

# PURCHASING POLICY

# (UCSI UNIVERSITY)

Purchasing Policy

### Objective

To extend our support to Sustainable Development Goals, UCSI University constantly promotes and encourages its staff and suppliers to work towards values below:

- Recycle and reuse resources/materials to achieve a full life cycle of cost and benefit,
- Encourage the use of recyclable packaging material and minimize packaging,
- Encourage the use of biodegradable material to minimize adverse pollution,
- Promote social equality to support small, medium-sized, minority and women-owned businesses,
- Work against corruption under a transparent procurement system with integrity, respect, and honesty, to prevent fraud and bribery,
- Anti-harassment and abuse of authority
- Ensuring the procurement process is transparent and conducted with integrity

The procurement team has taken the lead in promoting environmental conservation by implementing an online requisition platform for paperless requisition. All purchase requisitions no longer accept printout submission, requisitions are raised and submitted through the online platform, approved orders are sent to suppliers electronically and copies of requisitions are kept in the server without any paper printout.

### POLICY

#### Area of Purchases

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