

**Manhattan Area Technical College  
Institutional Policy and Procedure Manual**

**Policy No. 6.2.1**

<b>Title: Authorization to Purchase</b>	
<b>Originated by: Vice President of Business Affairs</b>	
Signature	Date
<b>Approved by:</b>	
Signature	Date
<b>Reviewed on: January 1, 2015</b> <b>Revised on: January 1, 2015</b>	

**Policy Statement:** The Vice President of Business Affairs maintains oversight authority for all purchasing functions and procedures.

**Rationale:** The Manhattan Area Technical College (MATC) Business Office is responsible for ensuring that purchases are made in accordance with State statutes, Kansas Board of Regents policies, College policies and Board policies. The Business Office monitors purchases made from private, federal, or state administered grants to ensure purchases are consistent with the approved grant proposal.

The following purchasing procedure is established to ensure efficiency and economy in acquiring supplies, equipment, and services required to meet the College's educational mission as adopted by the Board of Directors.

**Procedure:**

1. Purchase requisitions must be completed and submitted for approval prior to all purchases.
2. The Business Office shall develop an electronic purchase requisition form and purchase order form to be used for the purchase of all material, services, or equipment.
3. A purchase requisition must be completed by personnel at the departmental level and submitted electronically. (Please refer to Policy 6.2.4 for travel related expenses and reimbursements.) The requisition must include a description of the item(s) and/or service requested, model number, catalog number, unit price, quantity requested, total price (including freight, shipping, etc.) and budget line number. The vendor may be suggested, however, the purchasing department has the authority to change the vendor if it is in the best interest of the College.

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MATC personnel shall observe the following guidelines in submitting purchase requisitions.

- a. Seek competition in bidding whenever possible.
  - b. Do not prepare specifications in such a manner to effectively exclude any responsible bidder offering comparable products or services.
  - c. All purchases of \$25,000 or more shall require sealed bids (see policy 6.2.2), and any individual capital expenditure or capital project of \$25,000 or more require approval by the Board of Directors (see policy 6.3.2).
  - d. All purchases of \$2,500 or more shall require comparative pricing. Comparative pricing may be obtained from published price lists, catalog, website, quotation or internal purchase order for similar goods or services.
  - e. Any and all incentives, discounts or coupons received in relation to a purchase become the property of Manhattan Area Technical College and should be reported to the Business Office.
  - f. Vendors from the MATC service area will be given preference when the price, availability of product, and quality are competitive with outside vendors. This guideline is not intended to supersede previous policies requiring sealed bids for purchases in excess of \$25,000.
4. The purchase requisition must be submitted electronically to a Vice President for approval. The VP will approve or deny the requisition via the online purchasing system. No telephonic or on-line orders will be completed without prior approval from the VP.
5. After approval, the purchase requisition will be converted to a purchase order by a purchasing agent. The purchase order form will be submitted to the vendor by hand delivery, facsimile, email or USPS. Electronic submission by email or facsimile is preferred.
6. No purchase will be made from an employee of the College, nor from a member of the immediate household of an employee, without full disclosure and approval by two members of the Executive Cabinet.
7. Emergency purchases are those purchases required to obtain equipment, supplies, food, materials, or services required for the preservation of life or property or to avoid serious disruption of College operations. College personnel may make emergency purchases as long as the purchase does not exceed \$2,500. Emergency purchases exceeding \$2,500 must be approved by an Administrator (VP or President). Authorization may be made verbally or in writing. The requisition and purchase order process must still be completed on emergency purchases to document authorization and provide required documentation.