

The following policies and procedures are the required minimum standards for the use by the Pellissippi State Community College to purchase materials, supplies, equipment, and services. These procedures are to be used for purchases from local operating money.

I. General

College policy provides that no employee of the College has the authority to make any purchase commitment, enter into any contract for materials or supplies, or otherwise take action with respect to third parties which may be construed as financially binding to the College except through the usual channel under the authority of the Purchasing Office unless specifically authorized in writing by the president. The Purchasing Office will conduct all negotiations with suppliers, unless special arrangements to the contrary have been made.

The College's purchasing policy does not prohibit a department from contacting sources for preliminary information concerning price, quality, or usage of equipment, or supplies. The Purchasing Office will supply names and addresses of vendors on request. Such preliminary contacts by departments are for information only and are not to produce firm price commitments. Copies of letter estimates and of other information relative to desired purchases received by a department from sources of supply should be forwarded to the Purchasing Office with the original requisition.

Maximum use will be made of State of Tennessee and other applicable government contracts.

II. Responsibility

A. General Responsibilities

It is the responsibility of the Purchasing department to be cognizant of all policies and regulations set forth by The Tennessee Board of Regents and to comply fully with these directives.

It is also the responsibility of the Purchasing department, and the responsibility of each faculty and staff member, to adhere to the procurement policies and procedures established by this college and enumerated in this policy.

The purchase of supplies, materials, and equipment for all college departments and activities is a responsibility of the Purchasing Office, unless otherwise exempted in writing by the president. The operation of the Purchasing Office is designed to relieve the faculty and staff of the details connected with procurement. Special or unusual procurement problems, therefore, should be brought to the attention of the director of Purchasing.

The general responsibilities and functions of the Purchasing Office are as follows:

1. To purchase supplies, material, equipment, and services for the various departments and activities of the College in a manner that will insure maximum value is obtained, and to insure that qualified suppliers are given an equal opportunity to participate in furnishing requirements.
2. To expedite the delivery of material to meet the requirements of the department.
3. To handle complaints, claims, and adjustments and to negotiate for the return of material or arrange for other settlements.
4. To initiate and/or respond to all correspondence with suppliers concerning quotations and purchase orders.

5. To coordinate standard specifications for materials and supplies commonly used on the campus.
6. To consolidate purchase requisitions, when possible, to obtain quantity discounts for volume purchases.
7. To furnish, upon request, prices or estimates of cost for unusual materials and supplies.
8. To maintain reference files of catalogs and literature, gather information on new products, and study new procedures which might be applicable to the needs of this college. It is permissible for departments to solicit such materials independently, providing the communication is restricted to a request for material only and does not hold Pellissippi State to any commitment.
9. To perform any other responsibility connected with material and service procurement.

B. Specific Responsibilities

1. Vice presidents, deans, and directors are responsible for assuring that minimum essential materials and services are determined, that procurement is limited to such requirements, and that funds are available and authorized for each requirement.
2. Departments should plan requirements and allow adequate time for purchasing. Emergency purchases show inadequate planning, and are not economical and should be held to an absolute minimum.
3. Pellissippi State is prohibited by state law from making purchases for resale to employees or permitting personal purchases using college facilities, property or funds except through established outlets providing materials or services to the public, i.e. bookstore.

III. Purchasing Policy and Procedures

Pellissippi State Community College follows Tennessee Board of Regents [Policy No. 4:02:10:00 Purchasing Policy and Guidelines](#)

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