



Procedure 202-04 Purchasing Authorization

Sponsor: Business and Administrative Services

Purpose

To establish delegated authority for procurement negotiations and administration of procurement procedures.

Definitions

None

Procedure

The President of the College has delegated the responsibility for procurement negotiations and administration of procurement procedures to the Director of Purchasing and Auxiliary Services. The Director of Purchasing and Auxiliary Services and those persons designated by the Director of Purchasing and Auxiliary Services are authorized to commit the District's funds in the purchase of goods and services. Unauthorized purchases may be considered a personal obligation and individuals making unauthorized purchases may be personally responsible for those purchases.

References

None

Procedure History

10/25/2019 New and Adopted by Executive Leadership Services

07/07/2025 Revised Sponsor from Purchasing and Auxiliary Services to Business and Administrative Services

Legal Review

None (the contents of this procedure are substantially from state laws and procurement codes)