	EPOKA UNIVERSITY				
	DIRECTIVE ON PURCHASES				
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PART I GENERAL PROVISIONS

Article 1: Purpose

The purpose of this Directive is to define the powers, responsibilities and procedures in connection with the supply of all types of goods and services within or outside the country, renting and construction in facilities which are management or are property of the University.

Article 2: The scope

This instruction applies to all academic and administrative units of the Epoka University.

Article 3: Legal Basis

This Directive is based on the Statute and Regulations in force of Epoka University.

Article 4: Definitions

In this Directive:

University: Epoka University

Administrative Board: Administrative Board of Epoka University

Higher Board: Higher Board of Epoka University

Rector: Rector of Epoka University

Provost: Provost of Epoka University,

Office of Administrative Affairs Office: Based on this Directive, the office responsible and competent at Epoka University, for the realization of purchases different goods or services.

Purchases Commission: The Purchases Commission established under the provisions of this Directive

PART II PRINCIPLES OF APPLICATION


Article 5: Request for Purchase, Budget and Control of the Purchases

All purchases are done within certain budgetary limits; the unit which has a request fills the standard "Purchase Request" Form and submits that to the Administrative Affairs Office. The responsible before approving the request for purchase, should verify that the request is in conform to the limits stipulated in the budget.

In order for the "Purchase Request" Form, to be processed by the Finance and Personnel Office the required purchase authorizations and permits for transactions are as follows:

Proceedings of the "Purchase Request" Form are carried out by the Administrative Affairs Office only if the following the hierarchical order is respected and respective approval by is taken:

Drafting Unit	Controlling Unit	Approving Unit
Senate	Academic Evaluation and Quality Improvement Board	Higher Board

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Administrative Units related to the Rector's Office: Applicant, Head of the Unit, Provost, Rector

Dean's Office: Applicant, Faculty Secretary, Provost, Rector

Department: Applicant, Head of Department, Dean, provost, Rector

Authorization of routine purchases within the educational-research activities may be delegated by the Rector to the Provost.

Article 6. Purchases

Decisions on purchases are taken in order to meet the needs of the University for appropriate conditions, in the most effective way and necessary time by taking into account the real value of the goods or services, and particularity the market conditions. Before taking the decision, the state of the same or similar goods in the inventory is verified and only if there is no stock the decision for purchase is taken.


The management of the purchases in the University is carried out in three ways:

- a. After the approval of the request by the competent authority, the purchase of goods or services is done directly by the applicant;
- b. After approval of the request by the competent authority, the purchase of goods or services is done by the Administrative Affairs Office;
- c. The purchase of goods or services by the Purchase Commission that is established by the Administrative Board's decision.

The Administrative Board of the University, for important investments in goods or services in buildings owned or administrated by the University must receive in advance the approval of the Higher Board of the University. For the above mentioned investments a Purchase Commission is established who performs his duties under the direct dependence of the Rector's Office. In the case of not determining in advance the limits the decisions of the Commission shall enter into force after the approval by the Administrative Board. Members of the Commission of purchases may be persons who can provide technical advice. To the Committee members may be assigned a payment approved in advance.

The purchase of goods and services previously planned in the budget is conducted by the Rector or the authorized person. After receiving the approval from the competent organ the acquisition is performed by the interested and / or by the Finance and Personnel Office.. Investments and purchase of goods and services for the building for which the approval is received in advance from the Higher Board, conducted by the Purchase Commission assigned by the decision of the Administrative Board of the University. After receiving a positive decision to perform the purchase of goods or service, the body concerned and / or the Finance and Personnel Office conducts the purchase. The delegation of powers due to this instruction is carried out by the decision of the Higher Board.

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Emergency expenses unforeseen in the budget must be approved by the Rector. When deemed necessary, for extraordinary expenses the approval of the Higher Board is taken. Adopted decisions, the Financial Affairs Office are submitted to the Finance and Personnel Office by the requesting unit.

The University leading authorities and the Provost may be authorized to perform activities costs such as car leasing, purchasing fuel, communication, representation and entertainment. For the above mentioned purchases the fulfillment of the request form is not require. In this case, the higher authority in the hierarchy must be notified.

