



Category
PURCHASING – 4:02:10:00
Approval
Corresponding Policies: TBR Policy 4:02:10:00 ; TBR Guideline B-120
Leadership Council Approved: February 20, 2007
Effective Date/Approved: February 20, 2007
Revised: editorial update July 18, 2016
Responsible Party: Vice President for Finance & Administration

I. PURPOSE

The following policies and procedures are the required minimum standards for the use by the Motlow State Community College to purchase materials, supplies, equipment, and services. These procedures are to be used for purchases from local operating money.

II. GENERAL

College policy provides that no employee of the college has the authority to make any purchase commitment, enter into any contract for materials or supplies, or otherwise take action with respect to third parties which may be construed as financially binding to the College except through the usual channel under the authority of the Purchasing office, unless specifically authorized in writing by the President. The Purchasing Department will conduct all negotiations with suppliers, unless special arrangements to the contrary have been made.

The College’s purchasing policy does not prohibit a department from contacting sources for preliminary information concerning price, quality, or usage of equipment, or supplies. The Purchasing Department will supply names and addresses of vendors on request. Such preliminary contacts by departments are for information only and are not to produce firm price commitments. Copies of letter estimates and of other information relative to desired purchases received by a department from sources of supply should be forwarded to the Purchasing Department with the original requisition.

Maximum use will be made of State of Tennessee and other applicable government contracts.

III. RESPONSIBILITY

A. General Responsibilities

It is the responsibility of the Purchasing Department to be cognizant of all policies and regulations set forth by the Tennessee Board of Regents and to comply fully with those directives.

It is also the responsibility of the Purchasing Department, and the responsibility of each faculty and staff member, to adhere to the procurement policies and procedures established by this College and enumerated in this policy.

The purchase of supplies, materials, and equipment for all college departments and activities is a responsibility of the Purchasing Department, unless otherwise exempted in writing by the President. The operation of the Purchasing Department is designed to relieve the faculty and staff of the details connected with procurement. Special or unusual procurement problems, therefore, should be brought to the attention of the Purchasing Agent.

The general responsibilities and functions of the Purchasing Department are as follows:

1. To purchase supplies, materials, equipment, and services for the various departments and activities of the College in a manner that will insure maximum value is obtained and to insure that qualified suppliers are given an equal opportunity to participate.
2. To expedite the delivery of material to meet the requirements of the department.
3. To handle complaints, claims, and adjustments and to negotiate for the return of material or arrange for other settlements.
4. To initiate and/or respond to all correspondence with suppliers concerning quotations and purchase orders.
5. To coordinate standard specifications for materials and supplies commonly used on the campus.
6. To consolidate purchase requisitions, when possible, to obtain quantity discounts for volume purchases.
7. To furnish, upon request, prices or estimates of cost for unusual materials and supplies.
8. It is permissible for departments to solicit catalogs and literature independently, providing the communication is restricted to a request for material only and does not hold Motlow State Community College to any commitment.
9. To perform any other responsibility connected with material and service procurement.

B. Specific Responsibilities

1. Vice Presidents, Deans and Directors are responsible for assuring that minimum essential materials, and services are requisitioned, that procurement is limited to such requirements, and that funds are available and authorized for each requirement.
2. Departments should plan requirements and allow adequate time for purchasing. Emergency purchases show inadequate planning, are not economical, and should be held to an absolute minimum.
3. Motlow State Community College is prohibited by state law from making purchases for resale to employees, or permitting personal purchases using college facilities, property or funds, except through established outlets providing materials or services to the public, i.e. the College bookstore.

C. Approvals

There are three basic levels of approval required for the purchase of goods or services based upon the dollar amount of the purchase.

1. Budgetary Heads, as assigned by the appropriate Leadership Team member, have approval authority for purchases less than \$2,000.
2. Any purchase \$2,000 or more must be approved by the appropriate Vice President.
3. Any purchase of \$10,000 or more must be approved by the President or designee.