



## Policy Directory

Responsible Division: Finance and Administrative Services  
Responsible Office: Financial Services/Purchasing  
Issue/Revision Date: 12/01/2017

## **Contracts - Purchasing**

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### Policy:

Only Alcorn State University designated purchasing agents have the authority to place an order directly with a vendor, to enter into a contract or lease or to obligate the University in any way.

Only the issuance of an official Alcorn State University Purchase Order or a contract signed by the University designated purchasing agent or the University's Vice President for Fiscal Affairs may permit the use of University funds. Orders given by phone, the establishment of credit accounts (by an individual other than an authorized purchasing agent) in the name of Alcorn State University and walk-in orders are considered unauthorized purchases.

Only those commitments made through the aforementioned authorized personnel are legal and binding upon the University. Goods and services delivered or acquired through unauthorized methods may result in delays in payment or a personal obligation for the individual making the procurement or commitment.

To obligate the University to pay for an unauthorized purchase, the Director of Purchasing may require a written explanation by the individual initiating the unauthorized purchase and written approval from the appropriate vice president. This explanation and the Vice President for Fiscal Affairs' approval will be included in the contract file for audit purposes.

An approval by the Board of Trustees of State Institutions of Higher Learning (IHL) is required for all contracts or purchases of more than \$250,000.