

3358: 14-9-06 Purchasing policy.

- (A) The college will follow a competitive procurement process for the purchase of materials, supplies, equipment, and services necessary for its operations.
- (B) Expenditures of all college funds from all accounts that are used to purchase materials, supplies, equipment, and services shall be made in accordance with procedures adopted pursuant to this policy.
- (C) The president and chief fiscal and administrative officer may establish bid limits for goods and services in amounts not to exceed the bid limits established by the state of Ohio.
- (D) Strict adherence to all applicable federal laws, laws of the state of Ohio, college policies, and sound business practice will be observed.
- (E) Any commitment made by an employee of the college other than through the procedures adopted pursuant to this policy is the personal responsibility of the person making the purchase.
- (F) Purchases from a vendor in which a Northwest state community college employee has significant proprietary interest are prohibited unless a full disclosure is presented in accordance with the college procedure.

Effective: 03/16/2015

CERTIFIED ELECTRONICALLY

Certification

03/05/2015

Date

Promulgated Under: 111.15
Statutory Authority: 3358
Rule Amplifies: 3358