




NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

TITLE: Expenditures <u>and Purchasing Goods and Services</u>	NUMBER: BS 5.00
AUTHORITY: Florida Statutes: FS 1001.64 ; FS 1001.65 ; FS 287.017 ; FS 287.084 ; FS 1010.02 State Board Rule: SBR 6A-14.0734	SEE ALSO: •
DATE ADOPTED: 07/88 REVISED: 09/11; 03/13; 03/19	BOARD SECRETARY: 

PURPOSE OF POLICY

To authorize the College President or his/her/their designees to purchase commodities-goods and services for the benefit of the College

LOCAL LANGUAGE

Expenditures from all revenues, regardless of the source from which derived, shall be subject to this policy. No obligations for goods or services for purchase by the College or for which payment would be made from funds administered by the College are permitted without proper authorization in advance of the purchase.

The President is responsible for all purchases of the College. The President, or his/her/their designee, is authorized to approve the purchase of commodities-goods and services not to exceed the amount specified in Florida Statutes and State Board of Education Rule FS-287.017, to be expended only for the purpose of supporting the College and College Programs.

The President may approve purchases not exceeding the Category Five threshold as specified in section 287.017, F.S. Purchases exceeding the Category Five threshold as specified in section 287.017, F.S., shall be approved or rejected by the Board of Trustees. The College shall publicly solicit the submittal of competitive offers when purchasing services or goods exceeding the amount as specified in section 287.017, F.S., for Category Three, unless the purchase is exempt from the competitive solicitation requirement under statute or rule.

All purchases shall be made by requisition, purchase order, purchasing card, or petty cash procedures as set by the Purchasing Department. Contractual agreements Contracts and any other agreement for purchase of goods or services entered into by the College requiring the expenditure of College funds will require the signature of the President, Vice President of Business Operations and Finance, Director of Purchasing, or his/her/an alternative President's designee as specified in writing by the President.