

The University of Scranton  
Purchasing Policies & Procedures  
Mission Statement

The mission of the Purchasing Department at the University of Scranton is to provide responsive and efficient purchasing services to the University community while maintaining the highest level of professional ethics and integrity:

Provide faculty and staff with the latest information resources available.

Offer guidance on products, sources, purchasing options and University policies and procedures.

Develop and implement procedures to reduce overhead costs and paperwork.

Manage a systematic purchasing process that provides for the acquisition of quality goods and services through competitive bidding and contract buying practices.

Furnish these services in a timely manner to insure that the requirements of the academic and research missions are met.

Provide potential suppliers with equitable consideration of their products and services.

Instill public confidence that contracts are awarded in an equitable and economical manner.

The Purchasing Department will continue to strive for excellence in serving the University community with courteous and dedicated assistance to all of our customers.