

202-04 PURCHASING AUTHORIZATION - PROCEDURE

1. PURPOSE

To establish delegated authority for procurement negotiations and administration of procurement procedures.

2. PROCEDURE

Definitions

None Required

The President of the College has delegated the responsibility for procurement negotiations and administration of procurement procedures to the Director for Purchasing. Only the Director for Purchasing and those persons designated by the Director for Purchasing are authorized to commit the District's funds in the purchase of goods and services. Unauthorized purchases may be considered a personal obligation and individuals making unauthorized purchases may be personally responsible for those purchases.

3. BACKGROUND

1. References: A.R.S. § 41-2511
2. Revision history: 10/25/2019 (new)
3. Legal review: none (the contents of this procedure are substantially from state laws and procurement codes)
4. Sponsor: Purchasing and Auxiliary Services

Adopted by Executive Leadership Council: 10/25/2019

COCONINO COMMUNITY COLLEGE