



# MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

**TITLE:** Purchasing Policy

**NO.** 5.3

**SECTION:** Business Affairs

**PAGE:** 1 of 1

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The Chief Fiscal Officer, acting under the direction of the President, is the agent of the College authorized to order supplies, materials, and equipment, and to obligate the College for auxiliary services. No college employee may order items or services directly by letter, telephone, telegraph, or in any other manner, without authorization from the Chief Financial Officer or the President or their written authorized designees. The College will assume no obligation except on previously issued and duly authorized purchase orders. Supplies, materials, and equipment ordered shall be for use in the normal course of business of the College and not for personal use.

Based on the level of expenditure, the signature or approval of the President, and/or Board may be required. All requisitions up to and including \$1,000 in actual cost must be approved by the appropriate Administrator in a Director role. All requisitions up to and including \$2,500 in actual cost must be approved by the appropriate Administrator in a Dean's role. Those requisitions in excess of \$2,500 require the signature of Executive Administrator (i.e. Provost, Chief Financial Officer, or Vice President of Administrative Services). Requisitions of \$25,000 and over shall be subject to the provisions of Board Policy No. 5.3.1.

Payments for authorized goods and services will be paid on a thirty day basis to be in conformance with the "Local Government Prompt Payment Act" 50 ILCS 505 through weekly Account Payable check releases. A monthly check register will be prepared by the Senior Accountant, reviewed by the Chief Financial Officer and ratified by the Board of Trustees at the monthly Board meeting.

As required by the Business Enterprise for Minorities, Females and Persons with Disabilities Act ("Business Enterprise Act"), when the College awards a contract for insurance services, investments services, information technology services, accounting services, architectural and engineering services, and legal services, it shall be the aspirational goal of the College to use businesses owned by minorities, females, and persons with disabilities as defined in the Business Enterprise Act for not less than 20% of the total amount spent on contracts for these services collectively.

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**DATE APPROVED BY BOARD OF TRUSTEES:** December 27, 1977; January 23, 2019

**DATES REVISED:** March 24, 1983; October 25, 2001; January 28, 2004; October 26, 2011; March 26, 2014;  
January 23, 2017; December 19, 2018

**REVIEWED DATES:** December 12, 2016; December 19, 2018