

# **VOLUNTEER STATE COMMUNITY COLLEGE PURCHASING GUIDELINES**

**VolState follows TBR Purchasing Policy 4.02.10.00.**

**Below are VolState specific guideline for purchasing:**

- Only the President of the College has the authority to make any purchase commitment, enter into any contract for materials or supplies, or otherwise take action with respect to third parties which may be construed as financially binding.
- **Printing:** ALL printing for the College must have the approval of the Director of Marketing, Communications and Media Services prior to any contact with an outside vendor. These items include, but are not limited to, inter-office forms, course-related materials, applications, letterhead, envelopes, brochures, publications, calendars, newsletters, business cards, quick-print jobs, etc.
- **Copiers:** Departments requesting to lease a copy machine shall work with the Coordinator of Purchasing and Contracts.
- **Clothing:** Clothing in the form of uniforms will be purchased or rented by the College and provided to the Office of Campus Police and the custodial and tradesmen staff persons in Plant Operations. Clothing (i.e., shirts) will also be provided to the Recruiters/Admissions Advisors from the Office of Admissions who actively recruit at offsite locations on behalf of the College. The College may purchase clothing items awarded to all employees of the College for special appreciation events. The College Foundation may also purchase clothing from Foundation funds. Clothing for the Athletic Department may be purchased with the approval of the Athletic Director and Vice President for Student Services. Individual departments may not purchase clothing for their employees, except for departments listed above.
- **Restrictions:**
  - (a) No personal items shall be purchased through the College or from funds of the College for any employee or any relative of any employee of the College. Such items include: brief cases, Christmas cards, birthday cards, get well cards, fountain pens, and personal magazine subscriptions, etc.
  - (b) The College may not pay the membership dues of an individual in professional organizations, etc. An exception may be granted in instances where an organization does not permit institutional memberships or where an individual membership (in the name of an institutional representative) is less expensive than an institutional membership. However, memberships necessary to maintain or enhance an employee's professional status (e.g. American Institute of Certified Public Accountants or Bar membership dues) should be considered the responsibility of the employee and the association dues considered a personal expense.
  - (c) Purchases from College employees. Purchases by the College from College employees are prohibited by Tennessee State Law.

- (d) No employee of the College responsible for initiating or approving requisitions shall accept or receive, directly or indirectly, from any person, firm or corporation to whom any contract may be awarded, by rebate, gift or otherwise, any money or anything of value whatsoever, or any promise, obligation or contract for future awards or compensation.
- (e) College employees should not purchase personal items using the College purchasing process even when those items are to be paid for by the individual.
- **Funds Availability:**
  - (a) The responsibility for ensuring that all expenditures remain within the amounts budgeted rests with the department head of the unit to which funds have been allocated.
  - (b) The over-expenditure of a budget account is never authorized. If additional funds are needed, a budget transfer request must be submitted and approved before College funds are either obligated or expended.
  - (c) All purchase orders will result in funds being encumbered from the budgeted account.