

Please contact Matt Hammar at mhammar@georgefox.edu, ext. 2006 or Kathi Becker at kbecker@georgefox.edu, ext. 2166 for assistance. Note that non-compliance with this policy may result in expenses incurred by employees not being reimbursed by GFU.

Overview

Purchasing Department Responsibility and Authority

University Purchasing is responsible for the oversight of the acquisition by purchase, lease or rental of ALL materials, services and equipment required by various departments of the University, **regardless of funding source.**

The goal of University Purchasing is to help protect the University in all commercial transactions while helping acquire quality goods and services in a timely and efficient manner. University Purchasing is responsible for administering the purchase order system (PeopleSoft) and associated expenditures processed via Purchase Order. Contracts, agreements, leases and ongoing services are also reviewed, negotiated and approved by University Purchasing and the Finance department. The GFU One Card Visa program is administered by the Finance department for acquiring pre-approved low dollar goods. University Purchasing will assist departments in meeting their needs. When you have a question regarding a purchase order, agreement or service, contact University Purchasing, purchasing@georgefox.edu.

George Fox University is a member of the Oregon Cooperative Procurement Program. This membership gives us access to contracts and pricing negotiated through the State of Oregon and our preferred providers. Whenever possible, please utilize these agreements (See ORCPP Contracts Index) to select a vendor. If you need help utilizing one of the agreements, contact University Purchasing. Note that a properly authorized Purchase Order must still be completed.

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