

PROCUREMENT PLANNING

2610

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The purpose of this [section](#) is twofold. The first is to layout the foundation of the role of the [purchaser](#) involved in a department's purchasing authority program. This includes a discussion on conduct, ethics and good business practices during and after the procurement process. The second is to describe the preliminary considerations and activities that ensure the success of any procurement effort. These considerations include determining the class of procurement, non-IT or IT, goods or services, identifying pre-procurement approval requirements and processes, and selecting the most suitable procurement approach for a purchase.

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