

# Download Purchasing Procedures Manual

This Policies and Procedures Manual has been prepared to provide information about the University's purchasing requirements and Purchasing & Supply Services. Its various sections address the responsibilities of the Requisitioner, the Procurement Officer, and the Recipient of purchased products and services. General Purchasing Procedure. The General Purchasing Procedure outlines the purchasing actions taken for: purchasing of all inventory, supplies and capital equipment; continuous analysis of inventory usage and balances in order to minimize investment level; completion of related procurement documents. Purchasing Policies + Procedures Manual. This manual is a guide to the policies and procedures of Loyola University with regard to the purchase of goods and services. The manual explains the policies and procedures of the University. Such general information is published to ensure the University community's understanding of the purchasing process. Purchasing Procedures For A Well Run Purchasing Department. In a well run purchasing department there is always a set of purchasing procedures. This is usually a formal document or manual that sets out each person's responsibilities in the purchasing cycle as well as detailing each of the specific purchasing procedures.