



UC San Diego

Policy & Procedure Manual

[Search](#) | [A-Z Index](#) | [Numerical Index](#) | [Classification Guide](#) | [What's New](#)

PURCHASING

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AUTHORITY TO SOLICIT QUOTATIONS, RELEASE AWARD INFORMATION, AND EXECUTE PURCHASE ORDERS / CONTRACTS

I. REFERENCES AND RELATED POLICIES

A. Systemwide Business and Finance Bulletin (BFB)

[BUS 43](#) Materiel Management

B. UCSD Policy and Procedure Manual (PPM)

10-5 Delegation of Authority, Supplement IX

[523-2](#) Basic Purchasing Policy

[523-3](#) University Planned Purchasing Program

523-5 How to Write a Purchase Requisition III.B.

II. POLICY

Only responses to requests for quotations solicited by a University Buyer are regarded as meeting the requirements for competition in purchasing. Any request for award information is to be referred to the campus Purchasing Manager.

Purchase orders / contracts or any purchase "agreement", "memorandum of understanding", "letter of intent", etc., may be executed only by those with specifically delegated authority.

III. PROCEDURE

A. Acceptable Quotations

1. Department submits a *Purchase Order Requisition*, FO-2135, to the Purchasing Division. For sophisticated equipment, requisitioner may consult directly with a vendor representative for technical information and assistance in developing specifications. Requisitioner should allow adequate planning time to develop non-restrictive specifications and allow sufficient procurement lead time for the Purchasing Manager to obtain competitive quotations.
2. The Purchasing Manager shall:
 - a. Assist requisitioner in developing sources of supply, if requested.
 - b. Determine if the purchase is noncompetitive when item(s) is (are) designated "sole source" or "single source".

- c. Secure quotations in accordance with established purchasing procedures. A proposal (quotation) secured by the requisitioner or one submitted by an unsolicited vendor is not acceptable in lieu of solicitation by the Purchasing Manager.

B. Release of Award Information

No information may be made available until after written notice of award has been sent to the successful bidder.

1. Any request for release of award information is to be referred to the campus Purchasing Manager.
2. The campus Purchasing Manager releases award information as directed in [BUS-43](#).

C. Execution of Purchase Orders / Contracts

Departments shall consult PPM 10-5, *Supplement IX* regarding delegation of authority to execute purchase transactions.