Purchasing

A. The President or designee is authorized to approve the purchase of supplies, equipment and commodities on behalf of the College. When such purchases are in an amount of $10,000 or less, the College shall use sound business practice, including the consideration of price, quality, delivery time, past experience, and whether the vendor is located in the College district. When such purchases exceed $10,000, the College shall use a competitive bid process, and the bid shall be awarded to the lowest or best bid. In evaluating bids, the College may consider price, quality, delivery time, past experience, service, and whether the vendor is located in the College district. The College reserves the right to act in the best interests of the College and may reject any or all bids.

B. The following items are exempt from competitive bidding:

1. Educational tests, textbooks, printed instructional materials, films, filmstrips, recordings, or other similar materials;
2. Library books, reference books and periodicals;
3. Purchases through state contracts or other purchasing cooperatives;
4. Food and other items for resale;
5. Non-competitive items available from one source;
6. Professional services, in accordance with Paragraph D, below;
7. Information technology resources; and
8. An insured loss when the insurance carrier authorizes the expenditure.

C. Emergency purchases are also exempt from competitive bidding if:

1. The emergency nature is one in which college operations are in jeopardy;
2. The College uses sound business practice in the emergency purchase;
3. There are adequate funds in the budget to cover the expenditure;
4. The Board Chair is informed in advance of the purchase; and
5. The full Board confirms the purchase at their next regular meeting.

D. The President or designee is authorized to purchase professional services, including, but not limited to legal, accounting, architectural, engineering, and other consulting services, without competitive bids. The College shall evaluate such services based upon price, reputation, availability, and presence within the College district. Purchases in an amount in excess of $25,000 require Board approval.
E. The College staff is encouraged to purchase surplus equipment from other governmental units when such purchases are cost effective and serve the best interests of the College.

F. Upon approval of the annual budget by the Board, the President or designee is authorized to make purchases included in the budget. Purchases which exceed the budgeted amount by 10% or $500, whichever is greater, require favorable review by the Board Administrative Committee.

G. All expenditures of district funds must be authorized. Unauthorized personal expenditures will not be reimbursed and are strictly the responsibility of the individual.

History – Amended: August 17, 2012 and Adopted: June 18, 2012.