of goods and services utilizing the most cost-effective methods to obtain maximum value for each dollar of expenditure while working in the best interest of the College. Kishwaukee College follows procurement procedures in accordance the Illinois Community College Act, 110ILCS 805/27-1 and 27.2, as well as the US Department of Education's Uniform Administrative Requirements for Procurement. (2 CFR Part 200).

o

Purchases Approvals

All purchases that include any single item over $1,000 require a signature/approval from the respective SLT member or the Director of Campus Operation. This approval requirement will not apply to bookstore purchases. Signatures/approvals will be held by the SLT member or the Director of Campus Operation.

Quote Requirements

- x Quotes are required prior to initiating a Purchase Requisition
    - o Up to $1,000 requires no quotes.
    - o $1,000 to $9,999 requires 1 written quote
    - o $10,000 to $24,999 requires 2 written quotes
    - o $25,000 and above requires a competitive bid.
- x Exceptions to -c(pt)2.3 (i)2.3 (ons)4 (t)2.4 (o)5ti39.8 ((om)5.1 (t)2.nc(pt)2.ons)4:d.

budget accounts must submit itemized receipts from all purchases. Items purchased for personal use are not eligible to be charged to the College.

Bookstore Purchases

Apparel and gift cards purchased from the Bookstore, using College funds, must have prior approval provided to the Bookstore manager (via e-mail from a member of the Senior Leadership Team prior to each purchase).

College Credit Card Purchases

The College Credit Card is intended to provide increased flexibility for authorized travel and/or business related expenses. It may not be used for personal expenses. Participation in the College Credit Card Program is a convenience that carries responsibilities along with it. The card is College property and should be used with good judgment. Employees are required to followruiy as( )Td ( )Tj ET 22.5 595.ppars( )153 TD u Catrelratiiiro( )9t Cardard ProgramGu Ptry a ta.</MCI