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Name:	Procurement – Purchases From Employees
Policy Number:	4-1005
Origin:	Financial Services
Approved:	1 March 1993
Issuing Authority:	Senior Director, Financial Services
Responsibility:	Manager, Procurement Services
Effective Date	1 September 2007
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University purchases of goods or services from employees or close relatives of an employee can only be made if they are successful in a competitive tendering process

Under no circumstances should said employee participate in the review or evaluation process.

Further, under no circumstances can a University issued Purchasing Card (Pcard) be used in transactions involving a purchase from an employee or close relative of an employee