



الجامعة التكنولوجية - العراق

University of Technology - Iraq

Page Name or Title

University Purchasing Policy

Issue Information

Issue Date	2018
Revision Date	May, 2024
Evaluation Frequency	Yearly
Level of Confidentiality	Public
Policy Approval Date	December 30, 2024

Introduction

The University of Technology, Iraq (UoT), is committed to conducting its purchasing activities in an ethical, sustainable, and efficient manner. This policy provides a structured framework for the procurement of goods and services that meet the university's academic and operational needs, while promoting fiscal responsibility and compliance with relevant legal and environmental standards.

Purpose

The goals of this policy are to:

- 1-Ensure transparency and fairness in the procurement process.
- 2-Foster environmental sustainability and ethical practices in purchasing.
- 3-Maximize value for money while maintaining high-quality standards.
- 4-Comply with Iraqi laws and international regulations applicable to procurement.

Scope

This policy applies to all faculties, departments, and administrative units at UoT involved in the procurement of goods and services.

Principles

- 1-Transparency:** Ensure all procurement processes are open and competitive.
- 2-Accountability:** Hold individuals responsible for their purchasing decisions.
- 3-Value for Money:** Evaluate purchases based on cost, quality, and long-term value.
- 4-Sustainability:** Prioritize environmentally friendly and socially responsible purchasing options.
- 5-Fairness:** Treat all suppliers equitably and without discrimination.



الجامعة التكنولوجية - العراق

University of Technology - Iraq

Procedures

1-Procurement Planning

- Departments must identify procurement needs and secure budget approval in advance.
- Major or specialized purchases require detailed procurement plans, including specifications and timelines.

2-Supplier Selection

- Suppliers are selected based on their ability to deliver quality, cost efficiency, and sustainability.
- Competitive bidding is mandatory for purchases exceeding a designated threshold.

3-Purchasing Methods

- Direct Purchase: Used for low-value items from pre-approved suppliers.
- Quotations: Required for mid-value purchases, with at least three price comparisons.
- Tendering: Applied to high-value acquisitions, following a formal tendering process.

4-Sustainable Purchasing

- Favor products and services that minimize environmental impact.
- Encourage suppliers to adhere to eco-friendly practices.

5-Ethical Considerations

- Suppliers must comply with UoT's ethical standards and labor practices.
- Any conflicts of interest must be disclosed and managed appropriately.

6-Approval and Documentation

- All purchases must be approved as per the delegated authority levels.
- Documentation of procurement activities must be maintained for transparency and audits.

7-Review and Evaluation

- Regular reviews will ensure the policy's effectiveness and alignment with UoT's goals.
- Feedback from departments and suppliers will inform future revisions.

Compliance

Non-compliance with this policy may lead to disciplinary action, including revocation of purchasing privileges or employment termination, as applicable.

Conclusion

Through this Purchasing Policy, the University of Technology, Iraq, aims to achieve responsible, ethical, and sustainable procurement practices that support its mission to advance education and innovation.



الجامعة التكنولوجية - العراق

University of Technology - Iraq