



Doing Business With Augusta University

We appreciate your interest in offering us your materials, products, or services.

Augusta University depends upon the helpful cooperation of present and potential suppliers in order to get the maximum value for the money we spend in serving our customers – the many doctors, researchers, and staff dedicated to patient care, research, and education. We focus on doing business with suppliers that share our priorities of quality, safety, schedule, and budget.

It is the policy of the State of Georgia and Augusta University that minority business enterprises shall have the maximum opportunity to participate in the State purchasing and contracting process. Therefore, the State of Georgia encourages all minority business enterprises to compete for, win, and receive contracts for goods, services, and construction. Also, the State encourages all companies to sub-contract portions of any State contract to minority business enterprises. Companies utilizing qualified minority subcontractors may qualify for a Georgia state income tax deduction for qualified payments made to minority subcontractors. Reference is made to O. C. G. A. §48-7-38.

Our Supply Management, Purchasing & Contracting Division, is the central buying authority responsible for the procurement of supplies, services, and equipment. Although individual staff at each department or lab may utilize P-Cards for small dollar purchases, Purchasing & Contracting is the only division authorized to issue purchase orders committing Augusta University funds. Suppliers may not process an order for employees without a purchase order or prior approval from staff with P-Cards.

Construction projects are expertly managed by the Facilities Department once the Purchasing & Contracting team reviews and approves a contract and issues the purchase order.

The Supply Management, Purchasing & Contracting office is open Monday through Friday, 8:00 a.m. to 5:00 p.m. (except holidays) and available to meet with suppliers any time. Appointments are encouraged.

Need More Information?

Please call: 706-721-2619

Our physical address is:

Augusta University
Supply Management – Purchasing & Contracting Division
1225 Walton Way
Augusta, GA 30901