The University of Scranton
Purchasing Policies & Procedures
Forward
Purpose.
The purpose of the Policy and Purchasing Manual is to promulgate guidelines to define the purchasing
process.
Guidelines.
Procedures will be developed from time to time to establish a methodology for the reasonable and
effective control of purchasing related functions.
Procedures will also include internal processes relating to the Purchasing Department and interface with
procedures developed by the Treasurer's Office.
A complete copy of these policies and procedures have been provided to the Treasurer's Office for
reference and reviewed by University auditors for compliance with acceptable accounting standards.
Procedures will be updated as needed.