

**PURPOSE:**

Establish the authority to develop policies and procedures for the procurement of all goods and services for Liberty University and related subsidiaries.

**SCOPE:**

This policy and procedures document applies to Liberty University and its subsidiaries.

**POLICY:**

Authority to develop and implement policies and procedures related to the procurement of goods and services for Liberty University and its subsidiaries rests with the President and Chief Financial Officer. The President and CFO have delegated the authority to develop and administer procurement policies and procedures to the Director of Procurement.

**RESPONSIBILITY:**

**The President and Chief Financial Officer** have the authority to develop and implement procurement policies and procedures for the University. The President and CFO have further delegated this authority to the Director of Procurement.

**Director of Procurement** is responsible for the day to day administration of this policy, establishing and maintaining University policies and procedures associated with procurement functions and providing training for all procurement personnel.