

Authority and Governing Regulations

The Board of Trustees has delegated these responsibilities to the Executive Vice President for Finance and Administration, who has furthered delegated them to the Chief Procurement Officer. [BPM B-1](#)

Purchasing Methods from External Suppliers

Procurement Card Program

increases the efficiency of the purchase and payment of delegated procurement transactions as defined in B-3-2 Delegated Procurement Policy for Departments SRM

Shopping Cart (Campus) [BPM B-3-2-1](#)

informs Procurement Services of a department's need to procure goods or services for campus areas or non-material items. These items may be restricted from the procurement card and/or PRD. [BPM B-3-3-5](#)

Non- Delegated SAP Purchase Requisition (Hospital)

informs Procurement Services of a department's need to procure goods or services for UK Healthcare. These items may be restricted from the procurement card and/or PRD. [BPM B-3-3-3](#)

Payment Request Document (PRD)

must be used for the categories (identified in BPM B-3-2-2) when approved sources will not accept the University of Kentucky procurement card or when the transaction is not authorized on the procurement card. [BPM B-3-2-2](#)

Delegated Authority

Delegated purchases may be made with the University of Kentucky procurement card except for certain merchant and commodity categories listed here in. [BPM B-3-2](#)

Signature Authority

The Chief Procurement Officer of Procurement Services is delegated the responsibility for the purchasing activities of all areas of the University. [BPM B-3](#)

No employee has the authority to sign a procurement agreement.

"Click-through" agreements are legally binding and are the legal equivalent to physically signing an agreement.

Forward all agreement documents to Procurement Services for review and signature.

Additional Resources:

[Procurement Services](#) [Training Request Plan](#)
[Purchasing/AP Quick Reference](#)

[Procurement Learning at UK \(requires login\)](#) includes an overview of departmental roles, information on role combinations, and steps to request and receive training including Establishing Departmental Purchasing Roles Guide (Resource Number C-01) and a Role Combinations Matrix (Resource Number C-02).

Related Business Procedures Manual Policies

[BPM B-1](#) Authority and Governing Regulations
[BPM B-3](#) General Practices on How to Procure Supplies, Equipment and Services

[BPM B-3-2-2](#) Payment Request Documents
[BPM B-3-2](#) Delegated Procurement Policy for Departments
[BPM B-3-3-4](#) Non-Delegated SAP Purchase Requisitions Facilities Materials and Inventory

Quick Reference Guides are not complete descriptions and are not to be used in place of the Business Procedures Manual (BPM). It is each employee's responsibility to know all proper procedures as per [UK's BPM](#) and other governing guidelines.