

# SUNY BROOME

(POLICY)

<b>Policy:</b>	Purchasing	<b>Policy No.:</b>	F16001
<b>Authority:</b>	SUNY Broome Community College Board of Trustees		
<b>Policy Owner</b>	President	<b>Responsible Party:</b>	Finance
<b>Approved:</b>	February 28, 1991		
<b>Revised:</b>	February 27, 1992 October 8, 2014 December 3, 2015 August 24, 2017		
<b>Reviewed:</b>	February 16, 2021		

## Purchases and change orders:

Upon recommendation of the Finance and Facilities Committee, the Board of Trustees shall approve purchases and shall award contracts greater than or equal to \$50,000.

Contract change orders that are greater than \$25,000 shall be approved by a Board of Trustees subcommittee of 3 members and reported to the Finance and Facilities Committee and full board at their regular meetings. These approvals may be given electronically.

In addition, contract change orders, that when combined with the original award result in a total that exceeds \$50,000, shall also be approved by this subcommittee.

The President shall establish procedures necessary to approve purchases, award contracts, and approve change orders below these levels.

<b>Action</b> <i>(Created, Reviewed, Retired)</i>	<b>Date</b>	<b>Initials</b>	<b>Position Title</b>
<i>Updated Classification (1.7)</i>	03/25/2020	KP	<i>Secretary – VP Student Development</i>
Reviewed – no changes	02/11/2021	MS	VP Admin & Finance