

## Purchasing

The function of College purchasing is to serve the educational program by providing the necessary supplies, equipment and services.

The President is appointed by the Board to serve as purchasing agent. He/She may delegate authority for developing and administering the College's purchasing program.

No obligation may be incurred by any officer of the Board or employee unless that expenditure has been authorized in the budget or by Board action and/or Board policy.

The vice president of college services or designee will review bills due and payable for the purchase of supplies and services to determine if they are within budget amounts. After appropriate administrative review, the director of fiscal services will direct payment of the just claims against the College. The President and director of fiscal services are responsible for the accuracy of all bills and vouchers.

No Board member, officer, employee or agent of this College shall use or attempt to use his/her official position to obtain financial gain or for avoidance of financial detriment for himself/herself, a relative or for any business with which the Board member or a relative is associated. Acceptance of any gratuities, financial or otherwise, from any supplier of materials or services to the College by any Board member, officer or employee of the College is prohibited.

The President/designee will develop procedures for the appropriate expenditures of College funds for travel, meals and gifts. Procedures will be maintained by the business office. Procedures will address the allowability, amount and payment expenses for both employees and Board members.

END OF POLICY

---

**Legal Reference(s):**

[ORS 244.040](#)  
[ORS Chapters 279A, 279B and 279C](#)  
[ORS 341.290](#)

**Cross Reference(s):**

BBA - Board Powers and Duties  
BBFA - Board Member Ethics and Conflicts of Interest  
DJC - Procurement Requirements