

PURCHASING AND ACQUISITION

CF
(LOCAL)

PURCHASING AUTHORITY	The Board delegates to the College President or designee the authority to determine the method of purchasing, in accordance with CF(LEGAL), and to make budgeted purchases. Any purchases not included in the budget shall be taken to the Board for approval.
COMPETITIVE BIDDING	<p>If competitive bidding is chosen as the purchasing method, the College President or designee shall prepare bid specifications. All bids shall be submitted in sealed envelopes, plainly marked with the name of the bidder and the time of opening. All bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.</p> <p>The College District may reject any and all bids or parts thereof.</p>
COMPETITIVE SEALED PROPOSALS	<p>If competitive sealed proposals are chosen as the purchasing method, the College President or designee shall prepare the request for proposals and/or specifications for items to be purchased. All proposals shall be submitted in sealed envelopes, plainly marked with the name of the proposer and the time of opening. Proposals received after the specified time shall not be considered. Proposals shall be opened at the time specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time for opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.</p> <p>The College District may reject any and all proposals or parts thereof.</p>
RESPONSIBILITY FOR DEBTS	The Board shall assume responsibility for debts incurred in the name of the College District so long as those debts are for purchases made in accordance with adopted Board policy and current administrative procedures. The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control; persons making unauthorized purchases shall assume full responsibility for all such debts.
PURCHASE COMMITMENTS	All purchase commitments shall be made by the College President or designee on a properly drawn and issued purchase document, in accordance with administrative procedures.
ISSUANCE OF PURCHASE ORDERS	Purchase orders shall only be issued by the business office. Purchases made by other means shall not be recognized as obligations of the College District.
GRANT FUNDS	Purchases from grant funds shall be made in accordance with College District purchasing policies and procedures unless the grant-governing document specifies more restrictive procedures. It is the responsibility of the grant manager to notify the business office of special purchasing limitations or requirements and to certify on the

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purchase requisition compliance with any special requirements.
[See CAM(LOCAL)]

PERSONAL
PURCHASES

College District employees shall not be permitted to purchase supplies or equipment for personal use through the College District's business office.

DELINQUENT
FRANCHISE TAXES

Each corporation contracting with the College District shall certify that its franchise taxes are current. If the corporation is exempt from payment of franchise taxes or is an out-of-state corporation not subject to Texas franchise tax, it shall certify a statement to that effect. Making a false statement as to corporate franchise tax status shall be considered a material breach of the contract and shall be grounds for cancellation of the contract.