

**CLOVER PARK TECHNICAL COLLEGE
POLICY**

CHAPTER	SECTION	TITLE	HISTORY		
			3	4	PURCHASING
			Revised 2020	Next review 2023	

In order to provide various goods and services for the purpose of conducting official activities of the College and to maintain fair and equitable business relationships with vendors, all purchasing is subject to Washington State laws and regulations as overseen by the Department of Enterprise Services (DES) and the provisions of the Higher Education RCW 28B.10. The College will comply with all direct-buy limits and prevailing wage requirements. Existing State contracts will be used whenever possible.

Employees are responsible for compliance with established procedures. The College will not assume responsibility for any obligation incurred that is not processed according to state and college procedures and regulations.

Procurement reform law (RCW 39.26.110) requires that those developing, executing, or managing procurement complete training. Use the following link to identify what training is needed:

https://des.wa.gov/sites/default/files/public/documents/About/Procurement_reform/training/PR_TrainingByDuties.pdf

APPROVAL:	
By: <u><i>J. Loveday</i></u> Dr. Joyce Loveday	Date: <u>9-15-20</u>
Board Chair Review: <u><i>A. J. [Signature]</i></u>	Date: <u>8/20/2020</u>