Purchasing Policy

Policy Number	500.05.04	**Custodian**	Finance Director
Approved Date	12/12/2025		
Effective Date	12/12/2025	**Review Date**	09/01/2025

1. Purpose

White Earth Tribal and Community College (WETCC) is committed to a formal process for the acquisition of goods and services for all WETCC programs that ensure federal, state, and WETCC purchasing procedures are followed.

2. Persons Affected

2.1. Employees
2.2. Board of Trustees (BOT)
2.3. Vendors
2.4. Students

3. Policy

This policy is to ensure the following:

3.1. Purchases from grant dollars are processed according to grant specifications. Even if such specifications differ from this policy, the approvals outlined in this policy will still be followed, in addition to any grant-specific requirements.
3.2. Employees, BOT members, and students follow the purchase procedures to acquire goods and services. Employees and BOT members are prohibited from obtaining goods or services on behalf of WETCC without prior approval.
3.3. A Purchase Requisition (PR) is completed for the acquisition of all goods and services for WETCC programs. Purchase Orders (PO) will be distributed from PRs. A PR and PO should be used in combination with vendors that accept POs.

4. Definitions

4.1. PO. Purchase Order is an agreement with a vendor to purchase goods, items, services, and/or fixed assets.
4.2. PR. Purchase Requisition.
4.3. Requestor. The individual who initiates the PR.
4.4. Vendor. External company or individual from whom the goods or services are being requested.

5. Procedures

Requestor Responsibility

5.1. Follow established federal, state, and WETCC policies and procedures for all purchases, in the

preparation of a PR for approval.

5.2. Obtain all authorizing signatures before submitting the PR to the Finance Department. This ensures that PRs comply with program budgets and federal standards. The Finance Department will not accept partially completed PRs or POs submitted without the required authorizing signatures.

5.3. Any purchase made without proper approval will subject the requestor to an obligation to reimburse WETCC. The president will review and decide on such cases.

Finance Department Responsibility

5.4. The Finance Department creates POs, which are signed by the finance director (or their designee) or the president, per an approved PR.

5.5. Process POs and disbursements created by the Finance Department from a fully executed PR to ensure compliance with program budgets and federal standards. Any deviations are reported to the finance director.

5.6. PRs received before 4:30 pm each Tuesday will normally be processed within two business days. Incomplete PRs or those submitted without the required authorizing signatures will be returned to the requestor and will not be processed with that week's batch unless the Finance Department receives the revised PR before 4:30 pm on Tuesday.

5.7. The Finance Department logs bookstore purchases into the system. Inventory will be reconciled annually to identify variances.

5.8. The Finance Department or the individual assigned to the company credit card will be the sole user.

5.9. Purchases made with a WETCC credit card require a PR and must be approved consistent with other WETCC policies.

Request Amount	**Purchasing Guideline**	**Approval**
$0-999	Routine disbursement	Requestor, Department Director, Grant Project Director, and the Finance Director (or their designee)
$1,000-4,999	Price verification by the Finance Department before placing an order.	All above and the Requestor's Cabinet member.
$5,000-19,999	If individual items are more than the $4,999 threshold, the requestor requests quotations from three or more sources.* After evaluation of prices and services by the president, the Finance Department places an order. * The requirement to obtain a quote can be waived if the requestor can successfully make a case to alter the purchasing process due to one of the following: - The commodity or service is available from only	All above plus President

	one source. - No acceptable bid or proposal was received pursuant to competitive bidding or competitive proposal process. - Commodities are being purchased for over-the-counter resale. - A used commodity is advantageous, and the commodity is available on short notice. - The commodity is a component or replacement part for which there is not a commercially available substitute, and which can be obtained only from the manufacturer. - The services or circumstances are of such a nature that deviation from the procurement process is appropriate. - The commodity or service is available from another government entity's contract. Attach a copy of the contract. - The commodity or service is required to comply with a grant requirement. Attach grant documentation of the requirement. If requesting an alternate purchasing pathway, the requestor must complete WETCC's Alternate Purchase Request Form and receive approval from applicable parties before making the purchase.	

$ 20,000 and over	Written construction bids are required from three or more firms and opened publicly at the time indicated by the bid request. The BOT will supervise the tabulations, evaluations, and order placements. Under special circumstances, the president may determine that soliciting bids is not in the college's best interest. In such cases, bids may be waived, and the terms or price of the purchase may be negotiated directly with a vendor. Written bids for purchases other than construction will be presented to the BOT* and approved. Once the BOT approves a vendor bid or a contract is in place, the Finance Department may make payments on that bid or contract without additional BOT approval. These payments will be included in the disbursements file provided at the BOT monthly meetings. Regardless of the amount, repayments of financial aid or scholarships not earned by a student do not require BOT approval. These payments will be included in the disbursements file provided at the BOT monthly meeting.	All above plus Board of Trustees (BOT)
Over $25,000 and use of federal funding	*If federal funds are to be used to finance the goods or services identified in a bid AND the total purchase price is greater than $25,000, before submitting the request to the BOT, the requestor will review the electronic roster of debarred companies and individuals within the federal System of Award Management (SAM) to document that the company or individual receiving the bid is eligible to receive federal contracts.	All above plus BOT

Revision History

Rev. Date	Rev. No.	Revision
10/21/2025	3	Other Changes: - Increase the threshold of routine disbursement from $100 to $999. - Increase the threshold for Cabinet Members to verify purchases from $1,000 to $4,999. - Provide a pathway for a requestor to forgo the need for a quote on items by obtaining approval for an alternate purchasing pathway. - Clarity in language, persons affected, and added definitions.

7/9/24	2	Housekeeping: - Pursuant to the FY23 financial audit (for contracts greater than $25,000), incorporate language to ensure that the vendor/contractor is eligible to receive federal funds. Other Changes: - Clarity that once a contract has been approved by the BOT, subsequent payments under that contract do not also require BOT approval. - Clarity that repayments of financial aid or scholarships do not require BOT approval. - Change in purchasing procedures requiring BOT approval for purchases greater than $20,000
2/21/2024	1	Housekeeping: - Reformat and titles. - Clarity in purpose, persons affected, individual and departmental responsibility, and procedure.
2-22-2020	Original	Original policy