

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

**PURCHASE REQUISITIONS AND
PURCHASE ORDERS**

POLICY 3321/3324
ADOPTED: 12/18/1990
AMENDED: 12/17/1991
AMENDED: 03/17/1992
AMENDED: 03/16/1993
AMENDED: 07/18/2000
AMENDED: 08/20/2013
AMENDED: 12/20/2016
AMENDED: 01/24/2023

All spending for the college except for personnel salaries and related benefits and contracts will be required to have an approved imprest voucher or a purchase requisition and purchase order.

A standard requisitioning procedure will be established and followed for all requisitions. Requisitions will be originated by personnel at the point of use. Purchases may be made throughout the fiscal year based on instructional needs and plant operations.

The Purchasing Department will review all imprest vouchers and purchase requisitions verifying that there are monies available in the approved budget. If monies are not available, the Cost Center Manager will be required to submit a budget transfer requesting to move money into the appropriate budget line before the voucher or requisition are processed.

The College President may designate the appropriate administrative level of approval for all purchases and requisitions. Minimum signatories required:

Purchase of up to \$2,500 – Two approvals needed: (1) Cost Center Manager and (2) Administrator that has budgetary control for account being charged.

Purchase over \$2,500 – Four approvals needed: (1) Cost Center Manager, (2) Administrator that has budgetary control for account being charged, (3) responsible Associate Vice President, and (4) Vice President of area.

Utilization of imprest vouchers, purchase requisition and purchase order shall only occur following the completion of any required statutory bidding processes.