The Voinovich School will follow the Affordability & Efficiency (A&E) policies and business practices as defined by the University, see the website [https://www.ohio.edu/finance/purchasing/affordability-and-efficiency](https://www.ohio.edu/finance/purchasing/affordability-and-efficiency). The Ohio Task Force on Affordability and Efficiency in Higher Education, with the Board of Trustees ratification, requires Ohio University to leverage spend campus-wide through contracted suppliers and leverage spend state-wide for areas of common spend through the Inter-University Council Purchasing Group (IUC-PG).

Voinovich School faculty, professional staff, and students will work with staff from the School’s Finance Team assigned to each building to make purchases, to establish contracts, and to process reimbursements. The University’s recommended business practices and procurement systems will be utilized when procuring goods and services or paying reimbursements. For example, Bobcat Buy will be used for general purchases utilizing preferred vendors according to the A&E guidelines; Concur will be used to purchase travel related services and pay travel related reimbursements for faculty, professional staff, or students; consulting and subaward contracts paid using restricted grant funds will be processed through the Office of Research and Sponsored Programs.

Purchases or reimbursements paid with University operating or Foundation funds will follow the University’s A&E guidelines and purchasing policies. Purchases and reimbursements paid from restricted grant funds will follow the University’s A&E guidelines and purchasing policies or the guidelines provided by the grant sponsor whichever are more restrictive.

Should faculty, professional staff, or students need to purchase items that are available through a preferred vendor but for some reason are not able to utilize a preferred vendor, then the person requesting the items shall follow the University’s Request for Procurement Exception process. The person will need to complete an Exception Form and submit it for review and approval by the School’s CFAO prior to the purchase.