1. **Purpose**

The purpose of this regulation is to provide the regulations for bids and quotes when procuring goods and services.

2. **Scope**

Applies to all faculty and staff procuring goods or services.

3. **Purchasing From or Through State Employees**

3.1 **State Policy or Regulations**

3.1.1 Every reasonable effort is made to avoid making purchases from or through employees of the State or any of its agencies or of public school administrative units.

3.1.2 Any instances of doing business with such personnel are to be reported to the Secretary of Administration for action as deemed appropriated.

3.1.3 The only known instance when products have been approved for purchase from State employees is when the employee is the only known provider of the goods or services desired.

3.1.4 The University’s normal policy is not to purchase from State or University employees.

3.1.5 The University tries to protect its Director of Purchasing and other employees from becoming involved in a conflict-of-interest situation.

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