

3357:13-17-30 Purchasing and Contracting Policy

(A) The Vice President for Business and Administrative Services and Controller's Office are the sole agencies authorized to procure equipment, materials, or services required for various departments of North Central State College. Any purchases in any other manner will not be considered the obligation of North Central State College.

(B) Objectives of the Purchasing and Contracting policy are:

- (1) To obtain the supplies, equipment, and services required by all departments, effectively and efficiently, consistent with the desired quality and within the framework of State laws, College regulations, and good procurement practices.
- (2) To maintain fair policy towards the business community and vendors that provide materials and service needs to the College.

(C) Unauthorized Purchases:

- (1) No individual has authority to enter into purchase contracts, or in any way obligate the College for procurement indebtedness, unless specifically authorized to do so. Unauthorized purchases will become personal obligations.
- (2) Exceptions may be made/authorized by the President of North Central State College with review by the Chairman of the Board of Trustees.

Effective: February 1, 2016

Next Review: June 1, 2026

Review Dates: 1/1/11, 2/1/16, 6/21/21