

**Title: Procurement Authority**

- ☐ Initial Action: 3/16/79
- ☐ Board Resolution: 79-094, 82-056, 96-111, 03-045,
- ☐ Last Revised:
  - ☐ Policy: 07/2003
  - ☐ Procedure: 9/6/2023
- ☐ Last Reviewed: 9/6/2023
- ☐ Effective: 09/27/2023
- ☐ Next Review: 09/27/2026
- ☐ Responsibility: Vice President of Finance and Administration

**Policy:**

Pursuant to MD EDUCATION Code Ann. §16-104, the President is the College's designated Procurement Authority, which permits the purchase, lease, disposal or acquisition of any property, and is authorized to delegate this responsibility to appropriate College personnel and to establish the limits of purchasing authority as deemed necessary for the proper administration of the College. The authority delegated includes the right and responsibility to question specific quantities, quality and necessity for items requested, in order that the best interest of the College may be served. This authority includes all contracts and agreements including maintenance and service agreements that create a financial obligation for the College. Individuals with designated procurement authority will select the source, contact, negotiate and procure supplies, equipment and services required by the College, in cooperation with the requisitioning department whenever feasible. The President will approve procedures that establish the limits of procurement authority, as appropriate, for specific individuals within the Finance Division.

**PROCEDURE:**

Procurement Authority

The President of Cecil College delegates procurement authority to the following individuals within the limits specified:

Limit	Title
Up to \$5000	Purchasing Office
\$ 5001 to \$24,999	Vice President of Finance and Administration
\$25,000 to \$99,999	President
\$100,000 and over	Board of Trustees

In the absence of the specified individual, the Vice President of Finance and Administration may designate procurement authority to an appropriate administrative staff member to approve purchase orders up to \$25,000; otherwise procurement authority reverts back to the President for delegation.

### **Sole Source**

All sole source procurement justifications and exceptions as defined by the Annotated Code of Maryland must be reviewed by the Vice President of Finance and Administration before submission to the President and Board of Trustees

### **Leases**

All lease transactions require review and approval of the Vice President of Finance and Administration. No staff member may enter into a lease agreement without the Vice President of Finance approval. In order to approve a lease, the following items are needed: copy of lease, contact name, interest rate (if known), and amortization schedule (if applicable). In addition, the Board of Trustees must approve any lease agreement which totals \$100,000 or more over the term of the lease.