



PROCUREMENT POLICY

This policy establishes that, pursuant to State Statutes, the Eastern Oklahoma State College Board of Regents is exempt from the Oklahoma Central Purchasing Act and has the statutory authority to establish and promulgate purchasing policies and practices. The College President is responsible for ensuring that purchasing policies are followed.

Office Responsible:	President's Office
Area Information is located:	Board of Regents Policy Book, Website
Date Document was last updated:	August 2020
Date Policy and Procedure was last updated:	August 2020

BIDDING REQUIREMENTS FOR EQUIPMENT, SUPPLIES, CONTRACTUAL and PROFESSIONAL SERVICES:

- A. Purchases under \$2,500 may be procured without informal quotes or competitive bids as long as reasonable judgement is exercised in the procurement of those goods and services.
- B. Purchases over \$2,500 but no greater than \$25,000 are subject to competitive bidding. Three written quotes will be solicited through an informal process and the lowest/best quote selected. Quotes may be obtained via telephone, internet, catalogs, etc.
- C. The Eastern Oklahoma State College Board of Regents will be informed of any purchase over \$10,000.
- D. Purchases over \$25,000 require a formal competitive bidding and approval by the Eastern Oklahoma State College Board of Regents.
- E. The following purchases do not require competitive bidding procedures:
 - a. Utilities
 - b. Telephone Services
 - c. Purchases from other state agencies
 - d. Purchases under state contract
 - e. Sole source items when purchased from the manufacturer and not available from retailers
 - f. Items purchased for resale
 - g. Blanket Purchase Orders to cover items that are needed to maintain existing equipment or products that had previously been purchased through a competitive bid (examples: microcomputer parts and supplies, hardware and software maintenance agreements)
 - h. Blanket Purchase Orders for purchase made throughout the year for items that cannot be bid (examples: acquisitions from book publishers, postage, advertisements,
- F. No procurement of goods and services shall be split to avoid compliance with procurement procedures. Reasonable judgement should be exercised to procure like items over an extended period, generally not less than one month's need or longer when a budget has been established for a particular good or service. However, this is not to be construed that diversification of product should not be used in some

circumstances. Reasonable judgement should be exercised to procure items which should be procured together on one purchase order for a reasonable time period to ensure best prices are obtained.

EMERGENCY PURCHASES:

- A. Competitive bids or quotes shall not be required for emergency purchases and contracts of \$25,000 or less when the College President declares the existence of an emergency. Unless prohibited due to the nature of the emergency, emergency purchases or contracts over \$25,000 shall include quotes obtained by telephone, fax or other expedient means. The College President will report any emergency purchases or contracts to the Board of Regents at a subsequent Board meeting.

DOCUMENTATION:

- A. Adequate documentation will be maintained to substantiate the requirements of the purchasing policies, including both the formal and informal bidding process, have been followed.