

AUA has a centralized purchasing process coordinated by the Purchasing Office which has responsibility for carrying out the procurement of goods and services or channeling of purchasing requests to the appropriate procurement committee. All procurements are fulfilled in an open, competitive, fair, and transparent process that ensures equal opportunity to vendors and the best value to the University.

Purchase orders for basic office supplies are handled by the AUA bookstore or dispensed from the University warehouse by prior approval of the corresponding Department head.

Additional direction or process guidelines can be found in the documents shown below.

Related Documents

Bidding Form

Procedure on Open Bidding

Procedure on Purchasing

Purchasing Request Form

Storage Input Form

Storage Output Form