

UWG POLICY NUMBER: 5.1

UWG POLICY NAME: Purchasing

POLICY:

Employees and units shall comply with the Board of Regents of the University System of Georgia (BOR) policies, State requirements, and associated procedures when purchasing goods and services with institutional funds.

CONTEXT:

This policy applies to:

- All UWG faculty, staff, and units.

The policies and procedures established by the State of Georgia and the BOR have been established to reduce financial, regulatory, and operational risks. They also represent the expectations of taxpayers and the community-at-large. Every purchase should be justified as an appropriate expense of taxpayer dollars and student fees.

The Chief Business Officer is authorized to establish procedures for compliance with this Policy.

SIGNATURE OF THE PRESIDENT:



University President



Date

Reviewed by University General Counsel: 

ADMINISTRATION & ADDITIONAL RESOURCES

Short Title: Purchasing

Previous Versions: N/A

Oversight: Controller

Additional Resources:

- Georgia, O.C.G.A., Section 50-5-50 through Section 50-5-81.
- The Georgia Procurement Manual (GPM)
- BOR Purchasing Policy 7.7
- BOR Contracts Policy 7.9
- BOR Business Procedures Manual, Section 3.0 Purchasing and Contracts

Associated Procedures

- Authorized Approvals
- Prizes, Promotional Items, & Awards
- Contractual Agreements
- Food Purchases (incl. Group Meals)
- Purchase Cards (P-Cards)