

The University of Scranton
Purchasing Policies & Procedures
Mission Statement

The mission of the Purchasing Department at the University of Scranton is to provide responsive and efficient purchasing services to the University community while maintaining the highest level of professional ethics and integrity:

Provide faculty and staff with the latest information resources available.

Offer guidance on products, sources, purchasing options and University policies and procedures.

Develop and implement procedures to reduce overhead costs and paperwork.

Manage a systematic purchasing process that provides for the acquisition of quality goods and services through competitive bidding and contract buying practices.

Furnish these services in a