

C. A minimum of three quotations (faxed, phoned, emailed or written) for each purchase exceeding \$1,000 and less than \$50,000 shall be secured unless the proprietary nature of the item precludes obtaining prices from more than one vendor.

D. Competitive bidding is not required for fees paid for professional services, including but not limited to fees for consultants, architects, attorneys, and fiscal agents. State law prohibits competitive pricing for these services.

## **PURCHASE CLASSIFICATIONS**

A. Purchases from \$0 to \$1,000 may be obtained from vendor of purchaser's choice. Discretion should be used to secure the best possible price. The Purchasing Agent may recommend a specific vendor. If the purchase is over \$1,000 but less than \$50,000, then the Purchasing Agent can order at his/her discretion from best responsible vendor, securing quotation by telephone, letter, fax, or email, make tabulation thereof and accept the most favorable quotation for the college.

B. For purchases over \$50,000, the Purchasing Agent shall secure sealed competitive bids to be opened at a definite time with exception of using QISV's. The notice of intended purchase shall be published in the official section of a local newspaper for at least fourteen days prior to the scheduled bid opening date. The Purchasing Agent shall receive, and open the bids, make tabulation thereof, and make recommendations as to the lower and best bid. The final approval for the purchase shall be required from the Board of Trustees. The Board may waive the right of final approval by prior action.

C. Sole source and emergency purchases must be approved on an individual basis by the Purchasing Agent and the appropriate Vice President according to the nature of the situation.

## **PURCHASE OF EXPENDABLE OFFICE SUPPLIES --**

The office supply company (currently Office Max) on contract with the College should be used for purchasing expendable supplies and office equipment. The purchasing agent can assist with this process.

Purchases that are greater than \$1,000 must follow normal purchasing procedures, i.e., obtain prior to purchase, an approved purchase order requisition and purchase order number.

## **COMPUTER AND MEDIA EQUIPMENT**

Purchase of Computer and Media Equipment will be handled like any other purchase except that these requisitions and purchase orders must have the approval of the IT department prior to order.