



OPERATING PROCEDURE

Procedure Number/Name:	– Purchasing
Associated Rule Number/ Name:	TBD
Responsible Department:	Business Office, Mike Mallery, VP Financial Services

References:

ORS 279A, 279B, and 279C

Overview

The purchasing policies explains the process the process and procedure in transacting a purchase of \$5,000 or more.

Purchase Order: \$5,000 – 74,999.99

Purchase orders of \$5,000.00 or greater must follow specific guidelines in addition to providing a narrative describing requirements for such purchases.

Requirements

1. Competitive price quotes from at least three suppliers (unless exempted by the Business Office)
2. Approval of the Department Chair
3. Approval of the Business Office

Purchase Order: \$75,000 Or Greater

Purchase orders of \$75,000 or greater must follow specific guidelines in addition to providing a narrative describing requirements for such purchases.

Requirements

1. Sealed bid/proposal
2. Approval of Vice President of Financial Services
3. Approval of the President
4. Approval of the Board of Trustees

Actions:

Formal, sealed bid process as defined within [Oregon Revised Statutes 279a](#), [279b](#) and [279c](#); [BP 205 Asset Protection](#) and [BP 285 Purchasing Procedure](#)) or board exemption from public bidding.

Areas of Responsibility

The Business Office will assist in providing clarification in purchasing process of items of \$10,000 or more. This involves providing a list of potential vendors, assisting in review quotes and bids obtained, and facilitating obtaining consideration and ultimately approval from the leadership team at the College and the Board of Education.

Further Information

Mike Mallery, VP for Financial Services and IR
mmallery@cgcc.edu
541-313-4870