

Procurement and Contracting Policy	Policy Number	4.2
	Effective Date	May 18, 1988

1.0 POLICY & PURPOSE

It is the intent of Laramie County Community College (“LCCC”) to establish procedures and guidelines that define the processes used to promote, provide, and ensure that centralized procurement services for LCCC are consistent and compliant with the College’s policies and procedures, State of Wyoming Statutes and federal requirements such as the Uniform Commercial Code (UCC). By delegation of the LCCC Vice President of Administration and Finance, the Director of Procurement and Contracting is responsible for all procurement functions; for maintaining a uniform set of procedures and forms to implement processes regarding solicitation and acquisition of goods and services through quotes, bids, proposals and contractual agreements; and to assist and provide guidance and support to LCCC in the acquisition of goods and services in accordance with College policies and procedures. The primary responsibility of the Purchasing Office is to ensure the proper, prompt and responsive procurement of all supplies, equipment, goods, materials, and services for the College. This charge applies to all College funds. Therefore, all procurement activities shall be completed by either the Purchasing Office or under the direct order, guidance, or supervision of this office.



2.0 REVISION HISTORY

Adopted on: 5/18/88

Revised on: 4/24/97, 1/09/06, 5/31/07, 4/01/08, 12/24/10, 11/28/12

3.0 PERSONS AFFECTED

- A. All employees who participate in a procurement activity that involves the dispersal of LCCC funds through the applicable procurement and/or contracting process.
- B. A person, business, company, entity, representative or manufacturer who conducts a business relationships and/or transactions with the College.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Jerry L. Harris, Procurement and Contracting Director	12/12/10
Approval by President's Cabinet		5/31/11
Approval by President (Signature)		6/1/11
Approval by Trustees (Signature)		11/28/12