

**Midwestern State University**  
**Purchasing Department Mission Statement**

The Purchasing Department is empowered by the Board of Regents of the university via the President of the Midwestern State University System. The authority to act as an agent of the university in procurement matters is under the direction of the Vice President of Business Affairs & Finance. The mission of Purchasing and the Warehouse is to assist the University to obtain the goods and services needed by its faculty, students and staff; to spend the University's money wisely so that maximum value is obtained for its limited financial resources, to maintain a central warehouse of supplies and materials; to identify and tag the property assets obtained by the university; and to obtain maximum value for surplus and obsolete items. Purchasing and Warehouse is a general services organization consisting of the separate functions of centralized purchasing, shipping and receiving, and central warehouse. Purchasing and the Warehouse will act in accordance with the highest standards of ethics, openness, and fairness, and will be accountable for expenditures, for goods and services. Purchasing and Warehouse will conduct its work in accordance with federal and state law and will perform socioeconomic programs mandated by the Texas Legislature. It is the intention of Midwestern State University to develop and expand a Historically Underutilized Business (HUB) Program that will assist small, minority, and woman-owned businesses to do business with the State of Texas. Employees within the University are educated on the State HUB Program through the Purchasing Department.