

JOB DESCRIPTION

JOB TITLE: Purchasing Coordinator	FLSA: Exempt
Department: Business Services- Accounting	Date Revised 7/11/2016
Security Sensitive: Yes	Grade: C-41

Reports To:

- x Monitors Travel Requests for compliance with College Travel Policy and ensures that policies are being followed;
- x Reviews all contracts and agreements for compliance issues before they are executed and maintains the College's master contract file;
- x Administers the operation and continual improvement of the accounts payable system to insure that timely disposition is made of check requests, travel requests and invoices received by the College
- x Acts as liaison on behalf of the College in the resolution of vendor disputes or questions;
- x Administers the maintenance of 8(e)-1.62(i)-2.6(l)(2) -1-3.9(6)(i)-4.6(n)10.8(u)-,8(u)9022 -)s)Tj 0.3922