

## Board Policies

### ADMINISTRATIVE AFFAIRS

#### 132.00 Purchasing Policy

It is the duty and responsibility of the College Business Office to make purchases for the College of goods and services at the best possible cost, quality of product and timeliness of service in accordance with the Kansas cash basis law.

1. All purchases for single items or multiples of like items with a purchase price in excess of \$2,500.00 shall be coordinated with the College purchasing agent who shall obtain quotes and determine final vendor.
2. The Board will appoint a member to review purchases over \$10,000 but less than \$25,000. The full Board of Trustees shall authorize purchases in excess of \$25,000 after receiving bids. The Chairperson of the Board of Trustees, or designate, will certify these bids.
3. The provisions of .02 and .03 do not apply to expenditures by the Board of Trustees for the purchase of:
  - a. Articles, products, or services that are produced, manufactured, or provided by inmates under the prison-made goods act of Kansas.
  - b. Services, materials, goods or wares required for reconstructing, remodeling, repairing or equipping buildings, vehicles and/or equipment when such purchase has been necessitated by the occurrence of a loss against which the Board of Trustees has purchased property or casualty insurance or for emergency repairs.
  - c. Materials, goods, wares or services which are purchased from vendors who have entered into contracts with the State Director of purchases pursuant to state purchasing statutes for purchases by state agencies and under the same pricing provisions established in the state contracts or from vendors with federal GSA purchasing contracts if the pricing is consistent with the GSA contract.
  - d. Educational materials directly related to curriculum and secured by copyright.
  - e. Contracts possessing a high degree of professional skills, may be exempted from the bidding requirements, but will require Board of Trustees approval if they exceed \$10,000.
  - f. Other items deemed appropriate by the Vice President of Finance and Administration where quality of product or services, prior experience with vendor, availability of goods and/or services and timeliness of delivery, and a negotiated price, and approved by the Board of Trustees.
4. Bidding. When appropriate, the bid proposal shall state brand name, equal, or interchangeable descriptions, quantity, and proposal expiration date. Preference will be given to Cowley County Businesses.
5. Maintenance Contracts. The Business Office shall secure maintenance contracts on needed equipment and shall review these contracts with the Board of Trustees on an annual basis to cost and services provided.
6. Purchase of Real Estate. The Board of Trustees shall purchase real estate for further needs of the College after a duly appointed representative of the Board has completed negotiations with the seller(s) for the purchase price, subject to ratification by the Board of Trustees.
7. The Board of Trustees authorizes the College Business Office to pay invoices in a timely manner, which have a cash discount or to avoid late payment charges. List of all checks issued shall be presented to the Board for approval at the regular Board meeting.

This Policy is implemented through Procedure AP132.

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