

POLICY: POL040
TITLE: UNAUTHORIZED PURCHASES
EFFECTIVE DATE: JANUARY 2000
UPDATED: AUGUST 2009

GENERAL

University employees and students are not to enter into procurement contracts, or in any way obligate Roger Williams University for procurement indebtedness except as specifically authorized by this manual, by the University President, the Senior Vice President for Finance and Administration, Vice President for Finance or the Director of Purchasing.

Unauthorized purchases made by any individual may be determined to be a **personal obligation** between the individual and the vendor. Such obligations **will not be honored** by Roger Williams University for payment. In such instances the supplier will be notified by letter that the University **will not accept responsibility** for the debt. The individual will receive written notification of the University's decision and a copy of the vendor's request for payment.

PERSONAL PURCHASES

It is **unethical** and **against the law** to use Roger Williams University purchase orders or credit cards for personal purchases. It is also against the law to use the tax exempt status of the University in any way, either directly or indirectly, with regard to personal purchases.

CONTRACTED PERSONNEL AS AGENTS

Contracted personnel, often referred to as 1099 status are **not authorized** to act in **any capacity** as an agent of Roger Williams University in the procurement of goods and services. Such persons **cannot legally** commit University funds or authorize payment of monetary obligations.

STUDENTS AS AGENTS

Roger Williams University **students** are **not authorized to act as agents** on behalf of the University. Students must not be placed in a position to negotiate prices, place orders, sign contracts, or in any manner obligate Roger Williams University. University employees

responsible to supervise student groups are charged to insure students do not violate these provisions.