



**THE GEORGE
WASHINGTON
UNIVERSITY**
WASHINGTON, DC

Responsible University Official:
Executive Director, Procurement and
Travel Services
Responsible Office: Procurement and
Travel Services
Last Revised Date: December 31, 2005

STANDARDIZATION OF GOODS, EQUIPMENT AND SERVICES PURCHASING

Policy Statement

Departments should purchase the goods, equipment, and services identified as standards. Procurement and Travel Services, in conjunction with other university functions and/or teams, will identify standards for certain goods, equipment, and services that lend themselves to standardization. Items should not be purchased if they are not supported by the university. Departments should consult with Procurement and Travel Services if any deviation from the standard is deemed appropriate.

Reason for Policy

Standardization in the purchase of certain goods, equipment, and services will minimize the total cost and maximize the total value to the university.

Who is Governed by this Policy

Faculty and staff

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Policy

The criteria to be used to determine whether a certain item is a candidate for standardization includes, but is not limited to, the following:

- A. Common usage throughout the university
- B. Cost of handling and distribution
- C. Search costs
- D. Ownership costs
- E. Annualized expenditures
- F. Training costs
- G. Maintenance/service costs
- H. Storage costs

Standardization includes, but is not limited to, computers, furniture and furnishings, telecommunications equipment, and other items as specifically designated by Procurement and Travel Services and other university functional organizations and/or university teams.

Contacts

Contact	Telephone	Email
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Document History

- **Last Reviewed Date:** March 29, 2018
- **Last Revised Date:** December 31, 2005
- **Policy Origination Date:** Not Available

Who Approved This Policy

Louis H. Katz, Executive Vice President and Treasurer

This policy, as well as all [university policies](#), are located on the [Office of Compliance's](#) home page.