
SECTION: Administrative Services

POLICY TOPIC: Purchasing and Procurement

I. General Policy

Expenditure of San Juan College resources for the procurement of supplies, materials, contracted services, equipment, and reimbursement of employees for business related expenses shall be made in accordance with applicable federal and state laws and regulations, including the New Mexico Procurement Code (see 13-1-28 et seq NMSA (1978) or most recent update) and the Anti-Donation clause (Article IX § 14) of the New Mexico State Constitution.

All financial resources of the College should be accounted for and expended through the College's accounting systems in accordance with applicable Board policies. All College funds must be deposited in a College account. No other bank accounts may be set up without the approval of the Board.

The Executive Vice President, with the approval of the President, shall supplement this policy with specific purchasing procedures that ensure compliance with applicable federal and state regulations, seek the optimum quality in goods and services at the lowest possible cost, and provide managers flexibility in the performance of their duties (which includes obtaining maximum benefit from College resources entrusted to managers) while ensuring adequate stewardship and accountability for the expenditure of public funds.

II. Expenditure Authority

- A. The Board of Trustees shall authorize all expenditures of the College that exceed \$75,000.
- B. The President may authorize all expenditures of the College that are \$75,000 or less. The President may authorize expenditures above the \$75,000 as approved during the annual budget process.
- C. The Executive Vice President may authorize all expenditures of the College that are \$50,000 or less. The Executive Vice President, with the approval of the President, may develop and administer additional procedures for expenditures of the College that are less than \$50,000.

III. Employee Conflict of Interest

It is unlawful and against Board policy for any Board member or College employee to participate directly or indirectly in procurement when the employee knows that the employee or any member of the employee's immediate family has a financial interest in the business seeking or obtaining a contract or purchase order award. (see Section 10-16-4 NMSA (1978))