

POLICY APPROVAL FORM

Executive Summary. (type a short summary of the process followed to develop this policy, names of those involved in its development, reason for undertaking the process, and key features of the policy). This section is to be completed by the group or individual assigned to develop the policy.

Purchasing – Policy and Procedure

The current policy and procedures of purchasing goods and services for the college was created in 1989. Taking into consideration that the whole purchasing policy and procedures is outdated due to many changes on campus and in the business world and the implementation of Banner Finance, a complete revision was undertaken. This was also recommended and supported by state auditors' comments during the FY 2001, 2002 and 2003 audits.

College staff, faculty and students will follow the direction given in the purchasing policy and procedure to assure appropriate and proper procurement of goods and services.

The purchasing manager developed the updated policy, with input from business services, purchasing staff, information technology buyer, facilities, bookstore and library. Sources for the purchasing policy and procedure included the RCWs, GA, OFM, and any applicable local and federal regulations.

APPROVAL

Vice-President for Academic Affairs and Provost Don Hank Date 5-10-04

Vice President for Advancement Tracy Date 5-14-04

Vice-President for Finance & Administration Ann Daley Date 5-10-04

Vice-President for Student Affairs Chris Date 5-11-04

President Thomas Date 5-18-04

Date Policy becomes effective 5-18-04