

# Augusta University

## Policy Library

### Purchasing Authority Policy

**Policy Manager: Office of Finance**

#### **POLICY STATEMENT**

As a unit of the University System of Georgia (USG), Augusta University (AU) is subject to the purchasing policies established by the USG and its Board of Regents (BOR), the rules and regulations administered by the State Purchasing Division (SPD) within the Georgia Department of Administrative Services (DOAS), and the statutes within the Official Code of Georgia Annotated (O.C.G.A.).

O.C.G.A. 50-5-50 et seq. establishes DOAS as the state's purchasing authority and allows it to delegate purchasing authority to other state entities to make purchases on their own behalf. The authorization flows through the BOR to Augusta University under the responsibility of the College and University Procurement Officer (CUPO). The Director of Supply Management serves as AU's CUPO.

No employee of the university, except as authorized by DOAS or the President's letter of delegation of contract signatory authority, is authorized to incur any obligation or make any commitment on behalf of the university for the procurement of products, services, or equipment unless approved in writing by the Director of Supply Management. The purchase of goods and services for personal use or benefit is strictly prohibited. All purchasing contracts, regardless of dollar amount, must be reviewed and approved by the Purchasing Department in the Supply Management Division prior to signature and/or execution.

Officers or departments that have been delegated the responsibility for procurement of certain goods and services must procure those goods and services in accordance with federal, state, USG, and AU requirements.

The primary sources for oversight and direction of purchasing activities include the:

- Georgia Department of Administrative Services
- State Accounting Office
- State of Georgia Procurement Manual
- Board of Regents Policy Manual
- University System of Georgia Business Procedures Manual
- Augusta University Administrative Policies and Procedures
- Federal Acquisitions Regulations and Defense Federal Acquisition Regulations, United States Office of Management and Budget
- Georgia Department of Audits and Accounts

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**Executive Sponsor: Executive Vice President of Finance/Chief Business Officer**

**Next Review: 9/2025**

## AFFECTED STAKEHOLDERS

*Indicate all entities and persons within the Enterprise that are affected by this policy:*

- Alumni     Faculty     Graduate Students     Health Professional Students  
 Staff     Undergraduate Students     Vendors/Contractors     Visitors  
 Other:

## DEFINITIONS

- **State Entity** - A department, institution, or agency of the State of Georgia.

## PROCESS & PROCEDURES

All procurement activities made on behalf of Augusta University must be done in accordance with the Procurement of Goods and Services Policy and the procedures documented in the Augusta University Purchasing Manual.

## REFERENCES & SUPPORTING DOCUMENTS

- Delegated Authority Memo/List
- Augusta University Purchasing Manual
- [Georgia Procurement Manual](#)
- [Board of Regents Policy Manual](#)
- [University System of Georgia Business Procedures Manual](#)
- [Federal Acquisition Regulation \(FAR\)](#)
- [Georgia Department of Audits and Accounts](#)
- [Georgia Department of Administrative Services](#)
- [State Accounting Office](#)
- [AU Delegation of Contract Signatory Authority](#)
- [O.C.G.A. 50-5-50 et seq.](#)

## RELATED POLICIES

- [Ethics](#)
- [Individual Conflict of Interest](#)
- [Institutional Conflict of Interest](#)
- [Negotiation and Execution of Contracts](#)
- Procurement of Goods and Services

**APPROVED BY:**

Executive Vice President for Academic Affairs and Provost, Augusta University  
Date: 9/17/2021

President, Augusta University

Date: 9/18/2021