

## **UAM OPERATING PROCEDURE 350.1**

### **PURCHASING PROCEDURES**

The UAM Procurement Manual is the reference document regarding purchasing procedures. The Manual is available in every UAM office and at the following link:

[https://uamont.blackboard.com/bbcswebdav/pid-212634-dt-content-rid-5482296\\_1/orgs/PDFDirectory/Finance%20and%20Administration/Finance%20and%20Administration/Purchasing/UAM%20PROCUREMENT%20MANUAL.pdf](https://uamont.blackboard.com/bbcswebdav/pid-212634-dt-content-rid-5482296_1/orgs/PDFDirectory/Finance%20and%20Administration/Finance%20and%20Administration/Purchasing/UAM%20PROCUREMENT%20MANUAL.pdf)

The UAM Vice Chancellor for Finance and Administration or his/her designee is the purchasing Official for the campus. The Purchasing Official is the sole purchasing authority for the University. Purchases not authorized by this authority are not legal obligations of the University. Any individual making a purchase without an approved purchase order is assuming a personal obligation to the vendor for which he/she may be held personally liable.

*Revised: February 3, 2020*

*Revised: July 1, 2011*

*Revised: July 1, 1999*

*Revised: July 1, 1997*

*March 1, 1982*