STANDARD OPERATING PROCEDURE

SOP Number: Purchasing and AP 21-01

SOP Title: Purchase Authorization

Effective Date: 3/1/22

1. PURPOSE

The purpose of this Standard Operating Procedure is to provide guidance for Western Carolina University’s purchase authorization.

1. SCOPE

This SOP applies to all University employees, departments, units, and divisions.

1. SPECIFIC PROCEDURE

Under the authority delegated by the State of North Carolina and the Administration of Western Carolina University, the University Purchasing Department has the exclusive responsibility for making all purchase contracts entered for the University, except for University Bookstore purchases for resale, the purchase of University Library holdings, and authorized capital improvements project purchases which are made by their respective managers. The Director of Purchasing and Departmental Purchasing Agents are the only individuals in the Purchasing Department authorized to make purchasing commitments for the University.

The University operates on the principle of budgetary allotments to the various agencies, schools and departments. An accountable officer is responsible for expenditures for the allotment. The authority to charge purchases against the allotted budgets for materials and services is furnished to the Purchasing Department by the signature of the accountable officer on a purchase requisition, or their electronic approval for on-line requisitions.

Purchases made by the University, irrespective of the source of funds (grants, contracts, gifts, receipts, etc.), must comply with the policies and procedures contained within this manual.