

# NORTHEAST COMMUNITY COLLEGE POLICY MANUAL

## SECTION 6– BUSINESS & FISCAL AFFAIRS SUBSECTION 64 – PURCHASING

**POLICY NUMBER: BP – 6410**

### OBLIGATIONS

#### 1. POLICY REASON/PURPOSE/INTENT

To establish a policy on the authority to obligate the College.

#### 2. DEFINITIONS

N/A

#### 3. POLICY

3.1 Unless otherwise herein provided, no debt or obligation whatsoever shall be incurred in the name of the Board of Governors, except in accordance with general or special apportionments authorized by the Board and entered in the record of its proceedings; or by the authority of a committee acting under Board instructions; or by the direction of the President when the Board is not in session. There shall be no sale of property to the College by any of its officers, faculty, or employees without specific approval. No purchase of supplies, services, equipment or other personal property shall be made by or in the name of the College except upon an order signed by the Vice President of Administrative Services or designee or other duly authorized agent of the Board; nor shall any sales or exchanges of supplies and equipment or other personal property be made except through that individual, unless other provision theretofore has been made by the Board.

#### 4. APPLICABILITY

N/A

**EFFECTIVE DATE:** 05/08/2014

**ORIGINAL ADOPTION DATE:** 03/18/1976 (item #1213)

**REVISION DATE (AND BOARD OF GOVERNORS' MINUTES ITEM NUMBER):** 11/10/1994  
(item #7035); 06/10/1999 (item #8527); 05/08/2014 (item #11433)

**PRIOR POLICY/PROCEDURE NUMBER:** 3010

**SCHEDULE FOR REVIEW:** 2018

**DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE:** Admin Services

**SPONSORING DIVISION/DEPARTMENT:** Administrative Services

**RESCINDED DATE:** none

**LEGAL REFERENCE:** none

**CROSS REFERENCE:** none

**PROCEDURE(S) FOR POLICY:** none

**RELATED POLICIES/REFERENCES:** none

**POLICY KEY WORDS:** obligations; purchasing authority