

POLICY

The purchase requisition or purchase order shall be reviewed by the Executive Director of Administrative Services for processing in accordance with the provisions of the New Jersey "County College Contracts Law," Chapter 64A of Title 18A of the New Jersey Statutes.

The Vice President of Business and Financial Affairs or his/her designee shall have final responsibility for approval of purchase orders.

ADOPTED: September 26, 1966

Revised: June 25, 1979

Revised: December 12, 1983

Revised: April 22, 1996

PROCEDURE

The originating individual shall prepare a purchase requisition and submit it to the appropriate department head for approval.

The department head shall ascertain, by reference to the budget, that funds are available and also verify the propriety of the account code number(s) used. If he/she is satisfied that all requirements have been met, he/she approves the requisition.

Following the approval of the department head, the requisition shall be submitted to the appropriate Vice President-for approval and further submission to the Executive Director of Administrative Services for processing in accordance with the provisions of the New Jersey Statues. Each divisional Vice President shall have the discretion to set a threshold amount not to exceed \$10,000 whereby department heads have the authority to submit the purchase requisition directly to the Executive Director of Administrative Services.

The Vice President of Business and Financial Affairs or his/her designee shall approve all purchase orders.

ADOPTED: September 26, 1966 as policy #4210

Revised: May 24, 1979 as policy #4210

Revised: December 13, 1983

Revised: April 30, 1996

Revised: June 27, 2000