

Policy Manual



Title: Procurement Requirements	Number: 6Hx2-6.34
Legal Authority: Fla. Dept. of Ed. Rule 6A-14.0734, Fla. Admin. Code; §§1001.64 (20), (25), 1001.65(5), 287.017, 287.055, 286.011, 120.57(3), 255.05 and Chapters 218, 112, & 119 Fla. Stat.	Page: Page 1 of 1

GENERAL STATEMENT

The Board of Trustees authorizes the President, or designee, to establish procedures for the approval of all budgeted expenditures from College funds for the general welfare of the College in accordance with College Procurement Manual, Florida Statutes, and Florida Department of Education Rules and Administrative Code.

The purpose of this of this policy is to provide an efficient, economic and equitable means of procuring needed commodities, equipment and services by promoting fair and open competition without favoritism; ensuring that public funds are spent wisely; establishing uniform procedures to ensure effective and ethical procurement of contractual services; ensuring that improprieties are curbed and public confidence is maintained; ensuring the fair and equitable treatment of all business and persons who deal with the procurement activities of the College; and ensuring small disadvantaged businesses are included in the College's procurement activities and awarding of contracts.

THE POLICY and THE STUDENT

All goods and services that are procured for student use must be in compliance with this policy.

THE POLICY and THE FACULTY AND STAFF

The College shall follow all applicable public procurement statutes and the State Department of Education Procurement Rules for Colleges, as well as all Procurement Procedures.

IMPLEMENTATION and OVERSIGHT

The College President or designee shall have the authority to implement procedures to carry out this policy. The Senior Vice President of Administration shall have the responsibility to implement and oversee this Policy, including any investigations into any alleged violations of this policy.

VIOLATION OF POLICY

Any individual who violates these policies and the corresponding procurement procedures may be subject to disciplinary action, up to and including termination. Additionally, any individual who procures goods or services, and violates these policies and procedures may be responsible for all charges pertaining to such action(s).

DEFINITIONS

Will be addressed in the Procedure.

History: Revised as Policy 6.12 (*Authority to Purchase*) on February 17, 1981; reissued September 21, 1982; revised January 19, 1988; revised July 12, 1988; revised August 22, 1989; revised October 16, 1990; revised March 19, 1991; revised and re-numbered July 23, 1997; revised and re-numbered July 28, 2004; revised October 23, 2012; revised May 28, 2013

Approved by the Board of Trustees	Date 05/28/2013	President's Signature 	Date 05/28/2013
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