



College of The Albemarle Policy

Policy Number: 6.3.7

Page 1 of 1

Title: Purchasing

Related Policy and Procedures: Procedure 6.3.7.1. Equipment Inventory; Procedure 6.3.7.2. Reporting Lost or Stolen Equipment; Procedure 6.3.7.3 Sale, Trade, or Disposal of Equipment

Division of Responsibility: Business and Administrative Services

I. N.C. COMMUNITY COLLEGE PURCHASING AND EQUIPMENT PROCEDURES MANUAL

The Board hereby incorporates the [N.C. Community College Purchasing and Equipment Procedures Manual \("Manual"\)](#). The Manual shall control in the event of any inconsistencies with this Policy or any of the College's purchasing procedures.

II. PURCHASING AND BIDDING

Purchasing procedures are originated by the North Carolina Division of Purchase and Contract. Such procedures are sanctioned by N.C.G.S. § 143, Article 3 and § 115D-58.5.

- A. **State Contract Items** - Items on state contract may be ordered directly from the vendor subject to any restrictions on the contract certification.
- B. **Non-Contract Items** - Non-contract items of less than \$25,000 total order may be placed by the College without the oversight or approval of the Division of Purchase and Contract. Good purchasing practices mandate that competition is to be sought for all purchases. For the purchase of more than \$25,000 but less than \$50,000, a minimum of three written quotes must be obtained and attached to the purchase requisition, unless the items are purchased off state contract. If three written quotes cannot be obtained, users must attach a note explaining the circumstances.
- 3. **Competitive Bid Items** - Non-contract items over \$50,000 must be sent by requisition to the Division of Purchase and Contract for competitive bids.

June 13, 2023

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N/A

Date Approved by Board of Trustees

Date of Last Review

Date of Last Revision