



Monroe Community College

STATE UNIVERSITY OF NEW YORK

2.19 Procurement Policy

Category: Administration

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

Title of Responsible Executive: CFO and Vice President, Administrative Services

Date Established: April 9, 2018

Date Last Approved: May 22, 2023

Policy Statement

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

Policy

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.

Related Information

College Documents

2.19P Procurement Procedure