

Polk State College Procedure

Subject	Reference	Date	Number
Purchasing Manual	Rule 5.14	10/2/18	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 Polk State College recognizes centralized purchasing as a necessary function of effective public service, and, therefore, declared that it shall be the responsibility of the Director of Purchasing to centralize the purchase of all supplies, equipment, services, and construction for College departments.
- b. The Director of Purchasing shall be responsible to author, revise, and approve the Purchasing Manual and other procurement publications as deemed appropriate.

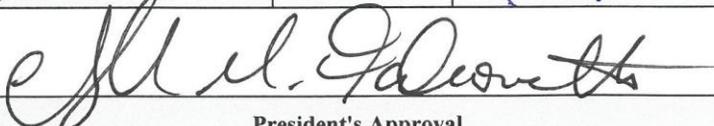
3. Applicability

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

4. Communication

- a. The Purchasing Manual is posted in PDF format on the Business Services PIE page under Purchasing.

History: Adopted: January 9, 2007
 Revised: July 8, 2011; October 2, 2018

	10/5/18		10/5/18
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			10/8/18
President's Approval			Date