

BF4036 - Utilization of University Services

Issued: 02/12/2021

Responsible Executive Vice President and Chief Operating and
Official: Financial Officer

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Office: Financial Officer

POLICIES

Purpose

The University of Memphis operates highly capable and cost-effective services to meet many of the University's needs. University departments should utilize any service provided by the University prior to seeking external vendors. The requirement to use the University services promotes economic efficiency and cost-recovery and fosters greater compliance with University goals.

Definitions

Right of First Refusal

Provides the ability for the owner of a service to provide the requested service, according to specified terms, before the requestor is entitled to enter into that transaction with a third party.

External Vendor

A third-party company offering services that cannot be provided by on-campus departments.

Policy

University Requirement

University departments will have right of first refusal for all service requests that can be performed by that specific department.

Exceptions will be granted as applicable.

Exceptions

The Director (or his/her designee) of the department that can provide the requested service may grant a waiver of the right of first refusal requirement on a case-by-case basis. Specific details regarding the service request process and guidelines for exception approvals will be clearly defined by the responsible department.

FAQs

Where can I find additional information about University services?

Additional details regarding services provided by our campus can be found at this link: (link to webpage that provides procedures for printing, conference and event services, hotel accommodations, etc.)

Who do I contact with further questions?

Please contact the office of the [Executive Vice President and Provost](#) for academic services; [Executive Vice President and Chief Financial Officer](#) for business services; and [Executive Vice President for Research and Innovation](#) for research services matters.

Links

University Services

Auxiliary Services -
https://memphis.co1.qualtrics.com/jfe/form/SV_9YmsZh23SXuj8c5

Conference and Event Services –
https://memphis.co1.qualtrics.com/jfe/form/SV_cA5TCUkprfke2A5

Revision Dates

NEW

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Research	Student Affairs
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>