

Procurement Process & Procedures

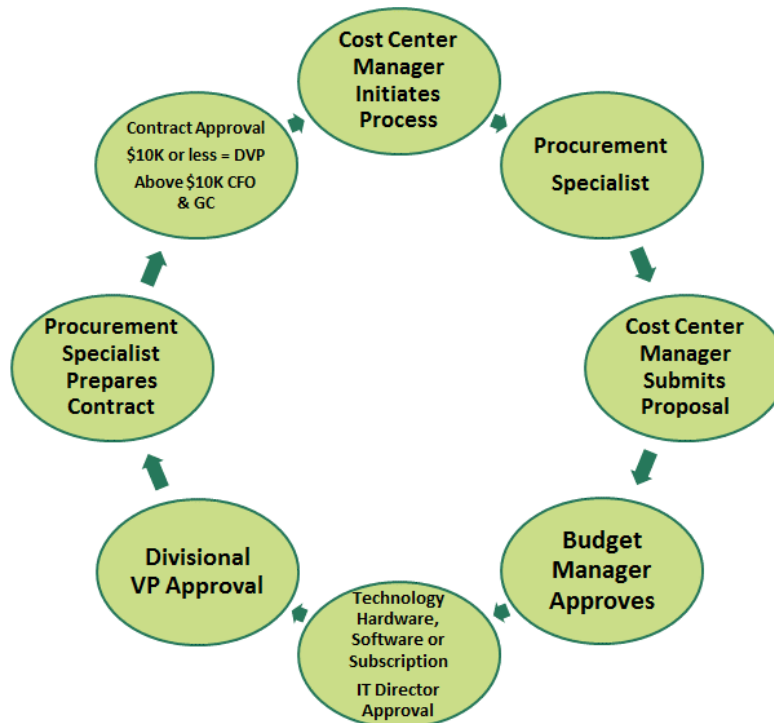
****Procurement Procedures are currently being piloted in the Facilities, Grounds, & IT Departments. Please contact the Procurement Specialist for guidance if you have questions. Campus wide roll out is in process and an official roll out date will be communicated.**

When do you use Procurement?

1. **Contract Agreements** - End users within departments typically do NOT have the authority to sign ANY contracts or agreements with outside parties in the name of the College. Before Negotiating Contracts, the Procurement Specialist should first be notified for review for consistency with Scripps procurement policy.
2. **Purchase Order Requisitions** - Purchase Order requests are reviewed and initiated by the Procurement Specialist.

Procurement Policy – <http://inside.scrippscollege.edu/staff/policies-and-procedures>

Procurement Workflow Process



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