

POLICIES OF THE
BOARD OF TRUSTEES

5.1	Purchasing	1 of 2
NUMBER	TITLE	PAGE

- (1) The President or designee shall be responsible for all purchasing and contracts for the College within provision of appropriate North Carolina Statutes, the Department of Administration Purchase and Contract Division, and the State Board of Community Colleges Rules.
- (1.1) No obligation for materials or services for use by the College, for which payment would be made from funds administered by the College, should be permitted without the prior written approval of the President or designee.
- (1.2) The College shall be governed in its purchasing of all supplies, equipment, and materials by contracts made by or with approval of the Purchase and Contract Division of the Department of Administration. No contract shall be made by the Board of Trustees for purchases unless provision has been made in the budget of the College to provide payment thereof. In order to protect the State Purchase Contracts, it is the duty of the Board of Trustees and administrative offices to pay for such purchases promptly in accordance with the contract of purchase. Equipment shall be titled to the State Board of Community Colleges if derived from state or federal funds.
- (1.3) Professional services, non-competitive items available from a single source, and items for resale shall be excepted from bid requirements and monetary limitations for Board approval. Substantiating information should be submitted prior to purchase from a single source.
- (1.4) Purchases made under college contracts or bids that have been approved by the Board may be made without regard to monetary limitations other than budgetary limitations. All other purchases in excess of the stated State Board of Community Colleges limitation shall be made in accordance with SBCC Rules and submitted to the Board for approval.

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5.1	Purchasing	2 of 2
NUMBER	TITLE	PAGE

- (1.5) In case of an emergency, the President or designee is authorized to purchase materials or services over the stated SBCC limitations, upon approval by the Board of Trustees or by Purchasing and Contract.
- (1.6) Facilities or services may be rented without the utilization of competitive bid procedures.