

Procurement Authority — from UPM 10.2(6), 10.2(7), and 10.2(8)

Contact: Director of Purchasing, Assistant Vice President for Business Services

Introduction

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

Policy Statement

Purchasing Department

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

Departments and other units

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

Departmental faculty, staff, directors, chairs, and deans have no inherent authority to make purchases. With the exception of purchasing card purchases (delegated authority), items that do not require processing through purchasing ([Direct Disbursements](#)), certain small dollar (less than \$500), non-travel related employee reimbursements that may be processed through the Controller's reimbursement site (see <http://www.controller.iastate.edu/ertutorial/restrictions.htm>), and purchases exempted by Purchasing or the Vice President for Business and Finance, that are processed directly through the Controller's Department, purchases of goods and services for university business purposes represent procurements and need prior review and approval by the Purchasing Department before an order is placed or a commitment is made that binds the university. In the event of emergency situations endangering life or property, should the purchasing department not be available, orders may be placed or personal funds may be used with acquisitions reimbursed at funding department discretion. Reimbursement of personally expended funds is not permitted, without purchasing department approval, when a conflict of interest exists.

When procurement authorization is extended to departments, such as through the use of Purchasing Cards, it is for the purpose of facilitating daily operations. This authorization is contingent upon the departmental compliance with the specific requirements and limitations of each procurement method utilized.

University departments may seek Purchasing Department approval to use university Purchasing Cards (Visa credit cards) for university business, subject to monthly dollar limits as established by the Purchasing Department. The standard limits may be modified by the Purchasing Department to meet unique departmental needs.

Resources

[Board of Regents, State of Iowa, Purchasing policies](#)

[Procurement](#)

[Purchasing Department](#)

[Purchasing Cards](#)

Segregation of Duties

Signature Authority for Internal Transactions

Authority to Enter into Contracts and Agreements (Non-Employment Related)