



<b>CHAPTER 5</b>	<b>SECTION NO.</b>
Financial Policies	5.11
<b>REFERENCE</b>	<i>Adopted: October 12, 2010</i>
5.11 Purchasing Policy	<i>Reviewed: October 12, 2010; July 14, 2015; August 9, 2016; January 10, 2017; June 6, 2017; December 7, 2017; November 10, 2020, November 8, 2022; February 13, 2024</i>
	<i>Revised: July 14, 2015; August 9, 2016; January 10, 2017; June 6, 2017; June 11, 2019; November 10, 2020; October 6, 2022, November 8, 2022; February 13, 2024</i>

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The Board of Trustees has the ultimate responsibility and authority for all fiscal affairs and contractual obligations of the College district. The Kishwaukee College Business Office provides a centralized purchasing function for the procurement of goods and services utilizing the most cost-effective methods to obtain maximum value for each dollar of expenditure while working in the best interest of the College. Kishwaukee College follows procurement procedures in accordance with the Illinois Community College Act, 110ILCS 805/3-27.1 and 27.2, as well as the US Department of Education’s Uniform Administrative Requirements for Procurement. (2 CFR Part 200).

**Purchases Approvals**

All purchases that include any single item over \$1,000 require a signature/approval from the respective SLT member. This approval requirement will not apply to bookstore purchases. Signatures/approvals will be held by the SLT member.

**Quote Requirements**

- Quotes are required prior to initiating a Purchase Requisition
  - ⊖ Up to \$1,000 requires no quotes.
  - ⊖ \$1,000 to \$9,999 requires 1 written quote
  - ⊖ \$10,000 to \$24,999 requires 2 written quotes
  - ⊖ \$25,000 and above requires a competitive bid.
- Exceptions to quote requirements:
  - Utilities
  - Textbooks
  - Merchandise bought utilizing a joint government purchasing contract under 110ILCS 805/3-27.2 or a College approved contract.
  - ⊖ Items listed as an exemption in the Competitive Bid section of this policy.
  - If an emergency situation arises, approval of the President or his/her designee is required prior to the purchase or contracting of services.
  - Exception requests for items not listed above must be pre-approved by the President or his/her designee, before proceeding with the purchase. The signed request is then to be submitted with the quote(s) to the Purchasing Coordinator to complete the purchasing process.

**Contracts**

- All contracts are to be kept on file by the Business Office.
- A contract is a written agreement, where the vendor will provide goods or services for an agreed upon price which is an obligation on behalf of the College.
- Signatures are required as follows:
  - Contracts up to \$25,000 require a signature by a Senior Leadership Team member or the President.
  - Contracts greater than \$25,000 are to be signed by the President or his/her designee.

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- Contracts of significant importance, regardless of value and contracts where there is potential for significant or uncertain liability should undergo review by legal counsel. The Chief Financial Officer and/or the President will coordinate any reviews by legal counsel.

**Board Communication and/or Approval**

- Bids over \$25,000 are approved by the Board.
- The Board of Trustees also allows, as a bid exception and approved by the board, the participation in joint purchases by governmental units pursuant to Section 805/3-27.2 of the Illinois public Community College Act.
- Bid exceptions (see below) are reported via the monthly Board documents.

**Competitive Bids**

The Board of Trustees shall award all contracts for the procurement of materials, supplies and small construction projects in excess of \$25,000 to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality, and serviceability after due advertisement, except the following:

- a) contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part
- b) contracts for the printing of finance committee reports and departmental reports
- c) contracts for the printing or engraving of bonds, tax warrants and other evidences of indebtedness;
- d) contracts for materials and work which have been awarded to the lowest responsible bidder after due advertisement, but due to unforeseen revisions, not the fault of the contractor for materials and work, must be revised causing expenditures not in excess of 10% of the contract price
- e) contracts for the maintenance of, servicing of or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance or servicing can best be performed by the manufacturer or authorized service agent
- f) purchases and contracts for the use, purchase, delivery, movement or installation of computer hardware, software or services and telecommunications and inter-connect equipment, software, and services
- g) contracts for duplicating machines and supplies
- h) contracts for the purchase of natural gas when the cost is less than that offered by a public utility
- i) purchases of equipment previously owned by some entity other than the district itself
- j) contracts for repair, maintenance, remodeling, renovation or construction or a single project involving an expenditure not to exceed \$50,000 and not involving a change or increase in the size, type, or extent of an existing facility
- k) contracts for goods or services procured from another governmental agency
- l) contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets, and reports and for utility services such as water, light, heat, telephone or telegraph
- m) contracts for the purchase of perishable foods and perishable beverages
- n) except where funds are expended in an emergency and such emergency expenditure is approved by three-fourths of the members of the Board

All competitive bids for contracts involving expenditures in excess of \$25,000 must be sealed by the bidder and must be opened by a member or employee of the Board at a public bid opening at which the contents of the bids must be announced. Each bidder must receive at least three (3) days' notice of the time and place of such bid opening. For purposes of this Section due advertisement includes, but is not limited to, at least one public notice at least 10 days before the bid date in a newspaper published in the district or if no newspaper is published in the district, in a newspaper of general circulation in the area of the district. The Board will encourage the purchase of recycled products when the quality and cost of such products are acceptable. College employees authorized to charge or purchase against internal

budget accounts must submit itemized receipts from all purchases. Items purchased for personal use are not eligible to be charged to the College.



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**Bookstore Purchases**

Apparel and gift cards purchased from the Bookstore, using College funds, must have pre-approval provided to the Bookstore manager (via e-mail from a member of the Senior Leadership Team prior to each purchase).

**College Credit Card Purchases**

The College Credit Card is intended to provide increased flexibility for authorized travel and/or business related expenses. It may not be used for personal expenses. Participation in the College Credit Card Program is a convenience that carries responsibilities along with it. The card is College property and should be used with good judgment. Employees are required to follow procedures as outlined in the Kishwaukee College Credit Card Guidelines document.

Cardholders are responsible for:

1. Verifying that the charges are authorized College expenses and in accordance with not only the Program Guidelines but the Travel and Purchasing policies as well.
2. Reviewing the monthly Credit Card Billing Statement to verify that all charges made to the card are accurate and valid.
3. Submitting appropriate documentation and itemized receipts for each transaction to the Business Office.

**Unauthorized Purchases**

The following are examples of unauthorized Bookstore, or Credit Card expenditures. (Note: This is not a complete list of examples. Contact the Business Office for more information if needed.)

- Alcoholic beverages
- Apparel, Gifts or Gift Cards (unless prior approval by a member of the Senior Leadership Team)
- Cash Advances
- Gas for personal vehicle
- Personal expenses for food, drink, clothing, etc.
- Loss of personal property
- Maintenance or repair of personal property

**Misuse/Violation of Purchasing Policies and Procedures**

All employees are responsible for adhering to the procedures set forth in the purchasing policy, travel policy and the Credit Card Guidelines along with all other applicable federal, state, local and College policies when making purchases. Noncompliance with policies and procedures may result in suspension or revocation of charging privileges or recommendation of disciplinary action, up to and including termination of employment.

**Emergency Approval**

In the event of an emergency, the President may authorize an expense be incurred without receiving additional quotes. This is communicated to the Board.