

**TITLE: PURCHASING**

It shall be the policy of the college to observe a uniform procedure for the purchase of materials, services, equipment and other supplies from vendors. All purchasing activity and operations related thereto shall be supervised by the Dean of Business Services. The Dean of Business Services may delegate responsibility where appropriate and for the following exceptions:

1. When purchases from petty cash funds are authorized.
2. Orders for books, magazines, periodicals, etc., for the Learning Resources Center shall be placed by the Director.
3. Foodstuffs and/or materials utilized for resale in the Bookstore, Snackbar, Auto Shop, Mt. Zion Operations, Cosmetology or any other similar operation upon approval by the Dean of Business Services.
4. Emergency purchases related to maintenance and operation of plant and equipment, or any other situation where approved by the Dean of Business Services.

No purchase commitments shall be made in the name of the college by any employee other than the Dean of Business Services except as outlined above. Individuals making purchases contrary to this policy shall incur personal liability for said purchases unless relieved of liability by an appeal process.

Date of Adoption: 11/27/84  
Revised: 2/26/92, 6/29/99