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## PROCUREMENT POLICY

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**Category:** Administration

**Date Established:** [Click to enter a date.](#)

**Name of Responsible Office:** Purchasing and Central Receiving, Controller's

**Date Last Approved:** [Click to enter a date.](#)

**Title of Responsible Executive:** CFO/Vice President Administrative Services [To be completed by Administration]

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### Summary

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Monroe Community College is obligated to procure commodities and services in accordance with Article 5-A of the New York State General Municipal Law. This policy and associated procedures set forth the procurement requirements for Monroe Community College to ensure full compliance with the law. An annual evaluation of the effectiveness of the procurement policy and related procedures will be conducted.

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### Policy

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#### POLICY STATEMENT

Administrative responsibility for adherence to the College's procurement policy rests with the Purchasing and Central Receiving Department. This department is charged with the responsibility of ensuring that the College complies with New York State General Municipal Law which governs the purchases of goods and services with public funds. The laws are designed to ensure the prudent and economical use of public monies, as well as to guard against favoritism, improvidence, extravagance, fraud and corruption.

All employees of the College are required to order all materials, equipment, and services through the Purchasing and Central Receiving Department. Payment for unauthorized purchases or services may become the sole responsibility of the employee placing the order.

In the event of any material conflict between this policy and New York State General Municipal Law (GML), GML shall control.

#### APPLICABILITY

This policy applies to all members of the College community.

#### RESPONSIBILITY

CFO/Vice President Administrative Services, Controller, Director of Purchasing.

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**Contact Information**

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Purchasing and Central Receiving Department

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**Related Information**

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**College Documents:**

Procurement procedure

**Other Related Documents:**

New York State General Municipal Law (GML) Article 5-A, Public Contracts:

<https://www.nysenate.gov/legislation/laws/GMU/A5-A>

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**History**

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[To be completed by Administration]

<b>Item:</b>	<b>Date:</b>	<b>Explanation</b>
Process established	June 25, 1992	Revised process to policy, seeking Board approval in 2018
Sent to Shared Leadership Coordinating Council	January 10, 2018	for comment and review