

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

PURCHASING
Policy No. 9-03
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Effective November 24, 2003

- (A) The college will follow a competitive procurement process for the purchase of supplies, equipment, and services necessary for its operations.
- (B) Expenditure of all college funds from all accounts and all revenue sources that are used to purchase supplies, equipment, and services shall be made in accordance with procedures adopted pursuant to this policy.
- (C) The President may establish bid limits for goods and services in amounts not to exceed the bid limits established by the State of Ohio.
- (D) Strict adherence to all applicable federal laws, laws of the State of Ohio, college policies, and sound business practice will be observed.
- (E) The college will give every reasonable opportunity for minority business enterprises to submit bids and proposals for contracts as suppliers, contractors, and consultants.
- (F) Any commitment made by an employee of the college other than through the procedures adopted pursuant to this policy is the personal responsibility of the person making the purchase.
- (G) Purchases from a vendor in which a Columbus State Community College employee has significant proprietary interest are prohibited unless a full disclosure is presented in accordance with college procedures.
- (H) The President shall establish procedures to administer this policy.