

**PURCHASING AND  
PROCUREMENT POLICY**

HSU Sponsored Programs Foundation accounts will utilize the Sponsored Programs Foundation's own purchasing processes. Sponsored Programs Foundation purchase order requests and purchase orders will be so named and numbered as to be distinguishable from those of the University and other auxiliary organizations.

Sponsored Programs Foundation purchases may be exempted from price requesting and bidding procedures under signature by Humboldt State University Sponsored Programs Foundation Management. Otherwise, project directors shall secure bids before initiating purchase requests. All purchases are to be of direct benefit to the time frame and purpose of the initiating account. Should purchases be necessary toward the end of account activity, special justification substantiating the need and benefit to the account is necessary.

HSU Sponsored Programs Foundation will not enter into any contract or other business arrangement acquiring or affecting real property, except when done in keeping with system wide policies.