



WINONA

STATE UNIVERSITY

Administrative Number: 2-10
Responsible Office: Business Office
Responsible Officer: Vice President for Finance and Administration

Policy on: Purchasing

Purpose:

The purpose of this policy is to establish the internal processes for the purchase of supplies, equipment, repairs, and miscellaneous items for all Winona State University (WSU) employees and departments to ensure consistency and accountability when using university resources.

Policy:

WSU employees making purchases using university funds must follow guidelines established by the university and consistent with Minnesota State colleges and universities and State of Minnesota statutes. Purchasing guidelines vary depending on the estimated value of the purchase and the method of purchase.

A.

President's Signature: _____ Date:

Responsible Officer's Signature: _____ Date:

Definitions:

Subsequent Procedures:

Purchasing Procedure 2-10a

Related Documents

- a. MnSCU-System Procedure 5.14.5 Purchasing
- b. Minnesota Statute 16A.15, Subd.3 Accounting system; allotment and encumbrance
- c. Minnesota Statute 16A.41, Subd.1 Claims against state
- d. Minnesota Statute 471.345, Subd 8 Uniform Municipal Contracting Law
- e. Minnesota Constitution, Article XI Section 1, Appropriations and Finances

Policy History

Date of Adoption: 1/25/1977

Date of Implementation: Click or tap to enter a date.

Date and Subject of Revisions: 08/18/22, 08/13/07

Date and Reason goes Here