

# 1 Procurement Authority

2 Effective: Moved to Policy Library from UPM 10.2(6), UPM 10.2(7), UPM 10.2(8)

3 Contact: [Director of Purchasing](#)

## 4 Introduction

5 Each university employee shares the responsibility for maintaining the public trust in Iowa State  
6 University. All procurements of goods and services on behalf of the university are to be handled in a  
7 fair, open, and ethical manner.

## 8 Policy Statement

### 9 Purchasing Department

10 The Purchasing Department, within the division of the ISU Senior Vice President for Business and  
11 Finance, has been delegated the responsibility for handling all procurement transactions and  
12 administering procurement policies and procedures. This authorization to act for the university is in  
13 accordance with Board of Regents, State of Iowa, policies and procedures.

### 14 Departments and other units

15 Department chairs and directors are responsible for ensuring all procurements of supplies,  
16 equipment, technical services and professional services are conducted consistent with relevant  
17 university policies, including the Segregation of Duties policy. Segregation of procurement-related  
18 duties among staff within a unit shall be maintained to ensure the existence of adequate  
19 procurement controls. Adequate segregation of duties shall include the department chair or  
20 designated individual responsible for authorizing procurements and approving payments, with a  
21 second individual responsible for coordinating acquisition and, when possible, a third individual  
22 verifying receipt of ordered items.

23  
24 Departmental faculty, staff, directors, chairs, and deans have no inherent authority to make  
25 purchases. Purchases of goods and services for university business purposes represent  
26 procurements and need prior review and approval by the Purchasing Department before an order is  
27 placed or a commitment is made that binds the university, with the following exceptions:

- 28 • Purchasing card purchases (by delegated authority only)
- 29 • Items that do not require processing through the Purchasing Department (see Resources  
30 below for link to Direct Pay Procurements)
- 31 • Certain small dollar (less than \$500) non-travel related employee reimbursements that may  
32 be processed through the Controller's Department (see Resources below for link to Non-  
33 Travel Reimbursements)
- 34 • Purchases exempted by the Purchasing Department or the Senior Vice President for  
35 Business and Finance with payments processed directly through the Controller's Department

36 In the event of emergency situations endangering life or property, should the Purchasing Department  
37 not be available, orders may be placed or personal funds may be used with acquisitions reimbursed  
38 at funding department discretion.

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40 When a conflict of interest arises, reimbursement of personally expended funds is not permitted  
41 without Purchasing Department approval.

42

43 University departments may seek Purchasing Department approval to use university Purchasing  
44 Cards (Visa credit cards) for university business, subject to monthly dollar limits as established by  
45 the Purchasing Department. The standard limits may be modified by the Purchasing Department to  
46 meet unique departmental needs. When procurement authorization is extended to departments,  
47 such as through the use of Purchasing Cards, it is for the purpose of facilitating daily operations.  
48 This authorization is contingent upon departmental compliance with the specific requirements and  
49 limitations of each procurement method utilized.

## 50 **Resources**

### 51 **Links**

- 52 • [Competitive Procurement](#)
- 53 • [Contracting Authority \(Non-Employment Related\)](#)
- 54 • [Contracting at ISU](#)
- 55 • [Contract Delegations Website](#)
- 56 • [Signature Authority for Internal Transactions](#)
- 57 • [Segregation of Duties Policy](#)
- 58 • [Purchasing Cards](#)
- 59 • [Direct Pay Procurements \[PDF\]](#)
- 60 • [Non-Travel Reimbursements](#)
- 61 • [Purchasing Department](#)
- 62 • [Assistant Vice President for Business Services](#)
- 63 • [Senior Vice President for Business and Finance](#)
- 64 • [Board of Regents, State of Iowa, Purchasing policies](#)