



UNIVERSITY OF GUAM
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Administration and Finance
Consolidated Procurement Office

MEMORANDUM

January 10, 2007

TO: Administrators & Administrative Officers
VIA: VPAF *JKC*
Legal Counsel *JKC*
FROM: Comptroller
SUBJECT: Policy in Favor of Planned Procurement

PURPOSE and BACKGROUND

The UOG Procurement Manual §1.4, Policy in Favor of Planned Procurement, requires "all procurement of supplies and services shall, where possible, be made sufficiently in advance of need of delivery or performance to promote maximum competition and good management of resources". Thus, the proper procurement process is to solicit quotes from vendors, prepare purchase order or a contract, and lastly receive supplies or services. Exceptions to the process may be allowed for emergency purchases (defined in UOG Procurement Manual §3.13 where a situation creates a threat to public health, welfare, or safety), petty cash reimbursements, and case to case transactions, and justification with a memo required, which will be reviewed by the Comptroller and/or the Vice President for Administration and Finance.

ACCOUNTABILITY and COMPLIANCE WITH POLICY

Within the past few years, the Business Office has accommodated and processed payments for unplanned procurement instances listed below.

- Invoice only presented.
- Invoice, receiving report, and purchase order presented at the same time.
- Claim for reimbursement, receipt/Invoice, and receiving report are presented at the same time.

Examples cited represent unplanned procurement whereby quotes are not solicited, purchase order or contract was not prepared; and/or services or supplies were rendered prior to preparation of purchase order.

Please take notice that the Business Office will no longer accommodate payment for unplanned procurement and similar instances. Beginning immediately inadequately planned purchases in contravention of University policy will become the personal and financial responsibility of the purchaser. Such personal purchases will then be considered individual property and not UOG property.

ACTION REQUESTED

Your adherence to the planned procurement policy and the procurement process is requested.

Should you have any questions, I can be reached at x2900 or fguinto@guam.uog.edu. Thank you in advance for your cooperation.

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