Information

Contracts

Number

PUR-22.00

Applicability

This policy applies to University Administrators, Faculty, and Staff.

Administrative Authority

Vice President for Finance and Chief Financial Officer

Responsible Unit

Sally Molsberger - Chief Procurement Officer
Service Complex, University of Louisville
Louisville, KY 40292
502-852-8223
purchase@louisville.edu

History

Original Date: Unknown

Revision Date(s): November 20, 2023

Reviewed Date(s): February 14, 2020; November 20, 2023

Categories

Reason for Policy:

Contracts are established to obtain competitive prices and prompt delivery of products used frequently. Purchasing from established contracts eliminates the need to solicit bids or quotations.

Statement:

It is the requirement of the Department of Procurement Services to purchase from contract vendors when products qualify and prices are consistent with the specifications supplied by the ordering department.

University Departments are required to use contracts when ordering goods and services.

Related Information:

As a state agency, the University may use the contracts established by the Commonwealth of Kentucky, Kentucky Educational Purchasing Cooperative, GSA, other State Universities, Green City Cooperative, and/or the University may establish their own contracts.

Contracts are awarded as a result of bids or negotiations.

Responsibilities:

It is the responsibility of the end user to verify that established contracts are utilized for departmental purchases.

Forms/Online Processes:

Current UofL Contracts