

## **Purchasing of Materials and Equipment**

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AUA has a centralized purchasing procedure through the Purchasing Department. The Purchasing Department's responsibility is to conduct its operations in an honest, competitive, fair and transparent manner, to identify and purchase the best quality products at the lowest prices.

Office supplies are purchased from the AUA bookstore or the warehouse, based on prior approval of the Department head.

All AUA departments should follow the established Purchasing Procedure.

### **Related Documents**

**Bidding Form**

**Procedure on Purchasing**

**Purchasing Request Form**

**Supply Material Input Form**

**Supply Material Output Form**