

Polk State College Procedure

Subject	Reference	Date	Number
Purchasing Manual	Rule 5.14	7/8/11	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 PSC 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 the departments of PSC.
- 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

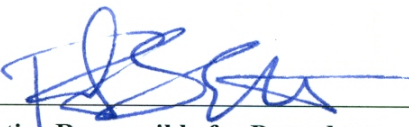
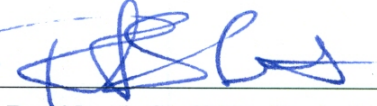
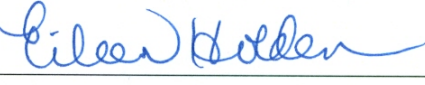
The procedures contained within the Purchasing Manual are applicable to all PSC employees for all procurements of goods and services, regardless of the source of funding.

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) Revisions to the Purchasing Manual shall be incorporated into the above posted document, and notification of the changes to PSC staff shall be made via posting on the Intranet.

History: Adopted: January 9, 2007
 Revised: July 8, 2011

Distribution: All Holders of PSC Procedure Manual
 All Faculty

	7/8/11		7/8/11
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			7/8/11
President's Approval			Date