



# University of Connecticut Health Center

**POLICY NUMBER 2006-30**

**October 13, 2006**

**POLICY: PURCHASING B-1: AUTHORIZED PURCHASE**

**PURPOSE:**

This policy establishes guidelines for handling authorized purchases.

**SCOPE:**

All University of Connecticut Health Center (UCHC) faculty and staff.

**POLICY STATEMENT:**

The policy of UCHC is to ensure that the purchase of all supplies, materials, equipment and contractual services are in accordance with UCHC, State, and Federal policies and procedures including relevant statutes and regulations. Any purchase transaction made without a valid Purchase Order is an unauthorized purchase.

**Definitions:**

1. Authorized Purchase - A purchase transaction made in accordance with UCHC, State, and Federal policies and procedures including relevant statutes and regulations. The purchase request is submitted on a Purchase Requisition prior to the acquisition of goods or services (Before-the-Fact vs. After-the-Fact).
2. Purchase Requisition (PR) – An electronic requisition or a three-part paper, pre-numbered requisition form (HCA-39) which is used to request supplies, equipment, or contractual services. Only individuals who have been authorized through the UCHC Signature Authorization System shall approve Purchase Requisitions. Manual requisition must have the appropriate department accounts and budget signatures. Both types of Purchase Requisitions are documents which give the authority to buy and commit funds. These requisitions also describe for the Purchasing Department requested supplies, materials, contractual services or equipment.
3. Purchase Order (PO) - A computer generated form issued by the Purchasing Department to procure requested supplies, materials, contractual services or equipment received on a Purchase Requisition.
4. Supplies - “materials” and “equipment” mean any and all articles of personal property furnished to or used by UCHC, including all printing, binding, publication of laws, stationery, forms and reports.
5. Contractual Services – Any and all laundry and cleaning services, pest control service, janitorial service, security service, the rental and repair, or maintenance, of equipment, machinery and other state-owned personal property, advertising and photostating, mimeographing, and other service arrangements where the services are provided by persons other than state employees.

6. Business Owner (BO) - Person or department submitting Purchase Requisition for material, service or equipment.
7. Vendor – The supplier of materials, services or equipment requested

### **Responsibilities**

1. Director of Purchasing is responsible for ensuring compliance to the policy.
2. Assistant Director of Purchasing is responsible for reviewing all Purchase Requisitions and assigning them to the appropriate Purchasing Services Officer.
3. Purchasing Services Officer (PSO) is responsible to process assigned Purchase Requisitions in accordance with UCHC policies and procedures.
4. Purchasing Assistant is responsible for assisting in the processing of Purchase Orders as directed by the PSO.
5. Business Owner (BO) – is responsible for submitting an authorized Purchase Requisition in accordance with UCHC policies and procedures and to notify the Director or Assistant Director of Purchasing of any potential conflict of interest.
6. Vendor is responsible to comply with UCHC policies and procedures and Connecticut General Statutes.

### **Procedures**

1. Assistant Director of Purchasing reviews requisitions for compliance to purchasing policies and procedures, state purchasing statutes and regulations. If violations are discovered, notations shall be written on the Purchase Requisition and forwarded to the Purchasing Services Officer for appropriate action.
2. Purchasing Services Officer shall review assigned Purchase Requisitions for compliance to UCHC and State policies and procedures and state statutes. Authorized purchases shall be reviewed to determine if any State, University of Connecticut Health Center, University of Connecticut, or Group Buying Organization contracts apply. When no contract exists, the PSO shall determine best method of acquisition including competitive bidding or negotiation.

Note: Any requisitioned commodity or service which is available through a UCHC internal department (UCHC Policy #2006-26 Internal Services), or advertisements under \$10,000 shall be cancelled and returned to the Business Owner. Unauthorized Purchases shall be handled in accordance with Unauthorized Purchase Policy #2006-28.

[Link to Purchasing B-1](#)

**Robert W. Murphy**

**11/14/06**

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**Director of Purchasing**

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**Date**

**Peter Deckers, M.D.**

**11/20/06**

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**Executive Vice President for Health Affairs**

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**Date**

**NEW POLICY: October 13, 2006**