

**THREE RIVERS COLLEGE
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3100 Financial Management	
Title: FR 3810 Purchasing Approval	Page 1 of 4
Primary Policy: FP 3801 Purchasing	
Associated Regulations: FR 3650 Receiving; FR 3805 Bidding Thresholds	
References: 29 CFR 95.13 Debarment and Suspension; UG 200.212; CFR 2 Section 200.321	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 07-14-2010	Last Revision: 10-20-2021

Three Rivers College has instituted a centralized purchasing procedure. This enables the college to receive bulk pricing, state contract bids, and the convenience of combining shipments. This system also streamlines the purchasing procedure, reduces the paperwork burden, and provides for a better method of tracking all purchasing and receiving.

Prior approval through the purchase order (PO) process is required for all purchases.

The purchase order is the legal document authorizing the purchase of and subsequent payment for materials and services ordered by the college. The PO Number is the control and reference number for all college purchases, and it is to be entered on all receiving documents, invoices, and inquiries pertaining to items ordered.

Through the centralized purchasing procedure, purchase orders are forwarded to the Director of Procurement and Risk Management to place the order with the vendor. If there are any questions regarding your request, you will be contacted for more information. In certain circumstances, such as the specialized nature of certain purchases, employees may receive an approved PO via interoffice mail for the order to be placed by the employee.

All activities paid with federal funds require a review of eligibility on SAM.gov. The Director of Procurement and Risk Management will review SAM.gov to ensure that sub-awardees and contractors for goods and services have not been debarred or suspended from receiving Federal Funds (29 CFR 95.13 Debarment and Suspension also, UG 200.212) The SAM.gov verification form will be downloaded and saved on file as supporting documentation.

Purchase approval MUST be obtained before any goods or services are ordered.

The Purchasing Office assumes that no orders have been placed with vendors for pending purchase order requests. No reimbursement will be provided to any college personnel for orders placed without an approved purchase order. If applicable, the bidding process must be completed and approved by the Board of Trustees prior to committing funds for College purchases.

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No employee of Three Rivers College has the authority to purchase or commit funds toward the procurement of goods or services without first going through the authorized requesting and purchasing procedure. Such actions will be considered an attempt to defraud the College and are subject to disciplinary action up to and including termination.

The Cabinet members may waive the requirement of prior approval when they have determined that there exists a threat to life, property, public health or public safety or when immediate expenditure is necessary for repairs to college property in order to protect against further loss or loss of, or damage to, college property, to prevent or minimize serious disruption of college services, to ensure the integrity of college records or any other situation which may result in a hardship for the College.

Only the College President and the Board of Trustees have the authority to contract for the college. All contracts must be approved and signed by the College President or his/her designee or the authorized member of the Board of Trustees and filed with the Office of Financial Services before payments can be made.

Contract Workflow

When a contract for the acquisition of any item or service is utilized, the following process shall be followed:

1. The requesting employee submits proposed to the Division Cabinet Member.
2. The Cabinet Member submits proposed contract to the Purchasing Department.
3. The Purchasing Department submits contract for legal review via email.
4. Once passing legal review, the Purchasing department will send reviewed contract and proof of review to requesting employee.
5. The requesting employee will complete the appropriate purchase request materials, attach the contract and proof of legal review, and process the packet through the normal approval channel.

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6. All contracts must be approved and signed by the College President or his/her designee or the authorized member of the Board of Trustees and filed with the Office of Financial Services before payments can be made.
7. Purchase Request, contract, and proof of legal review shall be retained as purchasing records.

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DOCUMENT HISTORY:

- 07-14-2010:** Initial approval of regulation FR 3810 Purchasing Approval.
- 08-26-2013:** Addition of new material-contract workflow process added.
- 08-24-2016:** Addition of Federal Funds 29 CFR 95.13 Debarment and Suspension;
UG 200.212
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 08-21-2019:** Added clarifying statement regarding the bidding process.
- 10-20-2021:** Paragraph added to more accurately portray current practice in the language of the college regulation. Wording is borrowed from FR3805 Bidding Thresholds for consistency.