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# Purchasing and Business Services Manual (PUR)

Effective: 3/1/1965

Revised: 11/12/2014



## PUR 105: Buying for Employees or Outside Entities

### Purpose

To prohibit Purchasing and Business Services from making personal purchases for university employees and for outside entities

### Source

University policy

### Policy

Purchasing and Business Services will neither negotiate for personal purchases for faculty and staff nor request suppliers to offer special discounts to faculty and staff.

If a [supplier](#) offers a discount to faculty and staff members, Purchasing and Business Services will relay the information to the Human Resources Work/Life Balance Programs Office, but any transaction will be the responsibility of the individual. Purchasing and Business Services will not consider the offer of faculty and staff discounts as a factor in the award of any contract. A list of employee discount offers can be found at the [Human Resources Work/Life Balance Programs](#) Web site.

Purchasing and Business Services will not conduct [solicitations](#) for nonuniversity entities, except for instances in which a cooperative purchasing [agreement](#) with the university exists, or for joint solicitations in which the partners are identified by name in the solicitations, or in special cases approved by the chief procurement officer.

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