Policy III.3007.C, Centralized Contracts and Purchasing Services Department

Purpose

The purpose of this policy is to establish the authority for a centralized purchasing function and centralized repository for purchasing contracts for San Jacinto College.

Policy

The Contracts and Purchasing Services department is designated to provide a centralized system in which authority, responsibility, control of activities, and maintenance of contract documents are concentrated in one administrative unit.

Centralized purchasing is designed to relieve individual departments from the responsibility of the procurement of goods and services. A centralized department is more efficient because it enables the College to aggregate the needs of and facilitate the purchasing process for campuses and departments. This coordinated purchasing approach allows the College to secure better pricing and ensure compliance with all Board policies, procedures, and statutory requirements.

A centralized repository for purchasing contracts provides a system where both current and historical contracts are easily retrieved and stored in accordance with record retention policies and laws.

Definitions

Contract: An agreement between two or more parties that is intended to have legal effect to create a financial or performance commitment or other obligation of the College. A contract may include, but is not limited to, goods and service agreements, memoranda of understanding, letters of intent, lease agreements, rental agreements, grant awards, purchase orders, sole source contracts, cooperative contracts, interlocal contracts, and job order contracts.

Purchasing Contract: Any contract that requires the purchase of a good or service and includes an expenditure of College funds, regardless of the funding source.

The Authority, Applicability, Sanctions, Exclusions, and Interpretation do not differ from Policy II.2000.A, Policy and Procedures Development, Review, Revision, and Rescission.

Associated Procedures

No associated procedures.

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Effective Date	November 2, 2021
Primary Owner	Vice Chancellor, Fiscal Affairs

Secondary Owner	Chief Procurement Officer