

University Of Massachusetts Lowell	
Date: July 01, 2001	Section:1.7
Subject: Responsibilities of the Ordering/Requesting Department	

Individuals who are authorized by their dean or department head to originate requests for materials and services for public bid, are charged with the responsibility to:

1. Anticipate departmental requirements in order that a reasonable amount of lead time may be allowed for processing the request, or for public bidding, whichever applies. The Procurement Department will handle emergencies on a priority basis as outlined in the section entitled **Emergency Purchasing Confirming Orders – Financial Commitment, page 2.16.**
2. Combine, whenever possible, relatively small request for similar types of material, in order that orders/bids may be issued for reasonable quantities.
3. Insure that information furnished on the purchase request is complete and accurate and conforms to campus purchasing and accounting policies, as may be appropriate.
4. Provide written quotations, justifications, and backup documentation, as may be requested by the Purchasing Department.
5. Promptly process Change Order/Requests, as may be appropriate, to the Purchasing Department to properly reflect any modifications to the Purchase Order. (Authorization must be received from the Purchasing Department prior to processing any Change Order/Request for purchases that were bid through Purchasing.)
6. Promptly note receipt of materials, as may be appropriate, in accordance with campus receiving policy.
7. Accommodate the payment of invoices, as may be appropriate, in accordance with campus accounting policy.