



POLICY

| Category | Approval | | |
|-------------------------------|-----------|----------------|------------|
| Series 400: Fiscal Management | Effective | Administration | Board |
| | 2/22/10 | 12/4/09 | 2/22/10 |
| | Revised | | For Review |
| | 8/26/2024 | | 2028 |

PURCHASING

MTC 430

The function of purchasing is to serve the educational program by providing the necessary supplies, equipment, and services.

The College declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended. The College will abide by the letter and the spirit of all laws and regulations relating to purchases and the control of its finances and property. All contracts must be approved by the Board in order to be binding on the College.

Within the framework of applicable laws and regulations, purchases and use of materials and manpower will be made in accordance with good business practices with the primary purpose of serving the instructional program.

The Chief Financial Officer (CFO) will serve as the purchasing agent for Mitchell Technical College. The CFO will develop and administer the purchasing program for the College, within the legal requirements and the adopted MTC budget.

In accordance with state law, the College will give preference to products found, produced or manufactured within the State of South Dakota when purchasing materials, products and supplies for the College.

LEGAL REFS.: SDCL 13-16-24; 13-20-1; 13-20-3

6/27/2016 - Responsible personnel updated to align with MTI's organizational structure. Repealed legal references removed. Credit cards added as an approved means to make purchases at MTI.
 6/8/2020 - Responsible personnel updated to align with MTI's organizational structure.
 8/26/2024 – Responsible personnel updated to align with MTC's organizational structure. Removed requirement for use of purchase orders for college purchases.