

POLICY: 6Hx28:6-03.1



Responsible Official: Vice President,
Business Operations and Finance

Specific Authority: 1001.64, F.S.
Law Implemented: 1001.64, F.S.

Effective Date: 06-27-2000

Expenditures

Policy Statement:

- I. Efforts shall be made to obtain maximum value for all expenditures and all necessary steps will be taken to obtain the lowest prices for materials and services which meet the needs of the College. All purchases shall be made by requisition, purchase order, purchasing card, or petty cash procedures.
- II. The president or a designee is authorized to approve the purchase of commodities and services not to exceed the amount specified in Category Two, Section 287.017, Florida Statutes.
- III. Exceptions:
 - A. Designated personnel may purchase emergency items costing no more than \$75.00 from personal funds and be reimbursed from petty cash by presenting an invoice made to the College. Such purchases exceeding \$75.00 will require prior approval by the vice president of business operations and finance or the assistant vice president for financial services. Sales taxes will not be reimbursed.
 - B. Purchases for the following types of goods and services will be exempt from the issuance of a purchase order:
 1. Subscriptions or periodicals
 2. Institutional memberships in professional organizations and associations
 3. Scholarship payments
 4. Registration or tuition fees
 5. Consultant or personal service agreements

6. Library purchase standing orders
 7. Utility or telephone service
- C. Any contractual agreement entered into by the College requiring the expenditure of college funds will require the signature of the president, vice president of business operations and finance or purchasing manager.
 - D. Separate project accounting will be maintained as required by the State Board of Education Rules.

Procedures:

None

Related Documents/Policies:

See Policy 6Hx28:5-10 "Bidding Requirements"
See Florida Statutes, Category Two, Section 287.017

Policy History:

Adopted 8-15-73; Amended 12-11-74; Amended 12-15-82; Formerly 6Hx28:6-04; Amended 8-24-83; Amended 4-18-91; Amended 5-20-92; Amended 11-18-92; Amended 7-17-96; Amended 1-21-98; Amended 6-16-99; Amended 6-27-00; Formerly 6Hx28:06-06