Revision Responsibility: Associate Vice President for Business Services
Responsible Executive Officer: Vice President for Finance and Administration

Source/Reference: TBR Policy 04:02:10:00

PURPOSE

To define the purchasing policy and procedures for Columbia State employees and other individuals who are authorized to purchase at College expense.

POLICY

I. Columbia State will adhere to the Tennessee Board of Regents (TBR) TBR Policy 04:02:10:00 relative to purchasing. The TBR policy is incorporated into this policy by reference herein.

PROCEDURES

I. Requests for purchases will be submitted through Columbia State's electronic purchasing system in ChargerNet.

II. Procurement of goods or services shall be in compliance with all applicable federal and state requirements, and TBR Policies and Guidelines.

III. All purchases shall be based upon the principle of competitive bidding, except as may be otherwise provided in TBR policy 4:02:10:00 above.

IV. Order/bid splitting is prohibited. Procurements shall not be divided or split to circumvent the proper procurement process. For example, if seven items totaling $12,000 are needed for a particular project or purpose and can be obtained from a single source of supply, these items should be obtained via a competitive process instead of multiple small dollar purchases.

V. For shipping costs that are included with a vendor invoice but not previously approved by departments, if the shipping cost exceeds 10% of the purchase price then additional department approval will be required prior to vendor payment. If the shipping cost does not exceed 10% of the purchase price then no additional department approval will be required.

VI. Food and drink purchases for employees only attended meetings or events are prohibited. Exceptions to this include President sponsored events, official employee training events, and any exceptions that have prior approval by the President's Office.