

Purchasing Policy

Policy Number	500.05	Custodian	Director of Finance
Approved Date	7/25/24		
Effective Date	7/25/24	Review Date	7/9/24

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, which ensures that federal, state, and WETCC purchasing procedures are followed.

2. Persons Affected

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

3. Policy

This policy is to ensure the following:

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

4. Definitions

- 4.1. Finance Department. and the Director of Finance or any employee of the Finance Department designated by the Director of Finance.
- 4.2. PO. Purchase Order is an agreement with a vendor to purchases goods, items, services and/or fixed assets.
- 4.3. PR. Purchase Requisition.

5. Procedures

Employee/Board of Trustee Requestor

- 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 prior to submitting the PR to the Finance Department. This ensures that all PRs are in compliance with program budgets and federal standards. Partially completed PRs or PRs submitted without the required authorizing signatures will not be accepted by the Finance Department.

5.3. Any purchase made without proper approval will subject the purchaser to an obligation to reimburse WETCC. Such cases will be reviewed and decided upon by the President.

Finance Department Responsibility

- 5.4. POs are created within the Finance department and signed by the Director of Finance (or their designee), or the President, per an approved PR.
- 5.5. Processed 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 Director of Finance.
- 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 revised PR is received by the Finance Department prior to 4:30 pm on Tuesday.
- 5.7. When inventory is purchased for the bookstore, items shall be logged into the system by the Finance Department. Inventory shall be reconciled annually to identify variances.
- 5.8. The Finance Department or the individual assigned to the card shall be the sole user of the WETCC credit card.
- 5.9. Purchases made from the WETCC credit card shall require a PR and shall be approved consistent with all other WETCC purchases.

Request Amount	Purchasing Guideline	Approval
\$0-100	Routine disbursement	Requestor, Department Director, Grant Project Director, and either of the Director of Finance (or their designee)
\$101-999	Price verification by Finance Department prior to placing order	All above
\$1,000-19,999	If individual items are more than the \$999 threshold, the Requestor contacts three or more sources requesting quotations. After evaluation of prices and services by the President, an order is placed by the Finance Department.	All above plus President

<p>\$ 20,000 and over</p>	<p>Written construction bids are required from three or more firms and are to be opened publicly at the time indicated by bid request. Tabulations, evaluations, and order placements will be made under the supervision of the BOT.</p> <p>Under special circumstances bids may not be requested and may be negotiated over the terms or prices of the purchase may be implemented when necessary for the best interest of the College under the direction of the President.</p> <p>Written bids for purchases other than construction will be presented to the BOT* and approved.</p> <p>Once a vendor bid is approved by the BOT or a contract is in place, payments on that bid or contract may be made by the Finance Department without additional approval by the BOT. These payments will be included in the disbursements file provided to the BOT each month.</p> <p>Regardless of amount, repayments of financial aid or scholarships, not earned by a student do not require approval by the BOT. These payments will be included in the disbursements file provided to the BOT each month.</p>	<p>All above plus Board of Trustees (BOT)</p>
<p>Over \$25,000 and use of federal funding</p>	<p>*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, prior to 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.</p>	<p>All above plus BOT</p>

Revision History

Rev. Date	Rev. No.	Revision
7/9/24	2	<p>Housekeeping:</p> <ul style="list-style-type: none"> - 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. <p>Other Changes:</p>

		<ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> - Reformat and titles. - Clarity in purpose, persons affected, individual and departmental responsibility, and procedure.
2-22-2020	Original	Original policy