



**THE GEORGE
WASHINGTON
UNIVERSITY**
WASHINGTON, DC

Responsible University Official:
Executive Director of Procurement and
Travel
Responsible Office: Procurement and
Travel Services
Origination Date: May 22, 2015

PROCUREMENT POLICY

Policy Statement

The purchase of goods and services from external sources on the university’s behalf shall be based on sound business practice, best value, accountability, and compliance with sponsor, donor and regulatory requirements, as appropriate. All procurements of goods and services shall contain sufficient supporting documentation to justify the supplier selection, the competitive process, and the price charged to the university. The Procurement and Travel Services Department (“Procurement”) has general responsibility for the university’s procurement system. Further, individuals are expected to follow the principles of this policy as well as the applicable procedures and guidelines as set forth in the university’s [Procurement Manual](#) and [Contract Process Guide](#).

Reason for Policy/Purpose

This policy establishes the fundamental requirements of the university’s procurement system that shall guide the responsible expenditure of university funds. The Procurement and Travel Services Department is considered the authority at the university for the acquisition of goods and services from external sources. Individuals within the university community are also expected to act as stewards of university funds when making purchases. Responsible expenditure of university funds requires the proper consideration of price, quality, and reliability, as well as appropriate service and delivery terms, and compliance with donor and sponsor requirements.

Who Needs to Know This Policy

Faculty and staff

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Policy

The Procurement and Travel Services Department is responsible for the acquisition of goods and services on behalf of the university departments and schools, as well as for Sponsored Activities. Individuals within the university community are expected to follow the principles set forth in this policy when making purchasing decisions.

Procurement oversees commercial relationships between the university and its suppliers. In the absence of an existing agreement for the provision of a good or service, a procurement shall be made in accordance with applicable university procurement procedures and guidelines as set forth in the [Procurement Manual](#) and [Contract Process Guide](#). All major procurements of goods and services will be subject to the [Major Procurement Review and Authorization Policy](#). Major procurements are defined as any single procurement of goods and services of \$10,000,000 or greater.

It is the goal of the university to obtain goods and services at the best value for the university and that meet or exceed the department or school’s specifications. In conforming to this policy, price, quality, and reliability, must be taken into account. The decision process should also consider the capability, the capacity, and the historical performance of a supplier. Appropriate service and delivery terms must be developed for each procurement, and competitive processes for obtaining a procurement will be exercised whenever possible and practical. The university shall also procure goods and services for all Sponsored Activities in accordance with sponsor guidelines, federal circulars, and applicable federal regulations.

Website Address for This Policy

[GW University Policies](#)

Contacts

Subject	Contact Phone	Number	E-mail
General Questions	Procurement	(202) 994-2500	procure@gwu.edu
Research Questions	Office of the Vice President for Research	(202) 994-6255	ovpr@gwu.edu

PROCUREMENT POLICY

Definitions

Sponsored Activity A research application or proposal for grants or contracts that meet the criteria requiring coordination through the Office of the Vice President for Research per the [Sponsored Activities Definition](#).

Related Information

[Conflict of Interest Policy for Non-Faculty Employees](#)
[Federally-Debarred Suppliers Policy](#)
[Disadvantaged Business Enterprises Policy](#)
[Major Procurement Review and Authorization Policy](#)
[Policy on Conflict of Interest and Commitment for Faculty and Investigators](#)
[Records Management Policy](#)
[Procurement Card \(P-Card\) Policy](#)
[Sponsored Activities Definition](#)
[Signing of Contracts and Agreements Policy](#)
[Supplier Registration Policy](#)
[Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards \(2 CFR 200-415\)](#)
[Contract Process Guide](#)
[Procurement Manual](#)
[Sponsored Projects Handbook](#)

Who Approved This Policy

Louis H. Katz, Executive Vice President and Treasurer
Beth Nolan, Senior Vice President and General Counsel

History/Revision Dates

Origination Date: May 22, 2015

Last Amended Date: N/A

Next Review Date: May 31, 2016