

## **202-01 COLLEGE PURCHASING—PROCEDURE**

### **1. PURPOSE**

Describe the authority and process for setting purchasing procedures.

### **2. PROCEDURE**

1. The Purchasing Department shall publish Procedural Guidelines that cover all details of purchasing, excluding none, to provide a transparent and easy-to-use system.
2. All employees shall comply with the provisions of the current Procedural Guidelines.
3. The Purchasing Department may update the Procedural Guidelines as needed for reasons such as clarity, corrections, improved usability, efficiency, and compliance.
4. All changes to the Procedural Guidelines are published promptly to the College with a clear indication of what has changed and why.
5. All purchasing decisions shall be made in compliance with all applicable laws, rules, regulations, professional standards, and ethical standards.
6. The College strives for the most economical purchases, taking into account all factors in their totality, with price being just one of many considerations.

### **3. BACKGROUND**

1. References: Arizona Revised Statute, Procedural Guidelines
2. Revision history: 01/06/1992, 08/02/1995, 05/1999, 09/2007, 04/2008, 04/13/2010 (reformatted)
3. Legal review: none
4. Sponsor: Purchasing and Auxiliary Services

**COCONINO COMMUNITY COLLEGE**