



LEHIGH

UNIVERSITY®

Policy Number: 101
Effective Date: circa 1990
Revisions: 9/1/2005, 10/23/12, 7/5/13, 3/3/17, 3/13/18
Applicability: All Purchases and Contracts

PURCHASING AUTHORITY

Purpose:

To define the authority for committing the University to the procurement of goods and services.

Policy:

Purchasing Services is responsible for purchasing goods and services on behalf of the University. All end users must adhere to all University purchasing policies and procedures. All purchases chargeable to Lehigh University must be authorized by an official University purchasing method. To ensure that University objectives are met and that specific needs of end users are recognized and served, responsibility and authority for purchases of various goods and services may be delegated to financial managers within each department.

Since a contract is a legally binding document, it is imperative that all contracts (regardless of document name: contracts, agreements, memoranda of understanding, proposals, terms and conditions, etc.) are reviewed by the appropriate University offices to ensure that the University's interests are adequately addressed and protected prior to contract execution.

Any other commitments, or purchases made outside of the rules and procedures of authorized purchasing methodologies, are considered unauthorized purchases and the individual may be held financially liable to the supplier or the University.

The Director of Purchasing Services is authorized to execute any contract for the expenditure of University funds to the limit of \$50,000; the Executive Director of Business Services is authorized to execute any contract for these expenditures to a limit of \$100,000. Contracts for budget expenditures in excess of \$100,000 must be executed by the Vice President for Finance and Administration.

Contracts for special services may require additional approvals. The General Counsel's Office must approve in advance any engagement of outside legal counsel to advise or represent the University. The Internal Auditor must approve in advance any engagement of outside accountants or auditors. All other contracts for special services may, at the discretion of Purchasing Services, be submitted to the Vice President for Finance and Administration for review and/or execution.

Keywords: Purchasing, Contracts, Signature Authority