

## 2.001 Overview

### I. Mission

The mission and purpose of the RCUH Procurement & Disbursing Department is to efficiently service and support the research and training programs that utilize RCUH. Guidance is offered to programs in the form of policies, procedures, and outreach. **When a transaction is processed through the RCUH, the UH APMs or sponsored agreements shall apply where RCUH Procurement & Disbursing policies are silent.**

The RCUH supports a procurement environment based on the understanding that the UH Projects and departments, and Direct Projects, are in the best position to determine what is needed to promote their respective research and training activities. The RCUH procurement policies and procedures are intended to reflect an environment that provides Projects with the best possible solution for obtaining goods and services in a timely and cost effective manner, while ensuring compliance with applicable regulations and promoting good business practices.

The purchase of goods and services through the RCUH will be conducted to promote open and free competition. Adherence to competitive procurement practices shall be carried out based on the following general principles:

- A. Obtaining the best value.
- B. Ensuring compliance with all applicable laws, regulations, and RCUH policies and procedures.
- C. Promoting good business practices.
- D. Engaging in fair and ethical business relationships.
- E. Providing transparency and accountability.
- F. Promoting sustainability and supplier diversity.
- G. Ensuring effective and efficient stewardship of resources.

The RCUH adheres to the belief that payments to vendors and employees should be made in a responsive, responsible, and efficient manner. The RCUH disbursing policies and procedures are intended to provide Projects with the necessary tools to effect timely payment while ensuring compliance with applicable rules and regulations, including Internal Revenue Service (IRS) tax regulations and Office of Foreign Assets Control (OFAC) regulations.

The RCUH Procurement & Disbursing Department is available to provide assistance and guidance with all RCUH purchasing and payment matters.

## **II. Relevant Documents**

[Policy 2.003 Roles and Responsibilities](#)

[UH AP 8.200 Overview](#)

[UH AP 8.220 General Principles](#)

[UH AP 8.806 Roles and Responsibilities for Payment Transaction Processing](#)

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