

WESTERN NEBRASKA COMMUNITY COLLEGE

Western Community College Area Board of Governors' Policy

TITLE: Purchasing Approval

DIVISION: Administrative Services

CATEGORY: Fiscal

REFERENCE: Nebraska Revised Statutes (NRS): §73-101; §77-2704.15; §81-129; §81-161; §85-1511, §85-1519; §86-520.01

NUMBER: BP-304

APPROVAL/DATE: F. Lynne Klemke, President, WCCA Board of Governors
Date: January 15, 2020

Purpose:

This policy authorizes the College President to implement procedures required to incorporate review to assure that purchases are legal and meet state and federal requirements.

Scope

This applies to all purchases made on behalf of Western Nebraska Community College (WNCC).

Policy

All purchasing of materials, supplies, and services will be done by the Vice President of Administrative Services or designee. No individual has the authority to enter into purchase contracts unless specifically authorized by the Board or the College President. Any such purchases are considered unauthorized and become a personal obligation to the vendor by the individual making the purchase unless otherwise approved in writing by the President.

Revising this Policy

This Board Policy supersedes any prior WNCC policy, procedure, guideline or handbook on this subject matter.

If statutory provisions, regulatory guidance, or court interpretations change or conflict with this Board Policy, the Board retains the right to revise accordingly and for the changes to take effect immediately.

Original Adoption Date (and Board of Governor’s Minutes Item Number): 1979

Revision Date (and Board of Governors’ Minutes Item Number): 2004

Prior Policy Number:

330.0100.04

330.0200.79

Schedule for Review:

Divisions/Department Responsible for Review and Update:

Sponsoring Division/Department:

Repeal Date:

Cross Reference:

Procedure(s) for Policy:

Related Policies/References: