

**Title: Purchasing Policy**

- Initial Action: 3-16-79
  - Board Resolution: 79-94, 00-109
  - Last Revised
    - Policy: 09/05/2017, 10/12/2000
    - Procedure: 09/05/2017, 11/1/2011
  - Last Reviewed: 10/30/2020
  - Effective: March 6, 2024
  - Next Review: 12/7/2026
  - Responsibility: Finance and Administration
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**Policy:**

It is the policy of Cecil College that the purchasing function be decentralized; as a result, each requisitioner has the flexibility to suggest vendor (s) for the purchase of goods and services for College use only. All purchases less than **\$1000** are subject to division approval by a dean or director; purchases greater than or equal to **\$1000** are subject to division and vice president or president approval. Final purchasing authority rests with the President and their designee(s) as stated in the Procurement Authority Policy. Only the President and their designee(s) may act as agents for the College in signing contracts and agreements. Purchases are further subject to the Bid and Quotation Limit Policy, the Sole Source Procurement Contracts Policy and the Procurement by Competitive Sealed Proposals Policy.

**Procedure:**

**Completing the purchase requisition:**

- 1 An approved on-line purchase requisition is submitted to Purchasing to procure the needed equipment, supplies or services. The Purchasing Office will review the requisition prior to processing a purchase order. Without an official purchase order, the College may not pay a supplier's invoice.
- 2 Requisitioner must assign the approval track, provide the date materials are required and the location for delivery if other than Receiving.
- 3 Provide any additional instructions to Purchasing in the Requisition Text field, (i.e., check to accompany, attention to, invoice attached, delivery instructions, hazardous materials, etc.).
4. Select appropriate vendor information, including fax number if order needs to be faxed. If the vendor is not in the system, complete the Vendor Request Form.

5. Provide the account number to be charged, the quantity of each item required and a complete description of each item to be purchased. The description must contain the brand name as well as the order number. When applicable, include estimated shipping charges.
6. Attach all supporting documents to the purchase requisition, (i.e., subscription renewal forms, invoices, order forms, advertisements, etc.). Comments (for the approver) may also be added if necessary.
7. Once purchase requisition is entered, save and submit for approval.

**Changes to orders:**

1. Changes to orders are restricted to those changes (substitutions) due to unavailability of items.
2. Substitutions which increase the cost of the order greater than or equal to 10% of the total order, or \$500, whichever is less, require a new purchase requisition for those items affected.
3. Additional items require a new purchase requisition and order.

**Blanket purchase orders:**

1. Blanket purchase orders may be used for the procurement of small repetitive items and recurring services from the same vendor that will be charged to the same account number.
2. Each blanket should include a list of those employees authorized to make purchases.
3. All blanket purchase orders will expire on April 30th of each fiscal year except those for recurring services and grant programs.

**Additional Regulations:**

1. Unauthorized purchases or commitments are the personal responsibility of the individual.
2. The College does not accept C.O.D. (Cash on Delivery) orders.
3. A minimum of one week should be allowed for your purchase requisition to be processed once it reaches Purchasing. All purchase requisitions are processed promptly. Staff will attempt to accommodate emergencies.

4. A purchase requisition requesting a check to accompany the purchase order or confirming purchase orders should only be used in rare instances. For example, a check to accompany request should be considered when the item required cannot be obtained from another source and the vendor demands pre-payment. A confirming purchase order may be issued in emergency situations or for repair services for which the cost cannot be determined beforehand.
5. The division budget manager is responsible for insuring that appropriate account numbers are used and adequate funds are available. Purchase requisitions that are over budget will not be processed until funds are available.
6. Employees may not use College systems for purchasing or receiving personal merchandise.