

**SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES POLICIES**

POLICY NO. 4.04

TITLE: PURCHASING

LEGAL AUTHORITY: FLORIDA STATUTES: 287, et seq. and 1010.04
STATE BOARD OF EDUCATION RULE 6A-14.0734

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR
ADMINISTRATIVE SERVICES

In accordance with Section 1010, Florida Statutes, and State Board of Education Rule 6A-14.0734, the president will be responsible for all purchasing contracts for the College. Expenditures from all revenues, regardless of the source from which derived, shall be subject to these policies. No obligations for materials or services for use by the College or for which payment would be made from funds administered by the College are permitted without proper authorization in advance of the purchase.

The president may authorize purchases and approve contracts that do not exceed the amount specified in Section 287.017, Florida Statutes, for Category Five; and may approve all purchases for items that are exempt from the bid requirements of State Board of Education Rule 6A-14.0734.

HISTORY: Last Reviewed 10/22/19

Issued by District Board of Trustees: 8/10/84

Reviewed: 7/1/04, 7/1/07, 8/17/09, 6/27/12, 10/22/19

Revised: 9/29/98, 10/24/01, 9/24/13