

## Introduction

Cornell University's Board of Trustees delegates significant procurement authority for the acquisition of goods and services from external sources on the university's behalf. Authority for the purchase of most goods and services at the university is ultimately delegated to Procurement and Payment Services. [University Policy 3.25. Procurement of Goods and Services](#), provides overarching guidelines for procurement and directs readers to this manual for specific details.

The processes and procedures documented in this Buying Manual have been developed to ensure responsible stewardship of university funds and are based on sound business practices, best value, accountability, and compliance with donor, sponsor and regulatory requirements.

Procurement and Payment Services is committed to providing a high level of service and to achieving best value for use of university funds. We provide procurement tools and consult with end-users, units, financial transaction centers, and business service centers to help them succeed. If Procurement and Payment Services is involved early enough in a project, we can help you gain substantial savings.

## Mission Statement

Cornell University's Procurement and Payment Services provides cost-effective procurement services to its customers by listening to their needs and responding in a prompt, courteous, and professional manner.

## Vision Statement

To create an environment that:

- Allows employees to provide excellent service
- Ensures that customers receive extraordinary value
- Utilizes best practices and acts as a role model for others

## Contact Information

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