

## **Purchasing**

Adopted 10/82 Revised 6/98 March 2006

**Business and Finance** 

**Administrative Procedure 10-040** 

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## 1.0 Purchasing Objectives and Responsibilities

All requisitions for purchase of supplies or equipment must be signed by the director/supervisor and the appropriate dean or Vice President before being submitted to the Business Office.

All purchasing will be done by the Purchasing Department. When appropriate, Purchasing obtains competitive pricing to purchase the best products from the lowest, responsible, responsive vendor. Under state guidelines, competitive purchases may be made via telephone quote, written quotations, formal invitation to bid, and request for proposals.