

## Purchasing Policy

**Unit:** [Procurement Services](#)

**Effective Date:** 4/4/2018

**Revision Date:** 3/25/2019

**Contact:** Kevin Stevens

**Title:** Director of Procurement Services

### Purpose

The purpose of this policy is to set forth the requirement to comply with applicable University policies and guidelines and State of Alabama law for the procurement of goods, services, or public works.

### Policy

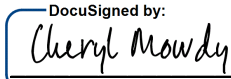
All procurements of goods, services, or public works must comply with all applicable law of the State of Alabama. Examples of such applicable law include, but are not limited to, [Alabama Code](#) Section 39-2-2 for public works services and Section 41-16-20 for goods and other services.

Additionally, all University staff or faculty members seeking to procure goods or services from an external party must adhere to the [Purchasing Guidelines](#) and [Professional Services Guidelines](#), including the [Heightened Review of Contracts](#).

### Scope

This policy applies to all University staff and faculty members seeking to procure goods, services, or public works from an external party.

### Office of the Vice President of Finance and Operations

Signed:  3/25/2019  
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Cheryl Mowdy  
Assistant Vice President for Finance and Operations