

**West Virginia Northern Community
College**

Purchasing Rule

Rule Number: NC-5008

Effective Date: June 1, 2020

Date Approved by WVNCC Board of Governors: April 30, 2020

Date Approved by WVCTCS: May 8, 2020

Authority Reference: WVCTCS Series 30; WVCTCS Series 43

Replaces previous rule dated: NC-5008, August 28, 2008

Purpose:

To establish uniform guidelines by which the College acquires goods and services. Defines the authority boundaries for such goods and services. Ensure compliance with state regulations.

Rule:

In order to assist the Governing Board in carrying out its duties, obligations and responsibilities under this rule, the Board may, by resolution of the Board, delegate authority to the institution's president who shall have overall control and management of the institution's purchases, inventory, and disposal of obsolete or surplus materials, supplies and equipment as required by that institution. The president shall appoint a chief procurement officer to assist the president in carrying out the duties, obligations and remedies imposed by the Governing Board and this rule. This appointment shall be made in writing and filed with the Vice Chancellor for Administration, the State Auditor and the Attorney General. (§133-30-6.2)

West Virginia Northern Community College (WVNCC) shall use applicable sections of the WV Career and Technical College System Series 30 (CTCS Purchasing Rule) as its purchasing procedure. WVNCC's procedure will supplement the CTCS Purchasing Rule with:

- 1) Institutional guidelines and procedures for purchases not exceeding \$50,000. (§133-30-7.3.b)
- 2) Institutional guidelines and procedures for receiving, inventorying and distributing materials, supplies, equipment, services and printing. (§133-30-7.3.c)
- 3) Signature requirements for spending levels based on established thresholds with the Board of Governors approval required for a purchase greater than \$100,000.

Based on the College's financial position, and the President's discretion, WVNCC policy may be more conservative or restrictive than the CTCS Purchasing Rule (applicable only to WVNCC).

This rule applies to all WVNCC employees and all purchases regardless of funding sources.