

University Purchasing Policy	Action number	-----
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	Review and modification date	09/2022
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Introduction	Al Ahliyya Amman University is committed to conducting its purchasing activities in an efficient, ethical, and sustainable manner. This Purchasing Policy provides the framework for acquiring goods and services that meet the university's needs while ensuring fiscal responsibility, environmental stewardship, and compliance with applicable laws and regulations.	
Purpose	<p>The purpose of this policy is to:</p> <ol style="list-style-type: none"> 1. Ensure the procurement of goods and services is conducted in a transparent, competitive, and fair manner. 2. Promote sustainability and environmental responsibility in purchasing decisions. 3. Achieve the best value for money and quality in all purchases. 4. Ensure compliance with relevant legal and regulatory requirements. 	
Scope	This policy applies to all faculty, staff, and departments of AAU involved in the procurement of goods and services.	
Principles	<ol style="list-style-type: none"> 1. Transparency: All procurement activities will be conducted openly, ensuring clear and fair competition. 2. Accountability: Individuals involved in purchasing decisions will be accountable for their actions and decisions. 3. Value for Money: Purchases will be assessed on a total cost of ownership basis, considering quality, service, sustainability, and price. 4. Sustainability: Environmental and social factors will be considered in procurement decisions to promote sustainable and ethical purchasing. 	

	<p>5. Equality and Fairness: Suppliers will be treated equitably and without discrimination.</p>
<p>Procedures</p>	<ol style="list-style-type: none"> 1. Procurement Planning <ul style="list-style-type: none"> • Departments must identify their procurement needs and budgetary allocations in advance. • Larger or specialized purchases should involve a procurement plan, outlining specifications, timelines, and evaluation criteria. 2. Supplier Selection <ul style="list-style-type: none"> • Suppliers must be selected based on their ability to provide the best value for money, considering quality, price, sustainability, and service. • For purchases above a specified threshold, a competitive bidding process must be followed. 3. Purchasing Methods <ul style="list-style-type: none"> • Direct Purchase: For low-value purchases, direct purchasing from approved suppliers may be conducted. • Quotations: For mid-value purchases, obtaining multiple quotations is required. • Tendering: For high-value purchases, a formal tendering process will be conducted. 4. Sustainable Purchasing <ul style="list-style-type: none"> • Preference will be given to products and services that minimize environmental impact. • Suppliers are encouraged to provide environmentally friendly goods and services. 5. Ethical Considerations <ul style="list-style-type: none"> • Suppliers must comply with the university's standards for labor practices and ethics. • Conflicts of interest must be disclosed and managed according to the university's policies. 6. Approval and Documentation <ul style="list-style-type: none"> • Purchases must be approved according to the delegated authority levels. • Documentation of procurement decisions and contracts should be maintained for audit and review purposes. 7. Review and Evaluation <ul style="list-style-type: none"> • The effectiveness of the Purchasing Policy will be regularly reviewed and updated as necessary.

	<ul style="list-style-type: none">• Feedback from departments and suppliers will be considered in policy evaluations
Compliance	Failure to comply with this policy may result in disciplinary action, including but not limited to termination of employment for staff or revocation of purchasing privileges.
Conclusion	Through the implementation of this Purchasing Policy, AAU aims to achieve efficient, responsible, and ethical procurement practices that support the university's mission and values.