

**Southwestern Oregon Community College**

**BP: 6036**

**PURCHASING**

The function of College purchasing is to serve the mission by providing the necessary supplies, equipment and services. Items commonly used in the various schools and their subdivisions will be standardized whenever consistent with educational goals and in the interest of efficiency or economy.

The Vice President of Administrative Services is responsible for developing and administering the College's purchasing policies and procedures in accordance with the Community College Rules of Procurement.

The Board of Education will approve all contracts over \$75,000 prior to the award. No obligation may be incurred by any Board member or employee unless that expenditure has been authorized in the budget or by Board action and/or Board policy.

No Board member, employee, or agent of the 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):**

See Oregon Administrative Rules (OAR's)

See Oregon Revised Statutes (ORS)

**Administrative Policies and Procedures:**

3.000

DATE OF ADOPTION: 10/22/12

DATE(S) OF REVISION(S): 01/27/20

DATE OF LAST REVIEW: 11/16/15