

## Purchasing Policy

The Purchasing Department is the sole College Department through which acquisitions and transactions are made. Purchasing decisions in awarding College contracts shall be made without prejudice, favoritism, or relationships which could result in a conflict of interest. Decisions shall be made on the merits of the situation, such as vendor compliance with specifications, price, delivery, service, terms, and conditions.

The responsibility to approve all College purchases and contractual agreements is delegated by the Board of Governors to the President:

- A. Any contract for services, lease purchase, item, or group of items that have an actual cost greater than ~~\$21,000.00~~[\\$30,000.00](#) shall require Board approval before purchase. A list of purchases with a cost between \$10,000.00 and ~~\$21,000.00~~[\\$30,000.00](#) shall be included within the information presented to the Board at each scheduled monthly Board meeting.
- B. Contracts for professional services (e.g. Architectural and Engineering) that have an actual cost greater than \$30,000.00 shall require Board approval. A list of contracts with a cost between \$10,000.00 and \$30,000.00 shall be included within the information presented to the Board at each scheduled monthly meeting.

Should an emergency be declared by the President, the limits set forth in this policy may be waived by the President. A report of any waivers and actions taken shall be provided to the Board at the next scheduled Board of Governor's meeting for ratification and approval.

The President may also authorize, without complying with the requirements specified in this policy, payment to a vendor for an item or service if the item or service is routinely utilized and paid for by the College on an on-going, recurring basis. (Examples of such items and services include but are not limited to payments for utilities, telephone services, rents, maintenance services, payroll and payroll taxes, and costs of employee benefits approved by the Board).