

# Purchase Order Award Criteria

## FIN-PUR-5.5



### About This Policy

Effective Date:

02-18-1992

Last Updated:

06-30-2009

Responsible University Office:

University Procurement Services

Responsible University Administrator:

Vice President and Chief Financial Officer

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### Scope

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### Policy Statement

Awards shall be made employing a combination of the following criteria:

1. Degree to which the item(s) or service quoted will best fill the University's requirements
2. Price includes freight, payment terms, and life-cycle costing
3. Delivery date
4. Service
5. Expertise
6. Everything being equal, purchase will be made from local, state and U.S. vendors, in that order

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### Reason For Policy

Cost may not be the sole criteria considered in the award of purchase.

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## Definitions

**Life-Cycle Costing:** Includes total acquisition price, installation, annual operating and maintenance costs, and residual value.

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## History

This policy was established on February 18, 1992.