

RE: Biden School Purchasing Policy

This document serves as guidance for the Biden School's policy relating to Purchasing of Goods and Supplies.

- All supply order requests should be emailed to biden-purchasing@udel.edu and a member of the administrative team will manage your request.
 - It is the expectation that your request will receive a response within 48 hours or two business days of submission.
 - Subject lines should include your name and the item you're request, i.e. "Bell: Blue Exam Books".
 - If your request is urgent, please begin your subject line with URGENT, i.e. "URGENT Bell: Blue Exam Books".
 - In the body of your email request please send the item(s) you're request along with any special requests, i.e. if you are requesting a specific brand or style of item.
 - The University has begun purchasing items through UDEExchange: preferred vendors for office supplies include WB Mason and Amazon.
- Once your order has been received and processed by a member of our administrative team, you will receive confirmation that your order has been placed.
- You will receive confirmation when your items are ready for pick up in the administrative office.
- Purchase requests are subject to review for proper business justification and approval by the Business Administrator, College Business Officer, Deputy Dean or Dean.

Questions related to purchasing can be directed to James Bell (bellj@udel.edu), Business Administrator II or biden-purchasing@udel.edu.

Last updated: 12/08/2023

Last reviewed by: James Bell

Date for updated review: August 2025