

POLICY NAME:	309.01: Purchasing
EFFECTIVE:	03-27-08
SUPERSEDES:	309.01 issued 03-24-05; 02-24-05; 12-08-94
SOURCE:	<i>Code of Alabama</i> 41-16-50; 41-16-51; Letter
CROSS REFERENCE:	Policy 504.01

1. When making purchases, each institution shall refer to the Alabama Competitive Bid Law to ensure that all legal requirements are met in the purchase process.
2. All personal property acquisitions estimated to exceed \$100,000 shall be submitted to the State Board of Education for approval. The Chancellor shall prescribe the format for submittal by the institutions.
3. It shall be a breach of ethical standards for any employee who is involved in purchasing to become or be, while such an employee, the employee of any party contracting with the particular governmental body in which the employee is employed.
4. Institutions under the direction and control of the State Board of Education must make every effort to afford equal access and opportunities to minority professionals and businesses. The Chancellor shall issue guidelines and a reporting format to address and document such efforts.