



College of The Albemarle Policy

Policy Number: 6.3.7

Page 1 of 2

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 \("Manual"\)](#). In the event of a conflict between this Policy and the Manual, the Manual and North Carolina General Statutes shall control. The College shall utilize the **NC E-Procurement** system for all applicable purchases.

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 \$31,000 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 \$31,000 but less than or equal to \$100,000.01, 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 equal to or over \$100,000.01 must be sent by requisition to the Division of Purchase and Contract for competitive bids.

II. ETHICS AND HUB PARTICIPATION

- A. **HUB Participation:** The College is committed to the State's goal of at least 10% participation by Historically Underutilized Businesses (HUB) in all purchasing and construction contracts.
- B. **Conflict of Interest:** No employee involved in the purchasing process shall accept gifts or favors from vendors as prohibited by **N.C.G.S. § 133-32**. quotes cannot be obtained; users must attach a note explaining the circumstances.

Legal References: N.C.G.S. § 133-32, N.C.G. S § 143, Article 3 and § 115D-58.5, N.C. Community College Purchasing and Equipment Procedures Manual



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Page 2 of 2

June 13, 2023

June 9, 2026

June 9, 2026

Date Approved by Board of Trustees

Date of Last Review

Date of Last Revision