

Essex County College College Regulation

REG 3-5 PURCHASING

Purpose:

To ensure compliance with applicable state statutes, promote economy through bulk purchasing, facilitate a system of budgetary control and insure prompt payment of vendors.

Application:

1. All purchases shall be made through the Purchasing Department.
2. All Purchase Requisitions shall be issued by the Department seeking to acquire goods or services. In certain circumstances (Telecommunications, Utilities, Water) confirming order (Direct Pays) may be permitted. Lastly, emergency orders shall only be permitted with the approval of the Director of Purchasing.
3. Purchase Requisitions shall be approved by the departmental supervisor, Area Head, Comptroller, and the Director of Purchasing. Requisitions may also require approval of the Grants Accountant, Director of Information Technology, and the Director of Media Production Technologies depending on the item being ordered and the source of the funding for the purchase.
4. All purchases involving goods or services that exceed the threshold as established by State law shall be subject to a formal bid process, unless an exception applies, in accordance with the County College Contract Law (*N.J.S.A. 18A: 64A-25.1 et seq.*).
5. All purchases of goods and services that exceed the threshold as established by State law shall be subject to the State of New Jersey "fair and open" process, Public Advertisement as set forth under the New Jersey Play-To-Play Law (*N.J.S.A. 19:44A-20.4 et seq.*)
6. Purchases less than the established threshold amount shall be subject to the applicable Purchasing guidelines.
7. **Purchases in excess of \$17,500 require Board of Trustee approval.**

Responsible Official(s):	Reference: <i>N.J.S.A. 18A: 64A-12(o)</i> <i>N.J.S.A. 18A: 64A-25.1 et seq.</i> <i>N.J.S.A. 19:44A-20.4 et seq.</i>
Regulation History: App. 10/93, Rev. 10/01, 7/11, 3/17, 3/22	Attachment(s):