

Purchasing of Goods and Services
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AUA has a centralized purchasing process coordinated by the Purchasing Office, which has primary responsibility for carrying out the procurement of goods and services or channeling ~~of~~ purchasing requests to the appropriate procurement committee. All procurements are fulfilled in an open, competitive, fair, and transparent process that ensures equal opportunity ~~to~~for vendors and the best value ~~to~~for the University.

Requests for goods or services under the applicable threshold for micro purchases (\$1,000 for AUAC in the U.S. and AMD 200,000 for AUAF in Armenia), are processed with the approval by the head of the requesting unit or department.

For goods and services having initial cost estimates within the simplified procurement range (\$1,001-20,000 for AUAC in the U.S. and AMD 200,001-10,000,000 for AUAF in Armenia), procurement decisions require at least three (3) written quotations from vendors and analyze them using pre-established rubrics of quality, service, vendor track-record, etc. to justify the selection.

For procurements in excess of \$20,000 (for AUAC) and AMD 10,000,000 (for AUAF) estimated cost prices a formal competitive bidding process applies.

In case of procurement from abroad (when the payments are made in foreign currency by bank transfer or credit card), the payments should be approved by CFO or COO regardless of the amount.

Purchase orders for basic office supplies are handled by the AUA bookstore or dispensed from the University warehouse by prior approval of the corresponding Department head.

Additional direction or process guidelines can be found in the related documents ~~shown~~available below.