

**WESTERN NEBRASKA COMMUNITY COLLEGE  
POLICIES AND PROCEDURES**

SECTION: Fiscal Affairs            300.0000.14  
SUBSECTION: Expenditures        330.0000.04

*Guidelines to Bids and Quotations*  
**Policy Number: 330.0500.79**

**POLICY**

Where an item has been approved by the Board, either expressly or by inclusion in the budget the Board has adopted for the College, the Treasurer is authorized to solicit quotations and/or bids in accordance with the requirements of state and federal laws. In the exercise of this authority, the following guidelines shall be observed except in emergencies approved by the President or the Chairperson.

**DEFINITIONS**

N/A

**APPLICABILITY**

N/A

**Adoption Date:** 1979

**Revision Date (and Board of Governors' Minutes Item Number):**

**Prior Policy/Procedure Number:**

**Schedule for Review:**

**Divisions/Department Responsible for Review and Update:**

**Sponsoring Division/Department:**

**Rescinded Date:**

**Cross Reference:**

**Procedure(s) for Policy:**

**Related Policies/References:**