

SUBJECT: Purchasing

All purchases made by the College will be in compliance with the policies of the Board.

1. The purchase order is a legal document and when accepted by the vendor constitutes a contract between buyer and seller.
2. All purchases must be made in the name of Midland College on purchase orders properly coded as to budget charged and signed by the President, Vice President of Administrative Services, or their designee.
3. A purchase order will be issued only after verification that the budget has provided funds necessary to meet the expenditure requirements for the purchase.
4. Employees who purchase goods and/or services without an approved purchase order must assume complete responsibility for the purchase.
5. Emergency purchases may be authorized in some instances, such as the continuing operation of the physical plant, security, health and safety reasons, or those considered to be in the best interest of the College. An emergency purchase can be justified only when a genuine emergency has arisen that could not have been anticipated. The Vice President of Administrative Services or his designee should be notified immediately when emergency purchase action is necessary.
6. No purchase will be made from an employee of the College which would be inconsistent with the Board policy on "Conflict of Interest." However, purchases may be made from a member of the immediate family of a College employee who owns a bona fide business.
7. All discounts whether in the form of cash, goods, or services shall accrue to the benefit of the College.
8. The Vice President of Administrative Services or his designee shall be responsible for standardizing, in as far as possible, in all areas of purchasing where standardization is practicable.

9. It shall be the responsibility of the Vice President of Administrative Services or his designee to handle office and teaching supply orders on a basis that constitutes the greatest savings and/or convenience to the College.
10. The President, Vice President of Administrative Services, or their designee are the only persons authorized to obligate funds of the College for the purchase of equipment, supplies, or services.
11. The business office will be responsible for providing forms, rules, regulations, and procedures necessary to the orderly and efficient accomplishment of the purpose of the purchasing function.