

SOUTHWEST TENNESSEE COMMUNITY COLLEGE

SUBJECT: **Purchasing Policies and Procedures**

EFFECTIVE DATE: **July 1, 2000**

Pursuant to Tennessee Board of Regents Policy No. 4:02:10:00, the policies and procedures concerning the purchase of materials, equipment, and services shall be followed by all employees of Southwest Tennessee Community College. The Southwest Tennessee Community College Purchasing Procedures Manual has been adopted by the college for said purchasing policies and procedures. In lieu of restating the policies and procedures here, copies of the Purchasing Procedures Manual are available in the Purchasing Department of Southwest Tennessee Community College.

	Responsible Administrator:	<u>V. P. of Bus. , Finance, & Information Services</u>
Source of Policy:	Team 5.B. <u>Business & Finance</u>	TBR Policy Reference: <u>4:02:10:00</u>
Related Policy:	<u>N/A</u>	TBR Guideline Reference: <u>N/A</u>
Approved:	<u>President</u>	Date: <u>July 1, 2000</u>