

Contracting Authority

1. Policy Statement

Purchasing authority is granted to the Albany State University, College and University Procurement Officer (CUPO), by the State Department of Administrative Services (DOAS), State Purchasing Division (SPD) and the Board of Regents (BOR). In accordance with O.C.G.A. Section 50-5-69, SPD may, at its discretion, delegate purchasing authority to State Entities to permit those [State Entities](#) to make purchases on their own behalf.

2. Reason for policy

To provide an understanding of where and how the ASU Purchasing Office receives its purchasing authority and who is authorized to execute contracts

3. Procedures

It is the position of Albany State University that all contracts for the procurement of goods and services should be the result of a compliant procurement process. As such, **all contracts for the procurement of goods and services should start in the purchasing office, and will be routed for additional reviews as needed.** As part of this review, Purchasing will determine if the items as outlined in the contract can be procured in a compliant and legal manner, or if additional procurement action is required before entering into an agreement.

Contracts that require review should be submitted at least 45 days in advance of the date of a needed purchase order.

Any contract that requires review should be attached to a requisition in ePro, which will provide both the necessary programming and budgetary approvals. Users should work to obtain any other approvals that may be needed (EDP, VP/Dean Approval) **before** submitting contracts into ePro for review.

Upon receipt in the Purchasing Office, the Director of Purchasing will review all contracts and will route to the Office of Legal Affairs for a legal and risk compliance review. In addition to this review, other reviews (such as a security review by ITS) may be required.

Contracts equal to or exceeding \$150,000 are subject to review and approval by the Office of the President.