

Polk Community College Procedure

Subject	Reference	Date	Number
Purchasing Manual	Rule 5.14	1/09/2007	6084

1. Purpose

To provide written guidelines for the procurement of needed goods and services and establish level of authority.

2. Authority

- a. The President of PCC recognizes centralized purchasing as a necessary function of effective public service, and, therefore, declared that it shall be the responsibility of the Purchasing Agent to centralize the purchase of all supplies, equipment, services and construction for the departments of PCC.
- b. The Purchasing Agent shall be responsible to author, revise, and approve the Purchasing Manual and other procurement publications as deemed appropriate.

3. Applicability




The procedures contained within the Purchasing Manual are applicable to all PCC employees for all procurements of goods and services, regardless of the source of funding.

4. Communication

- a. The Purchasing Manual shall be posted in its entirety on the Purchasing Department's website as follows:
 - 1) In PDF format so that the document is readily printable.
 - 2) In HTML format with hot-links to appropriate documents, Exhibits, Florida Statutes, and Internet websites.
 - 3) Revisions to the Purchasing Manual shall be incorporated into the above posted forms of the document, and notification of the changes to PCC staff shall be made via posting on the College's Bulletin Board.

History: Adopted: January 9, 2007
Revised:

Distribution: All Holders of PCC Procedure Manual
All Faculty

	1/9/2007		1/9/2007
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			1/9/2007
President's Approval			Date

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