

Policy Title	Effective Date	Policy Number
Purchasing Policy	12/03/13	FS-119
Responsible College Division/Department	Responsible College Manager Title	
Financial Services	Executive Vice President of Administration	
<b>Policy</b>		
<p>This policy identifies the essential activities and responsibilities of the purchasing function. The Budget Manager is responsible for compliance with requirements. The Purchasing Policy is based on Administrative Rule 6, and 34 CFR, paragraph 80.36 (7-1-11 Edition) and the Wisconsin Technical College System Financial and Administrative Manual but is not limited to them. All federal regulations apply unless State Board Policy, State Statutes or Administrative Rules are more restrictive.</p>		
<p><u>Scope:</u> Procurement means buying, purchasing, renting, leasing, or otherwise acquiring any supplies, services, equipment, or construction, and includes any other activity pertaining to obtaining supplies, services, equipment or construction.</p>		
<ul style="list-style-type: none"><li>• The President is the procurement authority for the District and has assigned the responsibility for administering the purchasing process to Administrative Services. The awarding of Request for Bids/Proposals (RFB’s/RFP’s) will be delegated to the Executive Vice President of Administration</li><li>• Unless formally authorized otherwise, the President is the signatory authority of the college. Other personnel do not have signatory authority on behalf of the college.</li><li>• Records are kept and reviewed in accordance with the WTCS Financial and Administrative Manual.</li><li>• Purchase Order requests must be approved and processed prior to purchasing or giving a vendor the approval to proceed.</li><li>• Contracts or other signed documents related to a procurement are to be sent to the vendor by the Finance Department unless otherwise directed.</li><li>• The Budget Manager is responsible for contacting the Business Operations Specialist prior to creating an RFB/RFP or entering into any agreements/contracts to ensure compliance with requirements. Records will be retained for all solicitations by the Business Operations Specialist.</li><li>• An annual review as required in Administrative Rule TCS 6.05(2)(h) will be held. An annual review of purchases will be completed in order to determine if a more competitive procurement process should be used in succeeding years. The district board shall take formal action on this report.</li><li>• Contracts made by the district board for public construction where the estimated cost exceeds \$25,000 will be let by the district board to the lowest responsible bidder in accordance with Wisconsin Statutes 38.18, 62.15(1) to (11) and (14).</li></ul>		
<p><u>Code of Conduct:</u> Employees involved in procuring goods and services must maintain trust, sound business ethics and standards, and avoid becoming engaged in a conflict of interest. Improper conduct is identified in the Employee Handbook. Individuals participating in the RFB/RFP process are required to sign and adhere to a conflict of interest form.</p>		
<p><u>Solicitation:</u> To manage unsolicited and/or unwanted sales on campus, vendors will comply with the guidelines set by the college. Moreover, employees will not allow unscheduled solicitors, sales representatives, or vendors to disrupt their work responsibilities.</p>		
<p><u>Federal Funding:</u> All federally funded or grant funded procurements shall be made in accordance with the appropriate regulations or grant requirements, including debarred/suspended vendor regulations. These procurements must still follow all purchasing authorization guidelines. In cases where the policies conflict, the more restrictive policy must be used unless prior approval is received from the relevant granting agency.</p>		
<b>Reason for Policy</b>		
<p>Procurement policy is required by administrative code.</p>		

**Historical Data, Cross References, and Legal Review**

**Reviewed/Revised:** 8/22/2024

**Legal Counsel review and approval:** n/a

**Board Policy:** III.A. General Executive Constraint, III.D. Budgeting/Forecasting, III.E. Financial Conditions

**Cross Reference:** Administrative Rule 6, and 34 CFR, paragraph 80.36