

Welcome To The Purchasing Department

Alabama Agricultural and Mechanical University

The Purchasing Department prides itself on the ability to meet the needs of our University community. We are responsible for the timely and efficient purchase of goods and services to ensure that the educational and research goals of Alabama Agricultural and Mechanical University are met, while maintaining the highest level of professionalism and integrity.

The Purchasing Department strives for excellence in serving the University community with courteous and dedicated assistance to all of our customers. If you have any questions or comments, please feel free to contact us. Our office is open Monday through Friday from 8:15 a.m. to 5:00 p.m. We look forward to hearing from you.

Authority

Under the direction of the Vice President for Business and Finance, the Purchasing Department has been vested with the sole authority to obligate University funds to outside vendors; therefore, procedures must assure honesty, integrity, and fairness.

Emergencies/RUSH

Departments can process emergency Requisitions by following the instructions in your "Requisition Workbook". Indicate "Rush" in the document text line and list the Requisition number. Contact Purchasing after all approvals have been obtained at 372-5227.

Expediting Problem/Status/Changes to Purchase Order

A Change Order is required when an adjustment or alteration is made to a Purchase Order. Contact the Purchasing Department on the Purchase Order when you:

- * Have questions about your Purchase Order
- * Receive incorrect or damaged merchandise
- * Receive duplicate/unordered shipments
- * Need shipping information/return merchandise
- * Check delivery status of the Purchase Order
- * Make changes to the Purchase Order

Dealing with Vendors

Departments are encouraged to seek information on products and services from vendor representatives. They are a valuable source of information. The Purchasing Department should also be advised of needs so they can assist in locating vendors and developing a purchasing plan. To help you in dealing with vendor representatives and to help you avoid some common pitfalls, the following guidelines are suggested:

1. Advise the Purchasing Department in advance of contacting vendors. The Purchasing Department can provide information.
2. Contact more than one vendor whenever possible. The more alternatives you have, the better.
3. Give equal information to all vendors so each has an equal opportunity to compete.
4. Discuss all aspects of the needs. Use a life cycle approach. Consider what happens after the department owns the equipment. Where does the vendor's responsibility end? What about maintenance? Operational skills? Repair?
5. State on your Requisition a complete description of the item and attach all pertinent information about the suggested vendor and any product literature.
6. Do not commit the University by telling a salesperson he or she has the order. Only an approved Purchase Order can commit funds for the University.
7. NEVER accept payments or gifts from vendors.
8. Guard against overreaction to a vendor created crisis (e.g., "Price goes up next month."; "This is the last one in stock.").
9. Don't wait until the last minute to submit your Requisition. The more time Purchasing and the vendor have to process the purchase, the better the job can be done for you.
10. Never place orders that are the result of unsolicited phone calls to you. Such items have been found to be overpriced and inferior in quality.