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| University Enterprises, Inc. Policies and Procedures | Policy No. 2025 |
| Section: Business Services | |
| Policy: Purchasing Policy | |
| Effective or Revised June 25, 2021 | |

University Enterprises, Inc.
Purchasing Policy

I. PURPOSE

To provide management with policy and regulations governing UEI purchases.

II. SCOPE

This policy applies to all UEI personnel as well as all UEI funds and accounts

III. POLICY

I. Background and Purpose

7. Subject to section 7.A, sole source purchases on a ~~com~~petitive basis will require written justification and approval of the Executive Director or his/her designee. The written justification should include:

- Unique performance factors of(n)10.6 (a18w1a)2.8Pw2 Tm ()Tj ET D 0.032 Tw 22.8152res

- b. For other UEI Programs The purchase of computer hardware and software for operations shall be compatible with program or project goals and objectives, within the approved

- c. All charge information, including the original charge slip, the date and purpose of the expense, and the account and object code numbers must be submitted to the

