

## **PURCHASING OF GOODS AND SERVICES**

The purchasing, receiving, storing and distribution of necessary supplies, equipment and services for use in the educational program and for the various auxiliary services represent a significant expenditure in the Division's budget. These items must be procured efficiently and economically. The measure of efficient, economical purchasing is the degree to which the right items are provided in the right quantity to the right place at the right time and at the right price.

The objective of the purchasing process is to serve the educational program by providing the necessary supplies, equipment and services. The Board of Trustees declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended. The acquisition of services, equipment and supplies is centralized in the Secretary-Treasurer's Department.

*Accomplish Anything*

Adopted 6/302/05	Reviewed	Revised	Page 1 of 1
---------------------	----------	---------	----------------