4 Unique Purchasing and Payment Processes for Specific Types of Expenses

Policy Statement
Certain types of purchases require additional approvals and/or unique handling based on the specific type of expense or type of purchase. The University of Georgia will comply with State, Board of Regents, and internal University requirements related to these purchases.

Reason for policy
The University must comply with State Purchasing Division (SPD) and Board of Regents (BOR) purchasing requirements related to certain goods and services. The University also maintains internal policies when needed for certain categories of purchases. This policy provides guidance on specific regulations governing unique and specific types of expenses.

Procedures
The procedures for each specific type of unique purchase type are set forth within the applicable policy section.

Purchases requiring additional approvals and/or unique handling include, but are not limited to:
- Wireless Communication Devices/Telecommunications
- Relocation Expenses
- Food and Business Related Expenses
- Used Equipment
- Vehicles
- Information Technology (IT)
- Technical Instruments
- Guns/ Firearms
- Consulting Services
- Trade Ins
- Field Trip/Study Abroad
- Conferences
- Radioactive Materials
- Rental/Lease
- Repair
- Maintenance

Sole Source Purchases

Additional contacts
Accounts Payable 706-542-2786

Responsibilities
Responsible University Senior Administrator: Vice President for Finance & Administration
Responsible University Administrator: Procurement Officer
Policy Owner: Procurement
Policy Contact: Annette Evans
Phone Number: 706-542-2361

Related information
Date Reviewed: 02/01/2018

Violations, Fraud, Waste and Abuse | Wireless Communication Devices/Telecommunications

Policy Dates
Effective Date: 01/01/2016
Date Last Updated: 07/18/2014
Date of Last Review: 02/01/2018
Date of Approval:

Previous Version of Policy: