Making Purchases

Procurement is a means to satisfying business unit requirements.

A purchase well made means policies and procedures are followed, pitfalls are avoided, a cost effective process is established for both the Department and potential suppliers and a satisfying outcome is achieved in a smooth and efficient way.

How to make a successful purchase? The following roadmap provides us a picture of the current procurement process in the University.

With the deployment of the right strategy, every purchaser, by following this roadmap, is able to navigate through, and simplify, the complexities of procurement cycle to achieve our goals and deadlines while meeting our due diligence duties.

1. Planning

- Define Needs
- Plan Financials
- Obtain Budget Approval
- Select Purchasing Process
- Determine Sourcing Method

2. Sourcing

- Solicitation of Quotes/Proposals
- Evaluate Supplier Quotes/Proposals
- Select Goods/Services Provider

3. Entering Contract

- Issuing Purchase Order
- Signing Agreement/Contract

4. Contract Management

- Receive Goods/Services
- Pay Supplier Invoices
- Contract Revision
- Contract Renew/Extension
- Contract Termination/Cancellation
- Issue Management
- Evaluate Supplier Performance
- Document Retention