Policy Title: Mandatory Sources
Policy Type: Administrative
Policy Number: #43-17 (2014)
Approved: 04/20/2015
Responsible Office: Procurement Services
Responsible Executive: Vice President for Finance and Administration
Applies to: University Community

POLICY STATEMENT
The University has established a policy summarizing the requirement to buy from mandatory sources and state contracts.

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DEFINITIONS
None

CONTACT(S)
Procurement Services officially interprets this policy. The Vice President for Finance and Administration is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) Creating and Maintaining Policies https://www.nsu.edu/Assets/websites/policy-library/policies/01/BOV-Policy-01-Creating-and-Maintaining-Policies.pdf through the appropriate governance structures. Questions regarding this policy should be directed to Procurement Services.

STAKEHOLDER(S)
University Community
MANDATORY SOURCES POLICY CONTENTS
Specific sources for certain materials, supplies, equipment, and services are mandated by state law and regulations. These sources are: the Virginia Correctional Enterprises, Virginia Industries for the Blind, the Virginia Distribution Center, the Office of Graphic Communications, and the numerous state contracts managed by the State Division of Purchases and Supply and the Virginia Information Technologies Agency. Questions regarding whether specific items are available from mandatory sources should be directed to Procurement Services. A listing of state contracts is shown at https://eva.virginia.gov/. Each state contract will indicate whether use of the contract is mandatory or optional.

PUBLICATION
This policy will be widely published or distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Executive will make every effort to:

- Communicate the policy in writing, electronically, or otherwise to the University community, including current or prospective students within 14 days of approval.
- Submit this policy for inclusion in the online Policy Library within 14 days of approval;
- Post the policy on the related webpages; and
- Educate and train all stakeholders and appropriate audiences on the policy’s content as necessary.

REVIEW SCHEDULE
- Next Scheduled Review: 10/23/2020
- Approval by, date: President, 04/20/2015
- Revision History: 07/01/1995, 07/01/2014, 04/20/2015, 10/06/2016; 10/23/2017
- Supersedes: Procurement Services Policy and Procedures No. 4

RELATED DOCUMENTS
There are no related documents associated with this policy.

FORMS
There are no forms associated with this policy.