


# PROCEDURE

<b>Subject</b>	<b>Purchasing Procedure-General Information</b>	<b>Number:</b> 5.18.01
<b>Source</b>	Vice President, Business and Administrative Services	<b>Reference (Rule #)</b> 6HX14-5.18
<b>President's Approval/Date:</b> 06/17/09		

## **Policy:**

Under authority granted by the State Board of Education, The District Board of Trustees delegates to the President or his/her designee the responsibility for all purchasing for College up to the limit of \$250,000. The District Board of Trustees shall be responsible to approve all purchases in excess of \$250,000.

The Director of Business Services and Public Safety along with the Coordinator, Procurement shall be responsible for the implementation and maintenance of a complete purchasing function that optimizes the highest level of service to faculty and staff while protecting the resources of College through competitive bidding.

## **Process:**

College, faculty and staff shall be responsible to perform the following functions to ensure a smooth flow of information to the Coordinator, Procurement to prepare the necessary orders for goods and services:

- All College employees shall understand that NO individual or department will have the right to make purchases except for procurement card holders, the Bookstore, the Facilities Department or anyone else given the responsibility by either the Board or the President.
- Any College employee who places an unauthorized purchase shall be responsible for payment to the vendor.
- Purchases of goods and services from businesses owned by or associated College employees may be in violation of Florida Statute 112.313. Specific questions concerning such activity should be directed to the Director of Business Services and Public Safety or to the Vice President, Business and Administrative Services.
- All purchases less than the level stipulated in F.S. 287.017(1c), CATEGORY THREE shall be made in accordance with good purchasing practices and in College's best interest. Purchase orders may be used at the discretion of the Procurement Coordinator.

- All Non-Exempt purchases in excess of the level stipulated in F.S. 287.017(1c), CATEGORY THREE require publically solicited submittals of competitive offers from at least three (3) responsible suppliers.
- Exemptions to the above rule include the following:
  - 1) Educational tests, textbooks, instructional materials and equipment, films, records, DVD's, video tapes, or similar audio visual materials and computer based software normally sold by the College bookstore and under the control of the Bookstore Manager with oversight by the Director of Business Services and Public Safety.
  - 2) Library books, periodicals, reference books, and other library supplies.
  - 3) Purchases at the unit or contract prices established through competitive solicitations by any unit of government established by law or non-profit cooperatives.
  - 4) Food, drink or any item for eatable consumption
  - 5) Services or commodities available ONLY from a single source or sole source as set forth in section F.S.287.057(5c).
  - 6) Professional services including, but not limited to, artistic services, instructional services, health services, academic program reviews, lectures by individuals, attorneys, legal services, auditors and management consultants
  - 7) Any informational technology resources defined as all forms of technology used to create, process, store, transmit, exchange and use information in various forms of voice, video, and data. This includes personnel costs and contracts that provide direct information technology support consistent with College's information technology plan.
  - 8) Single source procurements for purposes of economy or efficiency in standardization of materials or equipment. All such purchases must be verified by the Director of Business Services and Public Safety and departments making such requests must submit along with the purchase order full justification for such a sole source purchase.
  - 9) Any items held for resale
  - 10) Any purchases of an emergency nature where any delay could cause additional damage, loss of use, reduction in value, danger or just economic jeopardy to College