FORWARD

This manual describes the purchasing policies and procedures for the University of Rhode Island. It was developed as a guide to assist the University community in working with the URI Purchasing Department to facilitate procurement of the needed services, supplies and equipment.

The Purchasing Department is a service unit created to support the educational and research mission of the University. It is staffed by professionals whose charge is to assist University personnel in obtaining the multitude of supplies, services and equipment required. I urge you to work cooperatively with the URI Purchasing Department and am confident that this purchasing manual will help you make the most of their services in the most effective manner.

Robert L. Carothers, President

URI is an equal opportunity employer committed to the principles of affirmative action.