

AP 132 Purchasing Procedure

Associated Board Policy: 132.00

Procedure Owner: Vice President of Finance and Administration

Related Procedures: None

I. Procedure Scope and Purpose

The purpose of this procedure is to ensure notification is provided to all departments that may be affected by the installation, servicing, maintenance, or other fiscal or resource impacts because of the purchasing of such goods and services. Emergency purchases, as qualified under the Board Policy, are exempted from this procedure. Reference Board Policy 132.00.

II. Definitions

- a. Requests for Quotations (RFQs) – A request made to a potential vendor for the vendor to establish pricing and terms and conditions under which the vendor offers to provide the products/services sought by the College. RFQs may be solicited informally via e-mail, written documentation or verbally.
- b. Requests for Proposals (RFPs) - An announcement that the College intends to purchase products and/or services and an invitation for potential vendors to submit a response detailing pricing, terms and conditions, vendor qualifications and manner in which the vendor offers to provide the products/services sought by the College. An RFP is utilized when the College determines that because of the nature and complexity of the products and/or services to be acquired, it would be in the best interest of the College to seek detailed proposals rather than quotations or bids.
- c. Sole Source – Sole source is procurement in which only one vendor is capable of supplying the product or service. This may occur when the goods or services are specialized or unique in character. Written justification will be provided and documented.
- d. State Contract - Any approved contract with the State of Kansas will not need additional bids.

III. Procedure

- a. Purchases will be initiated by the requestor through the online request procedure and the established approval track. The College has no liability until a purchase order number has been assigned by the Business Office. Items ordered without a purchase order will be the responsibility of the person who was responsible for the unauthorized purchase.

Special recurring items such as utilities, credit card statements, insurance renewals, and professional service billings will not require a purchase order. Invoices coded and approved by the Vice President of Finance and Administration will be authorized for payment by the Business Office, subject to final approval by the Board of Trustees.

- i. Items over \$10,000 but under \$25,000 must be approved by the board designee.
 - ii. Items over \$25,000 must be presented to the full Board of Trustees for approval.
- b. When purchasing/procuring equipment or material, supplies, hardware or software, service and/or maintenance contracts, and/or other goods and services in excess of \$10,000, the Department Head, Director, or Work Area Supervisor will submit a notification of intent to purchase or solicit for such item(s) to his or her Administrative Council Member, who will present the request to the Administrative Council for review. The department will gather an adequate number of comparable bids (generally three) for review along with a detailed explanation of the use and need for the item or service. If the purchase is deemed "sole source", additional bids are not necessary. The item will then be reviewed with the board designee for purchase approval.
 - c. Large purchases may require an RFQ or RFP to provide competitive bidding to multiple entities. These documents are used when technical requirements are necessary to complete a comprehensive price proposal. The forms will be reviewed by the Vice President of Finance and Administration and listed on the procurement page of the website.
 - d. In compliance with the purchasing policies, the Business Office will create a purchase order which is authorized by the State Municipal Accounting Board.
 - e. The department purchasing the product or service must mark the item as received in the online requisition system and submit an invoice to the Accounts Payable department before payment will be issued.
 - f. The Accounts Payable Department will match the purchase order and the vendor's invoice and any other supporting documents, and issue a warrant for payment by the Board of Trustees.

IV. Effective Date

This procedure was revised on: August 3, 2021 .

V. Signature and Title



This procedure is implemented by: _____