

PURCHASING POLICY

It shall be the policy of the Board of Trustees that all College purchasing operations strive for the following:

- support the mission of the College by following institutional objectives and procedures.
- obtain the maximum value for each dollar expended.
- provide proper documentation for selection, acquisition, and receipt of all purchasing transactions.
- encourage competition among vendors through negotiation, price quotes, and competitive bidding.
- maintain satisfactory relationships with external suppliers and internal consumers.
- extend equal privileges to vendors without regard to the geographic location of their business.
- create a working climate that produces and demands fairness and honesty.

These operations will be performed with understanding, dispatch, and competence.

The College will not engage in making personal acquisitions for faculty and other staff members.

The Vice President of Administration and Treasurer, or his/her designee, shall have the authority to purchase all services, materials, supplies, equipment and other items which have been approved as a part of the College's adopted budgets.

The Vice President of Administration and Treasurer, or his/her designee, will also have authority to arrange for control and disposal of surplus equipment and supplies, salvage, and scrap.

Cross-References

Procedure 6.01	Purchasing Procedures
Procedure 6.02	Procedural Guidelines for Capital Outlay Purchases
Procedure 6.03	Receiving Procedures