

MISSION STATEMENT

PURCHASING DEPARTMENT

The objective of the Purchasing Department is to provide materials and services of the right quality, in the right quantity, at the right price, from the right source and at the right time.

This mission is accomplished through providing services for procurement of materials and services for both our internal and external customers; keeping inventory investment losses at an acceptable minimum; developing and maintaining reliable sources of supplies; developing and maintaining good vendor/public relationships; developing and maintaining support and integration with other departments and students; developing and training competent purchasing personnel; and developing policies and procedures to accomplish the objectives at the lowest acceptable cost through contracts and documented procedures in an efficient and effective manner while adhering to statutory mandates and recognized procurement practices.

(Revised March 2000)