

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

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History

Original Date: Unknown

Revision Date(s): November 20, 2023

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

Categories

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.

Reasoning:

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.

Responsibilities:

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