



# LONG ISLAND UNIVERSITY

## PROCUREMENT AND SOURCING POLICY

### PURPOSE

To establish responsibilities and guidelines for ensuring that the procurement of University goods and services is valid, necessary and in compliance with federal, state and local rules and regulations.

### STATEMENT OF POLICY

The department (or end user) will be responsible for the purchase of any service or merchandise transaction through the approved University eProcurement (ePro) electronic requisitioning system.

Employees who are responsible for purchases on behalf of their departments will have the resources necessary and follow best business practices in a fair and equitable manner; that purchasing procedures are followed in a consistent manner; and that the University complies with all applicable federal, state, and local rules and regulations.

The University purchases approved merchandise domestically, and when deemed necessary, internationally for its intended purposes and as approved by proper management and leadership. Preferred vendors (suppliers) are used to enhance University buying power to strengthen our relationships and gain discounts worldwide.

The University trains internal end users on the eProcurement (ePro) system and on how to follow LIU purchasing guidelines to guarantee that purchases are valid, necessary, and compliant with procedures.

Conflicts of interest in purchasing are prohibited as a matter of Long Island University policy.

### PROCEDURES

See *Sourcing and Procurement Services Procedures*.

### DEFINITIONS

*End User*: Department

*Eprocurement (ePro)*: Electronic requisition approval system for goods and services

*Training*: Step-by-step via phone, zoom or in person

*Vendor/Supplier*: Person or entity with whom the University does business

**POLICY TYPE: OPERATIONS**

**LAST REVIEWED: JANUARY 2023**