



## 3.2.6 Purchase Authority/Execution of Contracts

### Policy Statement

Purchasing authority is granted to the University of Georgia, College and University Procurement Officer (CUPO), by the State Department of Administrative Services (DOAS), State Purchasing Division (SPD) and the Board of Regents (BOR). In accordance with O.C.G.A. Section 50-5-69, SPD may, at its discretion, delegate purchasing authority to State Entities to permit those State Entities to make purchases on their own behalf.

### Reason for policy

To provide an understanding of where and how the UGA Procurement Office receives its purchasing authority and who is authorized to execute contracts.

### Procedures

SPD shall define a State Entity's delegated purchasing authority (DPA) in writing, which may include both limitations and conditions. Examples of DPA limitations include, but are not limited to, restrictions regarding the dollar amount of the purchase, solicitation type, and the specific good or service to be procured. Examples of DPA conditions include, but are not limited to, completing SPD-prescribed training/certification and/or professional development classes and completing any action plans from audit reviews conducted by SPD. DPA may vary from State Entity to State Entity and may be increased, decreased or revoked at any time by SPD. The CUPO is responsible for ensuring the State Entity does not exceed its DPA. The State Entity must not split purchases/solicitations, structure short initial contract term periods, or take any other action with the intent to circumvent the limits of the State Entity's DPA. With respect to reoccurring purchases and/or multi-year agreements, SPD will utilize the estimated annualized cost to determine whether the purchases were within the State Entity's DPA. It is the responsibility of the requesting department to identify the estimated annual expenditure when a yearly contract with renewal options will be pursued. Any question with respect to whether a solicitation/purchase is within UGA's DPA should be directed to the UGA Procurement Officer. It is the responsibility of Procurement personnel to determine the appropriate method of purchase and determine if the purchase is within UGA's DPA.

Additionally, for information on contract execution, please see the link to Policy 3.2.6.3 under Related Information.

### Additional contacts

Robert Currey

**Phone Number:** (706) 542-2361

### Policy definitions

**CUPO:** College and University Procurement Officer

**DOAS:** Department of Administrative Services

**DPA:** Delegated Purchasing Authority

**SPD:** State Purchasing Division

**State Entity:** A department, institution, or agency of the State of Georgia

### Responsibilities

**Responsible University Senior Administrator:** Vice President for Finance & Administration

**Responsible University Administrator:** Procurement Officer

**Policy Owner:** Procurement

**Policy Contact:** Robert Currey

**Phone Number:** (706) 542-2361

**Responsibilities:** *It is the responsibility of the requesting department to identify the estimated annual expenditure when a yearly contract with renewal options will be pursued.*

**Responsibilities:** *It is the responsibility of Procurement personnel to determine the appropriate method of purchase and determine if the purchase is within UGA's DPA.*

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## FAQs

### **What is UGA's current DPA for bidding of services, supplies and materials governed by State Purchasing regulations?**

UGA has an unlimited DPA for bidding of services, supplies and materials governed by State Purchasing regulations. See Policy 3.2.6.1 (link provided under Related Information) for further details.

### **What is UGA's current DPA for the purchasing of services, supplies and materials via a Request for Proposal (RFP)?**

UGA has an unlimited DPA for RFPs. See Policy 3.2.6.1 (link provided under Related Information) for further details.

### **What is UGA's current DPA for the purchasing of construction/public works services and projects?**

UGA has a DPA of \$5 million dollars for the purchasing of construction/public works services and projects. See Policy 3.2.6.2 (link provided under Related Information) for further details.

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## Related information

[O.C.G.A. Section 50-5-69](#)

[Policy 3.2.6.1: State Purchasing Authority for Supplies, Materials, and Services](#)

[Policy 3.2.6.2: Board of Regents Purchasing Authority for Construction/Public Works Policy](#)

[Policy 3.2.6.3: Execution of Contracts Policy](#)

Date Reviewed: 02/01/2018

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## Policy Dates

Effective Date: 01/01/2016

Date Last Updated: 11/02/2015

Date of Last Review: 02/01/2018

Date of Approval:

Previous Version of Policy: