



POLICIES *and* PROCEDURES

Board of Trustees Policy Number:
BUFIN 4.05

Date of Adoption/Revision:
April 20, 2016

SUBJECT	Purchasing Policy
AUTHORITY	The Office of Business and Finance
APPLICABILITY	This policy applies to all employees of College departments including administrative officers and students, who approve, sign or authorize requests and/or purchases of goods and services from College funds, regardless of the source.
PURPOSE	The purpose of this policy is to ensure the Purchasing Department is receiving the best value on all goods and services purchased by the College.
POLICY	All departments/units must adhere to the purchasing policy and procedures of the College. Individuals who fail to do so may be held liable for payment of invoices.
PROCEDURES	<p>The President and Vice President for Business and Finance are the only employees authorized to obligate College funds. After a purchase requisition or check request has been approved through the proper channels, the Purchasing Agent will secure goods and services on the behalf of the College. If an unauthorized person commits College funds, the College may consider the acquisition null and void, and decline to pay any invoices presented as a result of the unauthorized purchase. The individual responsible for the unauthorized purchase may be liable for payment or reimbursement to the vendor or supplier.</p> <p>The College recognizes that certain departmental personnel may possess specialized product knowledge that can be valuable to the procurement process. The Purchasing Department encourages the sharing of this knowledge.</p> <p>If comparable items can be obtained from different vendors, competition should be sought; however, State contracts may be used in lieu of competition. The Purchasing Agent will request at least three (3) written quotes for purchases above \$3,000. A minimum of three (3) formal bids must be obtained by the requestor with the assistance of the Purchasing Agent for purchases exceeding \$5,000. Contracts in excess of \$150,000 will require the requestor to submit a minimum of three (3) sealed bids.</p> <p>When the department is aware that fewer than three sources are available or acceptable, documentation and/or justification should be attached to the purchase requisition (brand names alone are not sufficient justification.)</p> <p>Professional services (legal, audits, architectural, sole source providers) may not be</p>

subject to the bidding requirements. A sole source provider is one who is the only practical option for a good or service to be used by the College. Examples of legitimate sole source vendors include:

- a. Only a particular brand or "make" is compatible with existing equipment or inventory.
- b. Only one supplier is capable of providing the required goods or service.
- c. An emergency condition exist which makes soliciting three bids impractical.

It is the responsibility of the department/unit heads to ensure sufficient funds are available in the appropriate budget line prior to submitting the requisition. Purchase action may not be initiated in the anticipation of funding that may be provided at some future date.

All grant related purchases must be reviewed by the Office of Sponsored Programs (OSP) for compliance with the terms of the grant and then forwarded through the Controller's Office.

All purchases of computer technology for campus use must be coordinated through the Information Technology Services Department. This policy applies to all computing- and network-related resources, telecommunications devices, audio/visual equipment and media services, and technology consulting, including grant-based items. A department or individual in need of technology equipment or software must contact the Director of Information Technology Services or a designated person in the IT Department to discuss their technology needs before initiating an order.

The use of departmental funds for purchases of gifts is prohibited.

Using the college's purchasing system to purchase materials, supplies, or equipment for personal use is strictly prohibited. Shall a personal purchase occur, the individual is required to reimburse the college within 15 days of the charge. If reimbursement is not made within 15 days, the individual will be subject to disciplinary action.

The authorized buyer has the responsibility to confirm that goods/services received conform to specified order requirements and are detailed on the receiving documentation. Goods should be inspected and signed for upon delivery. Verify the quantity and quality of the order when received. If the order is incorrect, or if there is a need to return any items, immediately inform the Purchasing Agent. Doing so prevents over-paying and over-charging the department's budget.

In order to continue to ensure sound fiscal management, all purchase requisitions and check requests must be signed by the Vice President for Business and Finance.

The record retention of purchasing documents is the responsibility of Business and Finance, Office of the Controller, and the Purchasing Agent for three (3) years after the date of purchasing.

By consolidating office supply purchases with few primary companies, “preferred vendors”, the Purchasing Department can significantly save time in searching for office supply products, provide savings through discounted prices, while providing next business day delivery. Please contact the Purchasing Department for a list of preferred vendors, links and access to view the discounted prices.

As a further control over budgetary expenditures, and in order to continue to ensure sound fiscal management at all levels, any purchase requisitions and/or purchase orders over \$5,000 must contain the signature of the President or designee.

Replaces policy:

Date: 9/24/2008