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| Name: | Procurement – Standardization of Materials |
| Policy Number: | 4-1011 |
| Origin: | Financial Services |
| Approved: | 1 August 1994 |
| Issuing Authority: | Director, Financial Services |
| Responsibility: | Manager, Procurement Services |
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Standardization of supplies, materials and equipment is to be achieved wherever possible. University-wide efforts to support and fill consolidated requirements in standard commodities e.g.: office supplies, printing, computer equipment, etc., allows the economical purchase of materials and supplies on a University-wide basis and thereby assists in optimizing cost reductions.

It is a basic policy and intent of the University to achieve standardization through attrition. Consideration must be given to the cost of installation and operating commitments when buying non-standard items.