PURCHASING POLICIES AND PROCEDURES

Purpose: The purpose of this policy is to comply with the requirements of Weber State University, Utah State Code (statute) and/or Utah State Administrative Rules.

Procedures:

WSU Charter Academy will follow the WSU Charter Academy Purchasing Policies And Procedures and the following WSU PPM guidelines:

WSU Purchasing Policies and Procedures

University Procurement/General (PPM 5-25a)
http://www.weber.edu/ppm/Policies/5-25a_UnivProcurementGeneral.html
Requisition Preparation and Processing (PPM 5-25b)
http://www.weber.edu/ppm/Policies/5-25b_RequisitionPrep.html
Small Purchases and Emergency Procurement (PPM 5-25c)
http://www.weber.edu/ppm/Policies/5-25c_SmallPurchaseEmergency.html
Restricted Purchases and Special Procurement (PPM 5-25d)
http://www.weber.edu/ppm/Policies/5-25d_RestrictedPurchase.html
Solicitation of Bids, Proposals and the Award of Procurement Contracts (PPM 5-25e)
http://www.weber.edu/ppm/Policies/5-25e_SolicitationBids.html
Lease or Rental of Property for University Use (PPM 5-25f)
http://www.weber.edu/ppm/Policies/5-25f_LeaseRentalProperty.html
Receiving (PPM 5-25g)
http://www.weber.edu/ppm/Policies/5-25g_Receiving.html
Procurement From Vendor in which University Employee (PPM 5-25h)
http://www.weber.edu/ppm/Policies/5-25h_ProcurementEmployeeInterest.html
Purchasing Cards (PPM 5-25i)
http://www.weber.edu/ppm/Policies/5-25i_PurchasingCards.html
Stores (PPM 5-26)
http://www.weber.edu/ppm/Policies/5-26_Stores.html
Surplus Property (PPM 5-27)
http://www.weber.edu/ppm/Policies/5-27_SurplusProperty.html
Fixed Asset Accounting (PPM 5-28)
http://www.weber.edu/ppm/Policies/5-28_FixedAssetAcct.html
Mail Service (PPM 5-30)
http://www.weber.edu/ppm/Policies/5-30_MailServices.html
Food Services (PPM 5-30a)
http://www.weber.edu/ppm/Policies/5-30a_FoodServices.html