



LUNDS
UNIVERSITET

REGULATORY DOCUMENT
COVER PAGE

Purchasing Policy

Type of regulatory document: Policy

Definition of the type of regulatory document: A policy expresses the management's overall intended direction or values that are to be taken into account within the area covered by the policy, and it sets frameworks for a specific course of action and constitutes a strong recommendation for a specific approach.

Approved by: University Board

Decision date: 22 October 2024

Reg. no: STYR 2024/2158

Entry into force: 1 November 2024

Period of validity: Until further notice

Replaces document: Purchasing policy. Decision by the University Board on 17 September 2010. Reg. no EK 2010/26

Organisational unit responsible for the document: Division of Finances

Administrative officer responsible for the document: Assistant Director of Finance Agneta Sjöfors, Division of Finances

Brief description: The Purchasing Policy states that the goods and services required to run the University's activities are to be purchased in a legal, businesslike and efficient manner. The Purchasing Policy also specifies what this means in more detail.



DECISION

Registration number STYR
2024/2158

Date 22 October 2024

University Board

Purchasing Policy

Purchasing of the goods and services that are needed to run Lund University's activities is to be done in a legal, businesslike and efficient manner.

1. The University's general remit and overall strategies and goals, as well as the needs and aims specific to the particular case, are to be taken into account in the purchasing process.
2. Purchases are to be made in line with factors such as appropriate quality, total cost and other conditions that are most beneficial as a whole and in the long term.
3. The University's representatives are to act impartially and appropriately according to business ethics and take advantage of available competitive opportunities.
4. The University's purchasing organisation is to pursue cross-functional collaboration on all levels to ensure it works efficiently, from strategic, tactical and operational perspectives.
5. Purchasing is to be coordinated where possible and where it represents added value for the University's activities as a whole.

“Purchasing” refers to the whole process from need to termination of agreement: procurement, contract management, call-offs and orders under a framework agreement, delivery checks, follow-up, supplier negotiations and invoice management.

“Legal” means that in every purchasing situation, the current applicable laws, rules and guidelines, both internal and external, are to be followed. In addition to public procurement laws, this pertains to e.g. rules on the environment and sustainability, conflict of interest, confidentiality and information security. Lund University is also to

work based on the National Procurement Strategy, which states that public procurement must, among other things, promote innovative solutions and take environmental and social considerations into account.