

Executive Memorandum No. 5

Purchasing Coordination

The continuing pressures of inflation, combined with the stated objective of developing excellence, make it mandatory that all avenues of potential cost reduction be diligently and thoroughly explored and pursued. The reported experience of other multi-campus universities indicates that additional savings may be achieved through a combination of activities in the broad area generally referred to as purchasing. This experience indicates that selected items those with either high cost or volume lend themselves particularly to consolidated purchasing activities.

The purpose of this policy statement is to establish a University-wide purchasing task force to explore all possible avenues of achieving economies through consolidated purchasing activities. I am asking the Chancellor of each campus to appoint a representative to this task force which will be chaired by the Assistant Vice President and Director of Business and Accounting for the University.

It is expected that this task force will:

1. meet no less often than twice each month and perhaps more often during the early stages of studying this matter;
2. report its activities to the University-wide Council of Business Officers; and
3. develop standards for purchasing to supplement State statutes, including a policy manual and appropriate procedures to insure and facilitate inter-campus cooperation, to consolidate purchasing where such consolidation promises to provide economies, and to develop general compatibility of products and services throughout the University.

Standards developed by this task force will be approved by the Council of Chief Business Officers and made available to all departments for their guidance.

If there are cases where any of the foregoing policies are found to be out of harmony with the Bylaws of the Board of Regents, they will be adjusted to bring them into line with the spirit and letter of the Bylaws.

Reference: Executive Memorandum No. 5, February 4, 1976.