



## Policy Directory

Responsible Division: Finance and Administrative Services  
Responsible Office: Financial Services/Purchasing  
Issue/Revision Date: 12/01/2017

## **Communication with Vendors**

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### Policy:

If there is a need to contact a vendor pertaining to an order, the Purchasing Department will be responsible for making the contact. All letters or calls to vendors regarding Purchase Orders and deliveries are to be made by the Purchasing Department. In addition, all changes and substitutions must be approved by the Purchasing Department and communicated by the Purchasing Department to the vendor in written or verbal format. A department has no authority to authorize changes to the Purchase Order or contract.