliance:

- 1) Individuals failing to comply with this policy may be subject to disciplinary action and/or may be required to assume personal liability for non-approved purchases.