



## Ohio Administrative Code Rule 3358:5-11-10 Purchasing policy.

Effective: November 15, 2022

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(A) Clark state community college shall endeavor to purchase materials and services in the proper quantity and quality, have them available at the time they are needed, and secure them at the lowest or best price from a responsible source.

(B) The purchase of all equipment, supplies, and services for use within the college shall be the responsibility of the vice president for business affairs/treasurer. The authority to obligate the college for any expenditure of funds shall be limited to the approval of either the president, vice president for business affairs/treasurer, or to an employee who has been delegated that responsibility by the president or vice president for business affairs/treasurer. Employees making unauthorized purchases may be held personally liable for the purchase.

(C) In order to ensure the adequate internal accounting controls, the following bidding guidelines have been established:

(1) In the absence of a purchasing department, it is recommended that college personnel involved in the purchasing process exercise good purchasing judgment and secure informal competitive pricing for items requisitioned.

(2) All purchases of equipment, furnishings, fixtures (attached to walls, etc), supplies and services of twenty-five thousand dollars or more shall require a formal "invitation to bid" which shall be offered to selected providers. The vice president for business affairs/treasurer may also require this procedure on selected purchases under twenty-five thousand dollars.

(3) All contracts for improvements (renovation/new construction) more than one hundred thousand dollars shall require either the solicitation of informal competitive pricing or a more formal "invitation to bid" which shall be offered to selected providers.

(D) The following items may be exempt from the guidelines listed in paragraph (C) of this policy:



(1) Emergency purchases (i.e., maintenance, equipment repair, etc.).

(2) Items pre-bid (i.e., by the state of Ohio, the inter-university council purchasing group, etc).

(3) Items purchased from a "sole source provider."

(4) Professional service providers (i.e., consultants, physicians, brokers, etc.).

(E) Requirements for contracting for the following services are established in the Revised Code:

(1) Professional design and design-build services with a fee in excess of fifty thousand dollars must follow the requirements of section 153.65 of the Revised Code.

(2) Professional design and design-build services with a fee of less than fifty thousand dollars must follow the requirements of section 153.71 of the Revised Code.

(3) Printed materials must follow the requirements of section 3345.10 of the Revised Code. Vendors must produce the printed materials at manufacturing facilities within the state of Ohio or in accordance with the criteria and procedures established pursuant to division (C)(4) or (C)(5) of section 125.09 of the Revised Code in order to be determined qualified.

(4) Independent public accountants must follow the requirements of Chapter 117. of the Revised Code. The process is lead by the auditor of state.

(5) Improvements (renovation/new construction) in excess of two hundred thousand dollars must follow the competitive bid limits requirements of section 3354.16 of the Revised Code.

(6) Legal counsel is assigned by the office of the Ohio attorney general.

(F) Any necessary administrative guidelines needed to implement this policy, shall be established by the college administration.



(G) As goods and services are procured using funds from federal, state, local or private awards and contracts, the following shall be applied as an addendum to the colleges general procurement procedures.

(1) The colleges procedures for procurement and purchasing should be followed unless the award or contract stipulates otherwise. When the award or contract is different from the colleges policy and procedure, the purchasers shall follow whichever policy and procedure is more stringent.

(2) All records of expenditure for Federal awards must be maintained on the accrual basis of accounting, which is consistent with the colleges basis of accounting. Goods and services will be expensed in the year they are received, not the year they are paid.