



POLICY & PROCEDURE DOCUMENT

NUMBER: 3.5102

DIVISION: Strategy, Operations and Finance

TITLE: Purchasing Policy

DATE: November 1, 2015

REVISION DATE: September 13, 2021

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Issued by: Procurement Services Department

I. Purpose and Scope

The Purchasing Policy designates authority to make financial commitments of university funds for goods and services necessary for the operation of Western Kentucky University.

II. Policy

Authority to Purchase

All purchases made with Western Kentucky University funds, no matter what the source, federal, state or revenue generating activity, shall be done in accordance with this policy. The university's Board of Regents receives its authority via KRS 164A.555 through 164A.630 to conduct purchasing, contracting, capital construction and other financial activities for the Commonwealth of Kentucky. The Board delegates, within the limits of the law, this authority to purchase all goods, supplies and contractual services required for the operation of the university to the University President or designated representative or representatives (hereinafter "Interim AVP of Business Services").

III. Procedure

All acquisitions of goods and services made pursuant to this policy shall be consistent with good business practices and in accordance with the Code of Ethics of the National Association of Educational Procurement, WKU's Code of Ethics Policy, and with all applicable local, state, and federal laws. Purchasing procedures will be derived from the Kentucky Revised Statutes 45A Model Procurement Code and Federal Circular A110.

Cooperative Purchasing

The University will work closely with other state universities in the Commonwealth of Kentucky through the Kentucky Education Purchasing Cooperative, as well as other national Group Purchasing Organizations to get increased value for its resources.

IV. Penalty for Violation of Policy and Statures

Any officer, agent or employee who willfully fails or refuses to comply with the provisions of this policy and the laws and regulations may be subject to indictment in the appropriate Circuit Court and upon conviction shall be fined not less than fifty dollars (\$50) nor more than one thousand dollars (\$1,000) for each conviction.

V. Related Policies

Policy 3.501V *Code of Ethics*