

1. In accordance with Illinois Revised Statutes Chapter 110 805/3-27.1 (Contracts) probable expenditures for supplies, materials, or work must:
  - a. Be submitted by competitive sealed bid and approved by the Board of Trustees. Exception for excluded items under the Act may be made when in the opinion of the CFO; it is in the best interest of the College to waive the sealed bid requirement.
  - b. Comply with all bidding and purchasing statutes, rules and regulations of the State of Illinois.
  - c. Be awarded to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality and service ability.
  - d. Promote the economic development of businesses owned by minorities, females, and person with disabilities.
2. Purchases not exceeding statutory limits may be made through the Business Services office providing funds for the items are allowed in the budget, and providing prior approval by the administrator with budgetary responsibility for that area. Formal bidding is not required, but competitive pricing must be secured as follows:

\$ 1 – 2,499 One or two price inquiries  
2,500 - 9,999 Two or three written, phone or Internet quotations  
10,000 - 24,999 Minimum of two written quotations  
25,000 + Formal bid acceptance by the Board of Trustees

Capital expenditures for grant associated equipment with a unit cost of \$5,000 or more will have prior written approval of the awarding agency or pass-through entity before purchase.

Exceptions: Trust and Agency accounts only require approval of the Club Advisor who may or may not be an administrator.

3. Purchases of equipment previously owned by some entity other than the district itself are not subject to bidding regulations but require Board approval if it exceeds \$25,000.
4. When it is necessary that a specific brand or type of equipment be purchased and specifications tend to eliminate other brands or types, an attempt should be made to secure bids from more than one supplier.

5. Contracts which by their nature are not appropriate for award by competitive bidding, e.g. contracts for the services of individuals possessing a high degree of professional skill, may be exempted from the bidding requirements listed herein but would require Board approval if they exceed \$25,000.
6. All College purchases must be initiated by the appropriate College employee electronically through Datatel Colleague or Web Advisor. Any order placed by individuals without authorization will be considered as a personal transaction between the vendor and the individual. The College will not assume liability for payments of obligations incurred without proper purchase order number.
7. A complete and full accounting of fixed assets, unit cost of \$5,000 or more, will be kept, updated annually, designating when grant funds were used, and made available at the request of any awarding body.
8. When original or replacement equipment is no longer needed for community college purposes or grant program/project, disposition will be handled by the Business Services Office per the Illinois Public Community College Act Chapter 110 805/3-41 and the Education Department General Administrative Regulations (EDGAR) Section 80.32 (e) (2)
9. Failure to comply with written policies, regulations, and procedures may result in disciplinary action up to and including termination.