



UNIVERSITY *of* WISCONSIN

GREEN BAY

Purchasing Policy and Procedure Number PPP 8

Contracts, How to Use Them Dated: 11/01/2004

POLICY

UW Green Bay Purchasing, UW-Madison, UW-System and the Department of Administration develop contracts to streamline the purchasing process for state agencies. Departments may order from the contract vendors in lieu of the competitive bid process. These contracts also allow the departments to benefit from volume pricing, established minimum quality levels, predetermined terms and expedited processing of purchase orders.

PROCEDURE

UW-Green Bay, UW-Madison, UW-System and the Department of Administration have contracts in place for use by campus departments. Please view the UW-Green Bay Purchasing website for search options and indexes of available contracts. Mandatory usage of the vendors referenced is required on contracts issued by the Department of Administration.

The published contract includes item description and pricing. Items may be listed with prices or a percentage plus or minus from a price list, or other pricing methodology. Price lists may be attached or you may be required to call the vendor to get pricing. Some contracts may have minimum order quantities. Please refer to PPP #14 Special Approvals for other procedures that may be necessary prior to processing an order.

If entering a purchase order into PeopleSoft, include the contract number (bid number) in the "P.O. Reference" field on the Header Panel.

Please contact Purchasing at X2598 with any questions regarding contracts.