

1.1 General Policies

1. In accordance with the provisions of Section 2.42.30 of the [University Manual](#), all purchasing activity of the University of Rhode Island shall be vested in the Director of Purchasing and the University's Purchasing Department.
2. It shall be the policy of the University to adhere to the Rhode Island Purchasing law (section 37-2 of the General Laws) and the Regulations related thereto, and to comply with appropriate statutes of the U.S. Government, and established rules, regulations, and directives issued by the State and the Board of Governors for Higher Education.
3. It is the University's policy to obtain supplies, services and equipment at the lowest cost to the University and the State as is consistent with quality, quantity, durability, availability and service-ability as required by the using departments of the University.
4. Purchasing activity shall be conducted on a basis to encourage open competition to the maximum practicable extent, provided that the quality and features needed by the user are satisfied.
5. Vendor relations is a function of the Purchasing Department, and as such all vendor representatives should contact the University Purchasing Department before visiting other Departments on campus. When a requisitioner/user determines that direct contact with a vendor or sales representative is required, the Purchasing Department should be advised.
6. Only the Purchasing Department is authorized to commit the University of Rhode Island for materials and services, unless authorized on a Limited Value Purchase Order. Purchases, agreements to purchase, or changes to existing purchase agreements made by any individual or department without prior approval from the Purchasing Department are not legally binding upon the University. Such unauthorized purchases will not be honored by the University and may become the obligation and financial responsibility of the individual who incurred the commitment.
7. No department or individual is authorized to obligate the University without obtaining prior approval from the Authorized Agent and, when applicable, Grant and Contract Accounting Offices and the URI Foundation Office.
8. Individuals are not allowed to make purchases in the name of the University of Rhode Island, and delivery of all purchases will be authorized only to locations that are University owned or controlled. The use of University letterheads and stationery are not permitted for personal correspondence or use.
9. All University personnel must refrain from accepting gifts or gratuities from vendors, and it is essential that purchasing personnel maintain "arms length" relationship with suppliers, potential suppliers, and their representatives. References include the Code of Ethics and Conflict of Interest statutes as prescribed in Section 36-14 of the General Laws, and the State Code of Procurement Ethics outlined in Section 37-2- 9 (2) (0) of the General Laws, and Section 3.4 of the State Procurement Regulations.
10. All vendors must comply with the nondiscrimination clauses relative to equal employment opportunity for all persons without regard to race, color, sex, religion, or national origin as prescribed by state and federal law, and the applicable rules and regulations related thereto.

11. It is the policy of the University to comply with all federal and state statutes that address the support of minority and women owned businesses. Certified minority business enterprises will be utilized by buyers to the maximum practical extent without violating general purchasing principles or other applicable laws and regulations.
12. Specifications, which may be on a brand name or equal, performance, or detailed and design basis, will be established by the requisitioner/user and will not be changed or substituted by Purchasing without first consulting said requisitioner/user.
13. Departments and individuals are encouraged to recommend prospective vendors to the Purchasing Department for their procurement requirements, but final selection of vendors remains the responsibility of the University Purchasing Department.
14. Whenever practicable and in the best interest of the University, purchase requisitions and orders will be grouped to take advantage of quantity discounts.