

Purchasing Authority

Contractual Authority

The University's policy, procedures, and regulations operate under the aegis of express authority concepts only. Employees therefore do not have authority to enter a contract on behalf of the University without specific delegated authority.

More specifically, but not limited to, **no employee may:**

1. offer employment to anyone
2. enter any professional, personal, or consulting contract
3. procure goods and services, and/or
4. enter any other contracts for any purpose, such as co-operative agreements with other entities, joint venture, etc.

Only Employees with specific delegated authority may enter contract negotiations and extend offers subject to the approval of specific authority, for example, approval by the Board of Supervisors for the University of Louisiana System, President, Vice President, etc.

In all cases, it is the responsibility of the employee to assure that he/she has specific authority to negotiate, extend offers and/or enter a binding contract for the University.

Delegated Purchasing Authority According to University Policy and Procedures

In the absence of special arrangements to the contrary, all negotiations with suppliers/contractors should be entered into by the Purchasing Section.

The University's purchasing policy does not preclude a department from contacting sources of supply or services for preliminary information concerning prices, quality, or usage of equipment, supplies, etc., in which it is interested. The Purchasing Section will supply names and addresses of vendors on request. Such preliminary contacts are not to produce firm commitments as this is the function of the Purchasing Section.

When a Budget Unit Head/Designee uses procurement processes, he/she is accepting delegated purchasing authority and is responsible for and agrees to procure supplies, services and major repairs in accordance with University Purchasing Policy and Procedures and abide by the terms and conditions in accordance with all rules, laws, and regulations under the Louisiana Procure Code and Executive Orders.

Any violations are the responsibility of the Budget Unit Head/Designee regardless of any errors and omissions of approvers and/or Purchasing staff.