Materials needed for the daily routine activity of the unit are purchased after the collection of the claims is done. For ordinary purchases, after market research the most suitable firm is determined, the proposals are prepared and gathered; the assessment is carried out and at the end the agreement with the determine e firm is signed. Purchases required by filling the “Purchase Request” Form are carried out only after the approval by the Provost. Performing the purchases in accordance with the agreement is the responsibility of the Finance and Personnel Office.

Article 7. Powers of the demander

The Finance and Personnel Office presents for approval before the requesting office the proposal, conditions, plan, project and references presented by the seller in connection with the goods or services requested in the “Purchase Request” Form. The demander has the right to assist in delivering the goods and to inspect them. In necessary cases a special commission can be assigned.

The decision of the requesting entity is crucial for any issue related to the purchase of the service required by their own, and related to the management of the work process. Advance payments, between payments or cash payments for the goods that were bought or will be purchased are carried out only after written approval by the Office of Administrative Affairs.

Article 8 The Purchases Commission and purchasing procedures


The Administrative Board in necessary cases can decide the establishment of a Purchases Commission for investments in buildings and facilities. The chairman and members of the Commission are elected by the Administrative Board. The Commission consists of at least three members and at most five members. The Administrative Board may give the Commission the power to purchase. In this case, the decision of the commission is definitive. In case of purchase decisions that are not expressly given to the commission, must be approved by the Rector.

The Purchases Commission, to approve the purchase decision of the competent authorities applies one or several of the following procedures:

Receiving offers in sealed envelopes procedure

Open cutback procedure

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Bargaining procedure

Custody procedure

Article 9 Technical Terms

All the technical quality of purchased goods or services is defined in the technical terms. The technical terms are prepared by the unit which has submitted the request and after receiving approval from the Head of the unit or other responsibilities is attached to the Purchase Form and submitted to the Office of Administrative Affairs. In order for the technical terms of goods or services required to be identified drawings, samples, documents and references may be used as attachments.

Article 10 Administrative Terms

The requesting unit together with the technical terms, in cooperation with the Administrative Affairs Office stipulates also the administrative terms. In the administrative terms at least the following data should be shown:

1. Nature, type and amount of work to be performed or goods to be taken
2. Competent person who follows the procedure of implementation, tender and work performance
3. The applicable procedure, the date of delivery, place and form,
4. Conditions and place of payment,
5. In which way and who will pay the taxes, fees and other expenses,
6. If necessary, the estimated cost and amount of collateral
7. Penalties applicable in case of delay or other violations,
8. Terms and documents required by the provider,
9. Any procedure that can be accomplished during the purchase,
10. Necessary documents on the provider,
11. Other necessary documents.

Article 11 Notification and Signing


After determining which company shall provide the goods or service the Administrative Affairs Office, within the time specified, announces the winner of the tender at the company's legal address.

The provider, starting from the date of notification until the end of the period specified in it, is obliged to deposit guarantees if necessary and sign the agreement by applying to the Administrative Affairs Office.

Article 12 Freedom of tenders of the University

The University is subject to the provisions of private law and is not bound by the provisions of the Public Procurement legislation.

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The University is free to determine whether to apply a tender or not, to realize that partially or completely. This provision is presented explicitly in all specifications.

Article 13. Persons or organizations from which proposals cannot be taken or purchases cannot be done

Persons or organizations from which purchases cannot be done directly or indirectly are as follows:

1. Entities temporarily or permanently forbidden to participate in tenders organized by public institutions;
2. Higher Board members and staff of the University;
3. Rector, Deans, Provost, chairman and Purchase Commission members, staff of the Administrative Affairs Office and relatives related to them till the third degree.
4. Subjects who have a shorter time than 2 years from their departure from the University.

PART IV. FINAL PROVISIONS

Article 14. Entry into force

This directive shall enter into force after the approval of the Higher Board of the University.

Article 15. Implementation

The implementation of this Directive is ensured by the Rector of Epoka University.

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