

1 Procurement Authority

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

3 Reviewed and Updated: October 15, 2020

4 Contact: [Chief Procurement Officer](#)

5 Introduction

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

9 Policy Statement

10 Procurement Services

11 Procurement Services, within the division of Operations and Finance, has been
12 delegated the responsibility for handling all procurement transactions and administering
13 procurement policies and procedures. This authorization to act for the university is in
14 accordance with Board of Regents, State of Iowa, policies and procedures.

15 Departments and other units

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

24 Departmental faculty, staff, directors, chairs, and deans have no inherent authority to
25 make purchases. Purchases of goods and services for university business purposes
26 need prior review and approval by Procurement Services before an order is placed or a
27 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 Procurement Services (see
30 ISU's [Procurement and Payment Methods](#))
- 31 • Purchases exempted by Procurement Services or the Senior Vice President for
32 Operations and Finance with payments processed directly through the
33 Controller's Department

34 In the event of emergency situations endangering life or property, should Procurement
35 Services not be available, orders may be placed or personal funds may be used with
36 acquisitions reimbursed at funding department discretion.

37 When a conflict of interest arises, reimbursement of personally expended funds is not
38 permitted without approval from Procurement Services.

39 University departments may seek approval from Procurement Services to use university
40 purchasing cards (Visa credit cards) for university business, subject to monthly dollar
41 limits as established by Procurement Services. The standard limits may be modified by
42 Procurement Services to meet unique departmental needs. When procurement
43 authorization is extended to departments, such as through the use of purchasing cards,
44 it is for the purpose of facilitating daily operations. This authorization is contingent upon
45 departmental compliance with the specific requirements and limitations established by
46 Procurement Services.

47 **Resources**

48 **Links**

- 49 • [Competitive Procurement](#)
- 50 • [Contracting Authority \(Non-Employment Related\)](#)
- 51 • [Contracting at ISU](#)
- 52 • [Contract Delegations Website](#)
- 53 • [Signature Authority for Internal Transactions](#)
- 54 • [Segregation of Duties Policy](#)
- 55 • [Procurement Cards](#)
- 56 • [Procurement and Payment Methods](#)
- 57 • [Procurement Services](#)
- 58 • [Associate Vice President for Finance and Treasurer](#)
- 59 • [Senior Vice President for Operations and Finance](#)
- 60 • [Board of Regents Policy Manual \(RPM\) - see §2.2.6](#)

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