

Issued: October 12, 2017

POLICIES

Responsible Official: Vice President for Finance and Administration

Responsible Office: Procurement and Contract Services

Policy Statement

It is the policy of Austin Peay State University to ensure the procurement of goods and services are in compliance with all applicable federal and state requirements.

Purpose

To ensure efficiency, fairness, transparency and maximum level of competition in the procurement of goods and services for APSU.

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Procedures

- Purchasing Authority
- General Procurement Policy

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- APSU Policy 4:002

Procedures

Purchasing Authority

- A. The authority to approve procurements of goods and services is delineated in APSU Policy 4:002.

**General Procurement
Policy**

- A. Procurement Generally
1. Procurements of goods or services shall be in compliance with all applicable federal and state requirements and APSU Policies.
 2. All procurement of goods and services shall be based upon the principle of competitive bidding except when an alternate procurement method is justified in writing and

approved by the appropriate authority, as required by APSU Policy 4:002.

3. A complete record shall be maintained of each procurement transaction to provide a clear audit trail.

B. Procurement Manual

1. The Office of Procurement and Contract Services shall maintain a procurement manual, which will be in electronic format, setting forth all processes and procedures for the procurement of goods and services to ensure that all procurements are in compliance with federal and state laws, regulations, and all applicable APSU Policies.
2. The University's procurement shall be in compliance with the procurement manual.

Links

APSU Policy 4:002

https://www.apsu.edu/policy/4s_business_and_finance_policies/4002-delegation-authority-approval-and-execution-contracts-and-agreements

Revision Dates

APSU Policy 4:014 – Rev.: October 12, 2017
APSU Policy 4:014 (previously 4:015) – Rev.: March 25, 2017
APSU Policy 4:014 – Rev.: April 1, 2010
APSU Policy 4:014 – Rev.: March 19, 2008
APSU Policy 4:014 – Rev.: September 23, 2005
APSU Policy 4:014 – Rev.: February 10, 2005
APSU Policy 4:014 – Rev.: July 1, 1990
APSU Policy 4:014 – Issued: August 29, 1988

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
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Approved

President: signature on file

