

# Procurement

## Introduction

It is the goal of the Procurement Office to provide support and guidance in the solution of all procurement needs.

The Procurement Office is a service unit of Lock Haven University. The cooperation of departmental personnel, support staff, legal counsel and vendors is imperative in order to provide the most efficient and effective procurement services.

## General Information

The procurement of supplies and services by Lock Haven University for the Pennsylvania State System of Higher Education will conform to the provisions and statutory limitations as outlined in the [Commonwealth Procurement Code \(Act 57 of 1998\)](#) and procedures adopted by the Board of Governors, including Policies [1998-04-A](#) and [1983-02-A](#).

It is the policy of Lock Haven University to follow prudent business practices in its purchasing and contracting activities in order to which maximize the value of supplies and services received in return for dollars expended. Institutional purchasing procedures are designed to focus centralized procurement efforts of the Procurement Office in areas where the greatest gain may be achieved in terms of cost and quality, while utilizing decentralized procurement for smaller dollar items. Purchasing practices also recognize that the benefits of procurement at the lowest possible cost should always be weighed against other factors such as useful life, functionality, associated hidden costs, and the time sensitivity of certain procurement needs.