



## 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:** [Robert Currey](#)

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

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#### Related information

Date Reviewed: 02/01/2018

[‹ Violations, Fraud, Waste and Abuse | Wireless Communication Devices/Telecommunications ›](#)

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#### 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: