



POLICY

| Category | Approval | | |
|-------------------------------|----------------------|---------------------------|------------------|
| Series 400: Fiscal Management | Effective 2/22/10 | Administration 12/4/09 | Board 2/22/10 |
| | Revised 8/26/24 | For Review | 2028 |

PURCHASING PROCEDURES

MTC 432

All materials to be ordered by the College staff, whether for local or out-of-town orders, must be requisitioned through the College business office. The business office will maintain a central record system for the purpose of combining orders, avoiding duplication of purchases, taking full advantage of lowered prices for bulk purchasing, to follow up on delayed orders of delivery and to reconcile deliveries to orders before payment is made. This delivery control will be applied to all purchases, regardless of point of delivery.

The President or a designee will examine carefully all requisitions submitted by instructors, custodians and other employees for supplies, equipment and services. They will be responsible for verifying that items requested are needed before signing the requisition and sending it to the business office.

All orders must include the name and address of the supplier as well as the purchase price. If the exact price is unavailable, an estimate of the cost should be given.

If any person orders materials other than through the business office, he/she will be personally responsible for their payment.

8/26/2024 - Clarified that purchases must be requisitioned through the College business office and that all requisitions will be examined by the President or designee.