



Mitchell Technical Institute POLICY

Category	Approval		
Series 400: Fiscal Management	Effective	Administration	Board
	2/22/10	12/4/09	2/22/10
	Revised		For Review
	6/27/2016		2020

PURCHASING

MTI 430

The function of purchasing is to serve the educational program by providing the necessary supplies, equipment and services.

The Institute declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended. The Institute will abide by the letter and the spirit of all laws and regulations relating to purchases and the control of its finances and property. All contracts must be approved by the Board in order to be binding on the Institute.

Within the framework of applicable laws and regulations, purchases and use of materials and manpower will be made in accordance with good business practices with the primary purpose of serving the instructional program.

The Dean of Fiscal Operations will serve as the purchasing agent for Mitchell Technical Institute. He will develop and administer the purchasing program for the Institute, within the legal requirements and the adopted MTI budget.

Institute purchases will be made on official purchase orders approved for issuance by the appropriate unit head and signed by the Dean of Fiscal Operations with such exceptions as may be made by the latter for emergency purchases and those made with petty cash funds and institute-issued credit cards.

In accordance with state law, the Institute will give preference to products found, produced or manufactured within the State of South Dakota when purchasing materials, products and supplies for the Institute.

LEGAL REFS.: SDCL 13-16-24; 13-20-1; 13-20-3

6/27/2016 - Responsible personnel updated to align with MTI's organizational structure. Repealed legal references removed. Credit cards added as an approved means to make purchases at MTI.