

Administrative Policy:		Purchasing	Policy Number:	AP 6330
Applicable regulations - Federal/State/Board/College		ORS 279A, 279B, 279C		
Accountable Administrator:		Chief of Finance and Operations	Position responsible for updates:	
Original Date:	10/7/19	Executive Team approval date:		
Date Posted on Web:		Revised:		Reviewed:

Purpose/Principle:

The function of college purchasing is to provide goods and services that serve the educational mission. Items commonly used in the various campuses, departments, and subdivisions will be standardized whenever consistent with educational goals, in the interest of efficiency or economy and whenever providing optimal value to the College.

The Finance Analyst is appointed by the College to serve as the purchasing agent. The position will be responsible for developing and administering the College's purchasing process and determining compliance with Community College Rules of Procurement, Generally Accepted Accounting Principles, and Federal, State, and Local law.

No obligation may be incurred by any officer or employee of the College unless that expenditure has been authorized in the budget or by College action and/or College policy. In all cases, calling for the expenditure of College money, except payrolls, a requisition must be used. Requisitions should be fully authorized prior to incurring an obligation.

No purchase, with the exception of a petty cash purchase, will be authorized unless covered by an approved requisition. No invoices will be approved for payment unless purchases were made on approved requisition.

The staff under the direction of the Chief of Finance and Operations will review invoices due and payable for the purchase of supplies and services to determine if they are within budgeted amounts. After appropriate administrative review, the Chief of Finance and Operations will direct payment of the claims against the College. The Chief of Finance and Operations is responsible for the accuracy of all invoices.

Guidelines:

Expenditure of College Funds for Meals, Refreshments and Gifts

The College recognizes there may be occasions when it is appropriate for College members, administrators, and others to expend College funds in the course of conducting College business to provide meals or refreshments. College funds may be used to pay for individual or

group meals only if official College business is being conducted during the time in which the meal is provided and only if the meal provides a particularly practical time or setting for the discussion. Meals may be provided by the College as a part of College or administrative work sessions, at College or department-level committee meetings, or at other activities or events approved by the President. Requisitions for meals and refreshments require the following information:

- Time, date and location of the meeting (must be on a College campus unless otherwise directed by the College President)
- Purpose of the meeting and how it is consistent with educational goals
- Number of anticipated attendees

Gifts

The purchase of gifts may also be approved, in certain situations. Such occasions may include, but are not limited to, various College and departmental meetings, gatherings to celebrate College successes or recognize individual achievements, contributions or outstanding service to the College, and other College-sponsored activities. Such expenditures may be made with prior approval from the President subject to the provisions of this administrative policy.

The use of College funds, as used in this policy, means the use of money in any accounts of the College and includes all funds. Exceptions are funds collected from staff members or others for the specific purpose of providing gifts or other social events. It is also recognized that departments may have established a “social fund” or “sunshine fund” to which individual College employees may voluntarily contribute. These funds are not associated with College funds.

Public Official Ethical Considerations

Public officials must know that they are held personally responsible for complying with the provisions in Oregon Government Ethics law. This means that each public official must make a personal judgment in deciding such matters as the use of official position for financial gain, what gifts are appropriate to accept, or when to disclose the nature of conflicts of interest. A detailed guide for public officials can be obtained online at www.oregon.gov/ogec.

ORS 244.040(1) Prohibits every public official from using or attempting to use the position held as a public official to obtain a financial benefit, if the opportunity for the financial benefit would not otherwise be available but for the position held by the public official. Additionally, a public official may not use their position to obtain financial benefits for a business with which the public official, a relative, or a member of the public official’s household is associated. When participating in an official capacity and met with a potential or actual conflict of interest related to a business, associated with the public official, relative or household member, the public official must disclose the nature of the conflict of interest by giving written notice to the Office of the President as well as the purchasing agent.

In nearly every purchasing situation, requisitions need to be made payable to the vendor from whom the College is acquiring goods or services. Employees who purchase goods or services outside this policy as well as other purchasing policies may find that the College will not reimbursement the purchase. Any employee reimbursement requires a fully detailed explanation as to why the purchase did not originate with the vendor before receiving reimbursement.