



Purchasing

Vendor Information

- [Current Bids and Request For Proposals](#) **Updated**
- [Awarded Bids and Requests for Proposals](#) **New**
- [Request for Proposals for Personal Services Contracts](#)
- [Registration/Vendor Application Form](#)
- [Sales tax exemption form](#) **Updated**
- [Purchasing Staff/ Commodity Listing](#)
- [Bid Protest Policy](#)
- [MBE/WBE Policy & Guidelines](#)
- [Surplus Sales](#)
- [Terms and Conditions For Purchase Orders](#)
- [Accounts Payable Vendor Terms and Conditions of Payment](#)

Department Information

- [Purchasing Staff Directory](#)
- [Central Purchasing Policies](#)
- [Procurement Card Program](#) **Updated**
- [Purchasing Miniforms](#)
- [Training Information](#)
- [Price Contracts](#) **New**
- [Inventory Control/Surplus Property](#)
- [Stockroom](#) **Updated**
- [Central Receiving](#)

Additional Links

- [Administrative Offices & Services](#)
- [KRS Statutes](#)
- [KAR](#)
- [PeopleSoft Training Schedule](#)
- [ULink](#)
- [KMBC](#)
- [UPS Tracking](#)
- [State Contracts](#) (To search for a State Contract: click on Catalog Search, type in commodity or contract no. and then click Go)

Purchasing

The Department of Purchasing is [located \(map\)](#) in the Service Complex, Belknap Campus, corner of Brook and Warnock Streets. The phone number to the main office is (502) 852-6247. Hours of operation are 8:00a.m.- 4:30p.m.

The Department of Purchasing reports to the Associate Vice President for Business Affairs and is responsible for the procurement of supplies, equipment, services and construction; as well as manages Central Receiving, Stockroom, and Inventory Control/Surplus Property.

Mission Statement

The mission of the Department of Purchasing is to support the purpose and goals of the University of Louisville through the timely acquisition of quality goods and services at competitive prices in an ethical and professional manner while keeping the University in compliance with Kentucky state laws and promoting the development of efficient, effective purchasing practices.