

SAMPLE PROCURMENT POLICY

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1. Purpose

The purpose of this policy is to ensure that goods and services purchased for the performance of a federal grant are obtained in a cost-effective manner and in compliance with federal regulations.

2. Scope

This policy applies to **Program Directors** and any designees ("buyer") authorized to initiate purchases on behalf of a federal grant. This policy is not applicable to the general purchases of the College.

3. Responsibility

The **Program Director** is responsible for determining whether a purchase is allowable under the terms of the federal grant and will ensure purchases are in accordance with this policy. The **Procurement Administrator** will provide decision support upon request and the Procurement Office will serve as the final repository for purchase transaction records under federal grants.

4. Code of Conduct

As representatives of the Agency, all employees are expected to conduct themselves in a professional and ethical manner, maintaining high standards of integrity and the use of good judgment. Employees are expected to be principled in their business interactions and act in good faith with individuals both inside and outside the Agency community.

The Code of Conduct shall govern the performance, behavior and actions of the Agency, including Board members, employees, directors, volunteers, or agents who are engaged in any aspect of procurement, including – but not limited to – purchasing goods and services; awarding contracts and grants; or the administration and supervision of contracts.

1. No employee, officer, director, volunteer or agent of the Agency shall participate in the selection, award or administration of a bid or contract supported by Federal funds if a conflict of interest is real or apparent to a reasonable person.

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S Ashworth



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