



Saint Peter's

UNIVERSITY

Saint Peter's University Procurement Department

Our Mission

To contribute to Saint Peter's University, inspired by its Jesuit, Catholic identity through support in its educational and public service missions for the procurement of goods and services at competitive prices and by providing responsive and responsible service to the University community.

The Procurement Department will:

- Educate the University community on the benefits of leveraging information to purchase intelligently.
- Procure goods and services in a professional manner recognizing University needs.
- Ensure compliance with all Procurement policies utilizing the competitive bid process, objective supplier selection methods, awarding of purchase orders and contracts and
- Maintaining the procurement records of the University Procurement Department.
- Process all requirements in a timely manner.
- Streamline operations, identify cost savings, new sources of supply and develop relationships with suppliers eager to partner with the University in achievement of its goals.
- Maintain formal procurement processes and procedures that adhere to good business practices and are in compliance with regulatory requirements.