

Category: Operations

Department: [Click here to enter text.](#)

Policy Title: [Purchasing](#)

Policy Statement: To make a purchase with college funds, the employee may use a college purchase card issued in their name or with an approved purchase order (in advance). Failure to follow college policy may result in the employee being personally financially responsible for the purchase.

Procedures:

To make a purchase with college funds, a requisition must be entered electronically for approval by the Division/ Department Director and appropriate administrator. To make a purchase for a student organization or student-sponsored activity, a requisition must be entered electronically for approval by the sponsor and appropriate administrator. Once requisitions are approved, a purchase order will be processed through the Business Office. A purchase order must be approved and a purchase order number assigned before any college purchase can be made.

In the rare instance when a vendor won't accept a purchase order, contact the Business Office; these situations will be handled on a case-by-case basis.

Purchasing Requirements

Purchases made with college funds must adhere to the following guidelines:

1. Under \$50 – complete Petty Cash Form and attached itemized receipts. Supervisor must sign form and submit to Business Office for reimbursement.
2. Between \$0 - \$9,999 – no price comparison required, local vendor preferred.
3. Between \$10,000 - \$49,999 - requires documentation of comparative prices with consideration of both quality and local businesses.
4. Over \$50,000 - requires Business Office involvement with either sealed proposals or competitive written quotes and due consideration regarding cost, quality and service, and consideration of local businesses. Final approval by the President and the Board of Trustees. Utilities, employee benefit providers, items purchased under contract or items purchased for re-sale do not require Board approval. See Competitive Bid Policy for more information.

Purchasing Restricted by Contract

The following purchase regulations apply:

1. Pepsi Products has exclusive rights to sell soft drinks, water, juice, etc.

2. Great Western Dining (GWD) is the contracted food service for GCCC. GWD has exclusive rights to the food service for all special and catered events on the college campus. Exception to the food service exclusivity must be approved in writing by both the on-site Director of Dining Services and the Chief Financial Officer.
3. Office and classroom furniture standards have been established. For more information, contact Chief Financial Officer.
4. All computer equipment, software, peripherals and technology infrastructure must be approved by the Director of Information Technology.

Local Purchasing

It is the policy of the Board that equipment, supplies, and services be purchased locally when these items are available locally at competitive prices (including both selling price and delivery costs), when acceptable delivery schedules can be guaranteed and when acceptable maintenance service is available. However, no differential pricing preference shall be given to local individuals or firms under conditions of competitive bidding.

In addition, it is the policy of the Board that no goods, materials, supplies, equipment, and/or services shall be purchased from any college employee without the approval of the President.

Emergency Purchases

Emergency purchases may be made if the following condition(s) exist

- Threat to life, property, public health or public safety
- Immediate expenditure is necessary for repairs to college property in order to protect against further loss of, or damage to college property
- Action necessary to prevent or minimize serious disruption of college services
- Action is necessary to insure the integrity of College records

Emergency procurement shall be made with as much competition as is practical under the circumstances.

Single Source Supplier

A single source supplier exists when there is only one known supplier of the requested goods and/or services. One known manufacturer, but more than one supplier, is not a sole source. The President or designee will make the determination, prior to purchase, as to whether or not the purchase qualifies as single source. The following factors will be considered:

- Based upon generic specifications there is only one supplier for the requested goods and/or services
- No other manufacturer's product will correctly interface with existing equipment;
- The product must match existing equipment and is being purchased to provide uniformity for instructional purposes.

Cooperative Purchasing

The President, or designee, shall have the option to purchase at the unit or contract prices stated in current state contracts or with Educational and Institutional Cooperatives, USD 457 Educational Service Center or the Southwest Plains Regional Service Center when it is determined to be in the best interest of the college.

Contacts: Chief Financial Officer

Approved Date: 10/10/2020

Policy History: [Click here to enter text.](#)

Keywords: purchasing, bids, proposals, RFP, single source, vendor, requisition, purchase order

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