2315 – Purchasing, Fixed Assets and Inventory

Purchasing

1. Standard procedures for the purchase of supplies, equipment, and services on purchases of more than $50,000:

    - Purchases cannot be made without seeking at least three competitive quotes, requests for proposals, or sealed bids, submitted on prepared specifications. No purchase shall be made except on the basis of quality, cost, and service. Preference shall be given to Barton County vendors, who can provide like quality products and services, and who meet bid specifications/quotes within 5%. Projects with an estimated value in excess of $50,000 shall be submitted to the Great Bend Chamber Plan Room. Any purchase or expenditure of $50,000 or more requires Board approval.

2. Standard procedures for the purchase of supplies, equipment, and services on purchases less than $50,000 but more than $3,000:

    - Purchases cannot be made without seeking at least three competitive quotes or bids. Bid specifications, and/or requests for proposals, may be used when the College determines that because of the nature and complexity of the goods and/or services, it would be in the best interest of the College to do so. No purchase shall be made except on the basis of quality, cost, and service. Preference shall be given to Barton County vendors, who can provide like quality products and services, and who meet bid specifications/quotes and the price is within 5%. Any purchase or expenditure of $1,000 or more requires the President's approval.

3. Standard procedures for the purchase of supplies, equipment, and services on purchases less than $3,000:

    - Authorized employees may select supplier or vendor by an unrestricted open-market process. Quotes may or may not be solicited, as determined by the department soliciting the supplies/vendor. No purchase shall be made except on the basis of quality, cost, and service. Preference shall be given to Barton County vendors, who can provide like quality products and services, and whose price is within 5%. Any purchase or expenditure of $1,000 or more requires the President's approval.

For items which require quotes or bids (Greater than $3,000, #1 and #2 above), bid/quote requests must be solicited from all Barton County vendors that have registered as a vendor via the website (by requested type of service or product). Businesses may register by going to the following link: http://vendor.bartonccc.edu

Other requests may be solicited using the following options:

- Vendors that have previously done work for the College
- Local Yellow page listing
- Regional Yellow page listing

- Internet Business listings
- Registered Vendor list: http://vendor.bartonccc.edu
- Vendors that respond to plan rooms, architects, newspaper requests for bids, etc.
- Other

Barton Community College reserves the right to refuse any and all bids and to award bids that are in the best interest of the College as determined by the College.

Fixed Assets & Inventory:

Fixed asset acquisition forms are required to be attached to the corresponding requisition form. Fixed assets are any assets over **$5,000** in value and with a useful life of at least two years. Fixed asset purchases may not be combined with non-fixed asset purchases on the same requisition. Any changes to the fixed asset must also be reported on the fixed asset acquisition form indicating the appropriate change information (location, responsible party, disposal, etc.).

All equipment/property with a value of $1,000 or more must be added to our inventory. Upon purchasing any equipment costing over $1,000 the employee responsible for the purchase is to provide the Custodial Supervisor with the following information:

- Date of purchase
- If item was a Grant purchase
- Cost
- Location of item

The equipment will be assigned a BCC inventory tag, to be attached to the item, and the information will be entered into the inventory file.

(Based on policy 1310; revised and approved by President on 6/19/12)