

of goods ad services utilizing the most coeffective methods to obtain maximum value for each dollar of expending while working in the best interest of the College. Kishwaukee College follows procurement procedures in accord the Illinois Community College Act, 110ILCS 80523-1 and 27.2as well as the US Department of Education's Uniform Administrative Requirements for Procurement. (2 CFR Part 200).

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Purchases Approvals

All purchases that include any single item over \$1,000 require a signature/approval from the respective SLTombeenber Director of Campus Operation his approval requirement will not apply to bookstore purchases. Signatures/approvals will be held by the SLT membeer the Director of Campus Operation

Quote Requirements

- x Quotes are required prior to initiating a Purchase Requisition
 - e Up to \$1,000 requires no quotes.
 - e \$1,000 to \$9,999 requires 1 written quote
 - e \$10,000 to \$24,999 requires 2 written quotes
 - e \$25,000 and above requires a competitive bid.
- x Exceptions to -c(pt)2.3 (i)2.3 (ons)4 (t)2.4 (o)5ti39.8 ((om)5.1 (t)2.nc(pt)2.ons)4:d.





budget accounts must submit itemized receipts from all purchases. Items purchased for personal use are not eligible to be charged to the College.

Kishwaukee College Board of Trustees Policy Manual 5.11 (Purchasing Policy Page 3 of 3)

Bookstore Purchases

Apparel and gift cards purchased from the Bookstore, using College funds, must happerpixed provided to the Bookstore manager (via e-mail from a member of the Senior Leadership Team prior to each purchase).

College Credit Card Purchases

The College Credit Card is intended to provide increased flexibility for authorized travel and/or business related expenses. It may not be used for personal expenses. Participation in the College Credit Card Program is a convenient that carries responsibilities along with it. The card is College property and should be used with good judgment. Employed are required to followruiy as()Td()Tj ET 22.5 595.ppars()153 TD u Catrelratiiiro()9t Cardard ProgramGu Ptry a ta.</MC