

SCHOOLCRAFT COLLEGE
18600 Haggerty Road, Livonia, Michigan 48152-2696

PURCHASING AND LEASING

Purchases must be handled in accordance with clearly defined business procedures and must be substantiated with the necessary records to satisfy audit and inventory requirements.

All funds used for the purchase of the supplies, equipment, material, and services required by the College, must be officially budgeted by the Board of Trustees and available as "unencumbered" for expenditures.

It is recognized that sound judgment and a degree of latitude in procuring materials and services at competitive prices are essential to the purchasing function. To that end, items and services may be bought outright, purchased after quotations, or purchased after taking sealed bids. Competitive prices are to be secured whenever multiple sources make it possible and feasible. Purchases made through Group Purchasing Organizations (GPO) will be considered as competitively bid since GPOs competitively bid on our behalf.

Routine Purchases

Purchases and leases of less than \$30,000 will be awarded by the administration. Purchases and leases of \$30,000 or more will be awarded by the Board of Trustees.

Emergency Purchases

Events such as tornadoes, snow storms, water main breaks or power outages can occur at any time and require immediate action. The administration is authorized to issue emergency purchase orders and contracts as deemed necessary. The President, or designee, will confer with the Board Chair, or ranking officer, as soon as possible. These actions will be ratified at the Board's next scheduled meeting.

Revised—August 26, 1987
(87-167)

Revised—October 24, 2012
(2012-98)

Revised—August 23, 2018
(2018-76)

Revised—October 23, 2019
(2019-96)