PROCEDURE

- Departments are not authorized to sign any contracts or procurement agreements on behalf of the university regardless of dollar value, form of payment or source of funds. All contracts are to be submitted to HSC Purchasing Department for review and signature.
  - **Agreements included but not limited to**: Supplier contracts, purchase orders, change orders, prepayment forms, software license agreements, consulting/independent contractor agreements (processed either through Purchasing Services or Disbursement Control), maintenance and service agreements, rental and leasing agreements, hotel and event-related agreements and all other procurement agreements.

- Contract review requests submitted to HSC Purchasing should include the proper purchasing requisition and supporting documents.
- If purchasing services using pcard, check request or other form of payment, scan and email the contract/agreement to HSC Purchasing office for approval prior to the purchase or confirmation of services.
  - Email: hscpurch@usc.edu
- Purchasing will review the contract and will coordinate with General Counsel and other appropriate stakeholders.
- Failure to comply may lead to written reprimand.

POLICY:

USC Purchasing Services homepage can be found at:  
[http://fbs.usc.edu/depts/purchasing/](http://fbs.usc.edu/depts/purchasing/)

USC Expenditure and Purchasing policies and procedures page can be found at:  
[http://policies.usc.edu/p2-adm.html](http://policies.usc.edu/p2-adm.html)

USC Authority to Enter into Procurement Agreements policy can be found at:  
[http://policies.usc.edu/p2admOpBus/purchasing_policies/P1_Authority_To_Enter_Procurement_Agreements.pdf](http://policies.usc.edu/p2admOpBus/purchasing_policies/P1_Authority_To_Enter_Procurement_Agreements.pdf)

HSC PURCHASING CONTACTS:

Front Desk/Receptionist: Jean Sargent  
Email: hscpurch@usc.edu  
Phone: 323-442-1655  
Fax: 323-442-3765

Director of HSC Supply Chain Management:  
Email: jean.sargent@health.usc.edu  
Phone: 323-442-7794

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