

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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Total Materials Management Eugene L. Magad, 2013-06-29 Reflecting the enhance role of materials logistics management in today s competitive business environment this new edition provides a fundamental understanding of the subject and its fuction in all sectors of the economy It examines the vital area of customer service and shows how to implement a world class integrated materials logistics system that control activities starting with the supplier through the company operation and concluding with the satisfied customer Thoroughly revised and updated the Second Edition features new chapters on Just In Time and automation Additional discussions include achieving world class competitiveness ISO 9000 and organizational trends Theoretical and practical examples of materials logistics management are integrated with numerous real life examples This Second Edition of Total Materials Management presents accessible approaches for enhancing materials management logistics enabling personnel in purchasing warehousing physical distribution materials handling inventory control and production control to capitalize on vast opportunities for savings This book is also an important resource for students in courses on materials logistics management

Policies and Procedures Manual for Accounting and Financial Control Douglas W. Kurz, 2003-05

Office of Community Relations and Involvement Reference Manual ,1993

The Master Guide to Controllers' Best Practices Elaine Stattler, Joyce Anne Grabel, 2020-07-08 The essential guide for today s savvy controllers Today s controllers are in leadership roles that put them in the unique position to see across all aspects of the operations they support The Master Guide to Controllers Best Practices Second Edition has been revised and updated to provide controllers with the information they need to successfully monitor their organizations internal control environments and offer direction and consultation on internal control issues In addition the authors include guidance to help controllers carryout their responsibilities to ensure that all financial accounts are reviewed for reasonableness and are reconciled to supporting transactions as well as performing asset verification Comprehensive in scope the book contains the best practices for controllers and Reveals how to set the right tone within an organization and foster an ethical climate Includes information on risk management internal controls and fraud prevention Highlights the IT security controls with the key components of successful governance Examines the crucial role of the controller in corporate compliance and much more The Master Guide to Controllers Best Practices should be on the bookshelf of every controller who wants to ensure the well being of their organization In addition to their traditional financial role today s controllers no matter how large or small their organization are increasingly occupying top leadership positions The revised and updated Second Edition of The Master Guide to Controllers Best Practices provides an essential resource for becoming better skilled in such areas as strategic planning budgeting risk management and business intelligence Drawing on the most recent research on the topic informative case studies and tips from finance professionals the book highlights the most important challenges controllers will face Written for both new and seasoned controllers the Guide offers a wide range

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