

Treasure Valley Community College

Code: **DJ**
Adopted: 10/20/98
Readopted: 10/14/09; 3/30/10
Orig. Code(s): 303-1;303-2; 303-3

Purchasing

Purchasing Procedure

A wide range of supplies and equipment is used in the total operation of the College and the purchasing of these supplies is the responsibility of the Dean of Administrative Services. The purchasing philosophy, procedures and routines of the College include the following:

1. Purchases will be made using purchase orders. Purchase orders will be prepared from requisitions prepared in budget categories and approved by the appropriate administrator, department chairperson or designee in advance of purchases. Administrators and professional support staff who administer budgets within their department or program are responsible and will be accountable to the Board to ensure that purchases are made within the means of their budget and only upon the issuance of a purchase order.
2. All purchases will be made with due regard for the adopted budget and in accordance with Oregon law and the public contracting manual adopted by the Local Contract Review Board. The Board will serve as the Local Contract Review Board. A copy of the Board's public contracting manual will be filed in the business office.
3. If the total purchase is \$5,000 or more a written record of the source and amount of quotes will be maintained in the business office.
4. Purchases requiring competitive procurement will be prepared by the Dean of Administrative Services. The Dean of Administrative Services will make recommendations for purchases.
5. The Board, when acting as the Local Contract Review Board, reserves the right to reject any and all bids.

Emergency Purchases

The President may authorize emergency expenditures under \$50,000. The emergency must consist of circumstances creating a substantial risk or loss, damage, interruption of services or threat to public health or safety that could not have been reasonably foreseen and requires prompt execution of a contract to remedy the situation. The President must declare the existence of the emergency and must make written findings describing the emergency conditions necessitating prompt execution of the contract. Such expenditures will be properly reported on the financial statement at the regular monthly Board meeting. Any contract awarded under this delegation shall be awarded within 60 days following declaration of the emergency unless the Board grants an extension.

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.

END OF POLICY

Legal Reference(s):

[ORS 244.040](#)

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

[ORS 294.311](#)

[ORS 341.290](#)

Cross Reference(s):

BBA - Board Powers and Duties

BBFA - Board Member Ethics and Conflicts of Interest