

Trinity Valley Community College
107501

PURCHASING AND ACQUISITION

CF
(LOCAL)

PURCHASING AUTHORITY The Board delegates to the College President or designee the authority to determine the method of purchasing, in accordance with CF(LEGAL), and to make budgeted purchases. Any purchases not included in the budget shall be taken to the Board for approval.

COMPETITIVE BIDDING If competitive bidding is chosen as the purchasing method, the College President or designee shall prepare bid specifications. All bids shall be submitted in sealed envelopes, plainly marked with the name of the bidder and the time of opening. All bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.

The College District may reject any and all bids.

COMPETITIVE SEALED PROPOSALS If competitive sealed proposals are chosen as the purchasing method, the College President or designee shall prepare the request for proposals and/or specifications for items to be purchased. All proposals shall be submitted in sealed envelopes, plainly marked with the name of the proposer and the time of opening. Proposals received after the specified time shall not be considered. Proposals shall be opened at the time specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time for opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.

The College District may reject any and all proposals.

DELINQUENT FRANCHISE TAXES Each corporation contracting with the District shall certify that its franchise taxes are current. If the corporation is exempt from payment of franchise taxes or is an out-of-state corporation not subject to Texas franchise tax, it shall certify a statement to that effect. Making a false statement as to corporate franchise tax status shall be considered a material breach of the contract and shall be grounds for cancellation of the contract.

PURCHASE COMMITMENTS All purchase commitments shall be made by the College President or designee on a properly drawn and issued purchase document, in accordance with administrative procedures.

RESPONSIBILITY FOR DEBTS

The Board shall assume responsibility for debts incurred in the name of the College District so long as those debts are for purchases made in accordance with adopted Board policy and current administrative procedures. The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control; persons making unauthorized purchases shall assume full responsibility for all such debts.

PERSONAL PURCHASES

College District employees shall not be permitted to purchase supplies or equipment for personal use through the College District's business office, but may through the bookstore as noted below

PURCHASES IN THE BOOKSTORE BY STAFF AND INSTRUCTORS

Purchases by the staff and instructors may be made in the bookstore by signing a ticket; these purchases shall be charged against the appropriate departmental budget. A ledger shall be kept and posted each day on all purchases. A monthly report shall be forwarded to the business office. The business office, in turn, shall notify each department of its total charges each month.

All District personnel shall receive a discount on all purchases from the bookstore. The discounted price of the articles shall be the bookstore's cost plus ten percent for handling charges. Textbooks and sale items shall not be included in the items that can be discounted.

Requests for purchases of special supplies, not available in the bookstore, shall be taken on an individual basis. The bookstore shall make every effort to keep in stock any supplies or materials requested by the staff.

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