

Purchasing Policy

Policy Statement

All purchases made in the name of An-Najah National University are processed using the established purchasing methods outlined in this policy.

Purpose

1. The purpose of this policy is to ensure ethical, efficient and accountable practices are used for sourcing, procuring or other supply chain related activities.
2. It is critical that sound management of public funds is applied for competitive bids and procurement transactions demonstrating open, fair and transparent methodologies.

Scope

This policy applies to all goods and services purchased by the university and applies to all employees, contractors, agents, and volunteers associated with An-Najah National University.

Principles

Procurement at the university is, first and foremost, in service of the public good. All acquisition of goods and services at the university will be conducted in accordance with the following principles. Procurement activities will:

1. Be conducted in a fair, transparent, and equitable way, to ensure open competition and accountability.

2. Comply with all legal obligations, trade agreements, funding agency requirements, policies and regulations that apply to the university.
3. Provide responsible optimization of resources by obtaining the best value, using sustainable stewardship practices in concordance with life cycle assessments and triple bottom line considerations that recognize financial, social and environmental impacts of purchases.
4. Be carried out ethically, following established professional public procurement practices, and avoiding conflicts of interest.

Responsibilities

1. The Director of Purchasing services, who shall administer the policy and establish and employ such practices, processes, procedures and methods as the director determines are appropriate to the effective operation of procurement services, while complying with guiding principles appropriate to public procurement.
2. Purchasing Services will consult with departments and units on their needs and specifications, and facilitate the procurement of goods and services in support of client requirements and the university's strategic priorities.
3. All university faculty and staff are responsible for ensuring that their purchases comply with current legislation and statutory regulations.
4. All university faculty and staff are responsible for ensuring that their purchases comply with internal university standards, where applicable.
5. Purchasing Services is responsible for the disposal of all surplus assets through reallocation, direct sale, auction, trade, donation, recycling, or landfill disposal.
6. Purchasing Services may issue commercial cards or utilize other e-commerce purchase and payment mechanisms to facilitate acquisition of low value goods.



7. Restricted Goods and Services require review for compliance with internal university standards, specifications, or other technical approval for use on campus. These Restricted Goods and Services are still subject to the competitive procurement process, and will require additional approval from the responsible department.

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