

University Of Massachusetts Lowell	
Date: July 01, 2001	Section:1.5
Subject: Purchasing Policies and Procedures	

The following procedures expand upon the policies governing purchasing adopted by the Board of Trustees on June 3, 1992, in accordance with the provisions of Sections 3 and 13 of Chapter 75 of the General Laws, as amended by Chapter 142 of the Acts of 1991. This manual represents the basic purchasing policy to be followed by the University of Massachusetts Lowell.

Responsibilities and Objectives:

The Purchasing Department is the on-campus department that is charged with the responsibility to:

1. Obtain public bids to obtain maximum value from the expenditure of University funds in the purchase of materials and services, greater than \$5,000;
2. Coordinate the purchase of materials and services for all functions of the University;
3. Provide value added services to the University by constantly striving to find new and better products, sources of supply, and better ways of meeting the needs of the using departments;
4. Maintain liaison with the vendors that service the University;
5. Develop University purchasing standards based upon value analysis, economies of scale, total acquisition costs, and budget limitations;
6. Assist University departments in locating substitute materials in cases of emergencies, material shortages, strikes, or other external circumstances;
7. Protect the University against unfair or unethical trade practices and unrealistic or exorbitant price increases;
8. Expedite, if requested and warranted, the delivery of goods and services;
9. Assist in the transfer, trade, or sale of surplus property;
10. Maintain the Master Bidders and Commodities lists and the Vendor Code File.