

General Policies on How to Procure Supplies, Equipment and Services

Purchasing policies and procedures for the University of Kentucky are governed by regulations of the Board of Trustees and Commonwealth of Kentucky statutes. The Executive VP for Finance and Administration is delegated the responsibility for the purchasing activities of all areas of the University.

1. The Purchasing Division assists the University of Kentucky in attaining its educational mission by functioning as a service department. It is responsible for procuring the necessary supplies, equipment, construction and other services in a timely and efficient manner, reasonably priced, that is most advantageous to the University of Kentucky and the Commonwealth.
2. The Purchasing Division is a service unit consisting of Central Purchasing, Hospital Purchasing and Capital Construction Procurement. Services provided by the Purchasing Division include the following; centralized contracting and purchasing functions, establishing price contracts for goods and services, capital construction bidding and contracting, source for specifications, source of comparative costs, and maintenance of purchasing records. The proper planning, budgeting and requisitioning of goods and services at the appropriate time is the responsibility of the requesting department.