



## **Business Opportunities**

Any qualified business can register to become a potential vendor for the University of South Alabama. The Purchasing Department has numerous contracting and individual order opportunities available across a wide variety of product and service commodity codes. To register your company with the Purchasing Department, complete the enclosed Vendor Registration Form. Additional forms may be obtained by visiting the USA Purchasing Department web site at:

<http://www.southalabama.edu/financialaffairs/purchasingdepartment/index.html>

## **Purchasing Department Mission**

As a part of the University of South Alabama Business Office, the Purchasing Department serves as a support function to the University's overall mission. The primary goal of the department is to provide for the timely and accurate service to University employees and departments while ensuring that all University purchasing functions are performed in accordance with applicable state and federal laws.

The Purchasing Department is charged with the responsibility of ordering all supplies, equipment and services necessary for the operation of the University of South Alabama. It is also a channel through which prospective buyers deal with prospective sellers. The process starts with the user department and ends with the Accounts Payable Department.

## **State and Federal Purchasing Law Requirements**

As a state institution, USA is subject to the requirements of the State of Alabama bid law. The law requires that all purchases and/or contracts for materials, equipment, supplies, and labor for such amounts as set by the State of Alabama, shall, except as otherwise provided in the law, be let by free and open competitive bidding via sealed bids to the lowest responsible bidder. Competitive, sealed bids are let by the USA Purchasing Department. USA policy is to competitively bid all purchases in excess of \$5,000. USA is also authorized to utilize all State of Alabama contracts when it is advantageous to the university. All competitive bids are posted in the Purchasing Department lobby and on the USA Purchasing website located at:

<http://www.southalabama.edu/financialaffairs/businessopportunities/index.html>.

