

POLICY NO: POL020

TITLE: DELEGATION OF AUTHORITY

EFFECTIVE DATE: JANUARY 2000

UPDATED: AUGUST 2009

GENERAL

By virtue of appointment, the Director of Purchasing has the authority to delegate responsibility for certain types of purchases and/or negotiations when it is determined to be in the best interest of the University. Coordination with the proper departments will prevent unnecessary duplication of orders and will insure product compatibility.

LIBRARY SERVICES

The authority to purchase books, periodicals, and subscriptions solely for the use by the library is vested with the University Library. Likewise, authority to purchase books, periodicals, and subscriptions solely for use by the Roger Williams University School of Law, hereinafter referred to as the School of Law, is vested with the Dean, School of Law. The Director of Purchasing is responsible to insure that all purchases made by the University Library and the School of Law Library are in accordance with Roger Williams University purchasing policy and procedures.

AUDIO VISUAL SERVICES

Requests for audio visual equipment and other supplies, including video tapes, must be coordinated through the Audio Visual Department before purchasing action will be approved by the Purchasing Department. Requests for audio visual equipment for use within the School of Law must be coordinated through the Director of Media Services. Additionally, major audio visual projects for the University should include the services of the Director of Media Services, School of Law.

COMPUTER SERVICES

Requests for computer hardware, software, and accessories must be coordinated through the office of the Vice President of Information Technology before purchasing action will be taken by the Purchasing Office.

ADVERTISING

Requests for advertising in local or national publications must be coordinated through the Public Affairs Department before purchasing action will be approved by the Purchasing Office.

This will insure university standards for advertising are uniform.

PROMOTIONAL, GIFTWARE AND CASUAL ATTIRE ITEMS

These types of Items can be sourced at competitive prices from <http://www.campuscasuals.com> through arrangements with RWU Bookstores. An additional 20% discount is applicable to all web catalog prices. It is suggested <http://www.campuscasuals.com> catalog be reviewed prior to seeking external sources.

CONSTRUCTION & RENOVATION PROJECTS

Purchasing is responsible for soliciting competitive bids for major construction and renovation projects. Bid packages are to be prepared by the Facilities Management department which may include the recommendation for the additional hiring of consultants, engineering specialists and or architects. A minimum of at least three bids is preferred at all times and upon receipt at the Purchasing Department shall be opened in the presence of at least two witnesses. Upon review and evaluation of each bid a recommendation is to be presented to the Vice President of Finance and Operations, President and the Finance Committee of the Board of Trustees.

DEPARTMENT DELEGATION

Deans and Department heads may delegate approval authority to subordinates provided such delegation is documented in writing to the Director of Purchasing. Documents must include, as a minimum, the name, title, signature, and dollar limit restrictions. Part time employees, temporary employees and students may not be delegated to have approving authority.