

Administrative Policy:		Purchasing			Policy Number:	AP 6330
Applicable regulations - Federal/State/Board/College		ORS 279A, 279B, 279C				
Accountable Administrator:		Vice President of Administrative Services	Position responsible for updates:		Director of Business Services	
Original Date	05/20/2025	Revised & Adopted	N/A	Reviewed & Adopted		N/A

Purpose/Principle:

The function of college purchasing is to provide goods and services that serve the educational mission. Items commonly used within the various departments will be standardized whenever consistent with educational goals, in the interest of efficiency or economy and whenever providing optimal value to the College.

The Director of Business Services shall have responsibility for ensuring that the College's purchasing process is in compliance with Community College Rules of Procurement, Generally Accepted Accounting Principles, and Federal, State, and Local law.

No obligation may be incurred by any officer or employee of the College unless that expenditure has been authorized in the budget or by College action and/or College policy. In all cases, calling for the expenditure of College money, except payrolls, a requisition must be used. Requisitions should be fully authorized prior to incurring an obligation.

No purchase, with the exception of a petty cash purchase, will be authorized unless covered by an approved requisition. No invoices, except for certain exceptions such as utility payments, will be approved for payment unless purchases were made on an approved requisition.

In nearly every purchasing situation, requisitions need to be made payable to the vendor from whom the College is acquiring goods or services. Employees who purchase goods or services outside this policy, as well as other purchasing policies, may find that the College will not reimburse the purchase. Employee reimbursement requests for goods and services, require an explanation as to why the purchase did not originate with the vendor.

Guidelines

The staff under the direction of the Vice President of Administrative Services will review invoices due and payable for the purchase of supplies and services to determine if they are within budgeted amounts. After appropriate administrative review, the Director of Business Services will direct payment of the claims against the College. The Director of Business Services is responsible for the accuracy of all invoices.

Public Official Ethical Considerations

Public officials must know that they are held personally responsible for complying with the provisions in Oregon Government Ethics law. This means that each public official must make a personal judgment in deciding such matters as the use of official position for financial gain, what gifts are appropriate to accept, or when to disclose the nature of conflicts of interest. A detailed guide for public officials can be obtained online at www.oregon.gov/ogec.

ORS 244.040(1) Prohibits every public official from using or attempting to use the position held as a public official to obtain a financial benefit, if the opportunity for the financial benefit would not otherwise be available but for the position held by the public official. Additionally, a public official may not use their position to obtain financial benefits for a business with which the public official, a relative, or a member of the public official's household is associated. When participating in an official capacity and met with a potential or actual conflict of interest related to a business, associated with the public official, relative or household member, the public official must disclose the nature of the conflict of interest by giving written notice to the Office of the President as well as the purchasing agent.