

Purchasing  
Authority

The Board delegates to the College President or designee the authority to make budgeted purchases for goods and services. Any purchases not included in the budget shall be taken to the Board for approval.

In the event of a catastrophe, emergency, or natural disaster affecting the College District, the Board delegates to the President the authority to contract for the replacement, construction, or repair of College District equipment or facilities in accordance with law if emergency replacement, construction, or repair is necessary for the health and safety of College District students and staff. The President shall report to the Board at the next regular meeting any contract made under this authority.

The College President or designee shall develop purchasing procedures to implement the requirements of state and federal law. [See CAA, CAAB, and CH(LEGAL)]

The Board delegates to the College President or designee the authority to determine the method of purchasing in accordance with state and federal law.

If competitive bidding is chosen as the purchasing method, the President or designee shall prepare bid specifications. All bids shall be in accordance with administrative regulations Tw 4.21p0.0d

If competitive sealed method, the President or designee shall prepare the required proposals and/or specifications for items to be purchased. Proposals shall be in accordance with administrative regulations. The submission of any electronic proposals shall also be in accordance with Board-adopted rules. Proposals received after the specified time shall not be considered. Proposals shall be opened at the time specified, and all proposers shall be invited to attend proposal opening. Proposals may be withdrawn prior to the specified time for opening. Changes in the content of a proposal, and prices, may be negotiated after proposals are opened.

The College District may reject any and all proposals.

Bids or proposals that the College District has chosen to administer through electronic transmission shall be administered in accordance with Board-adopted rules. Such rules shall safeguard

tegrity of the competitive procurement process; ensure the identification, security, and confidentiality of electronic bids or proposals; and ensure that the electronic bids or proposals remain effectively unopened until the proper time.

The Board shall assume responsibility for debts incurred in the name of the College District so long as those debts are for purchases made in accordance with the adopted budget, state law, Board policy, and the College District's purchasing procedures. [See CC] The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control; persons making unauthorized purchases shall assume full responsibility for all such debts.

All purchase commitments shall be made by the College President or designee, in accordance with administrative procedures, including the College District's purchasing procedures.

College District employees shall not be permitted to make purchases for personal use through the College District's business office.

Each corporation contracting with the College District shall certify that its franchise taxes are current. If the corporation is exempt from payment of franchise taxes or is an out-of-state corporation not subject to Texas franchise tax, it shall cer1.185 Td [(f)-28.5 (i)-8.4 (c)-c(a)10.5

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