NOTICE TO THE UDC COMMUNITY

It is very important to understand that the requisition is not the instrument that allows the contractor to provide goods or services. All goods or services ordered on behalf of the University must be authorized and executed by the Contracting Officer.

The University of the District of Columbia requires all contractors to have an executed procurement instrument (i.e., Notice to Proceed, Purchase Order, Term Contract, Blanket Purchase Agreement, etc.) in place prior to providing goods or services. It is prohibited for any person to enter into a contract, verbal or written on behalf of the University without appropriate authorization. Any person who enters into an unauthorized contract shall be subject to the Ratification Process.

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