

GRAYS HARBOR COLLEGE
Operational Policy

Subject: PURCHASING

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Operational Policy Number: 507

Date adopted: 8/1/75 Revised: 1/17/95, 3/15/99, 4/25/06, 3/16/10

It is the policy of the Board of Trustees of Grays Harbor College to maintain fair and equitable business relationships with vendors. Therefore, the Board directs the president or designee to establish and maintain an adequate and controlled procurement system consistent with good business practices, the rules of proper regulatory bodies (such as Office of Financial Management), and any state statutes which may apply. The College, through its agents, will not use personal relationships as a basis for purchasing. All such transactions shall be on the basis of price, quality and service.

It is the intent of the Board of Trustees that an objective purchasing system be followed and that Grays Harbor College make prompt payment for satisfactory delivery of purchases. Therefore, the president of the College or designee is authorized to enter into contracts or other agreements for the benefit of the College. The president or designee is also directed to make payments in an expedient manner for all satisfactory purchases made by the College. For legal and ethical reasons, all purchases and payments must be made in a manner which is consistent with the College's internal policies, which are located at <http://www.ghc.edu/purchasing/> .