



POLICY & PROCEDURE DOCUMENT

NUMBER: 3.5511

DIVISION: Finance & Administration

TITLE: Contracts

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Authorized by: Senior VP of Finance & Administration

Issued by: Supply Chain Management

I. Purpose and Scope

To establish guidelines for purchase of products and services that are commonly used and available on contracts.

II. Policy

Contracts are established to obtain competitive prices and prompt delivery of products used frequently. These contracts are awarded as a result of bids or negotiations. As a state agency, the University may use the contracts established by the Commonwealth of Kentucky, Kentucky Educational Purchasing Cooperative, certain Group Purchasing Organizations, GSA, other State Universities, and/or the University may establish their own contracts. It is the policy of the Supply Chain Management department to purchase from contract vendors when products, quality, and prices are consistent with the specifications supplied by the requesting department. Purchasing through contracts eliminates the need to solicit bids or quotations.

[University Contracts are available via this link through TopShop](#)

[State Contracts](#)