

DISTRICT PROCEDURE

OVERSIGHT

Pursuant to Board Policy 4.15010, procurement for goods and services for the District shall be managed by the Purchasing Department in accordance with the procedures set forth in the Purchasing Manual, which is incorporated herein by reference and made part of this District Procedure.

PURPOSE AND APPLICABILITY

The Purchasing Manual sets forth the general operating procedures and process for the procurement of goods and services, including the various processes to be utilized in administering MCC purchases. All District employees, members of the Board of Trustees, and third parties participating in the procurement process shall refer to and abide by the procedures set forth in the Purchasing Manual during the entire purchasing process, from start to finish.

Together, this District Procedure and the Purchasing Manual shall serve as the District's "Purchasing Procedures," as that term is defined and used in BP 4.15010.

A link to the Purchasing Manual shall be posted on the Purchasing Department's webpage, accessible to employees and members of the public through MCC's website.

REFERENCE

4.15010 BP Board Policy Purchasing
Purchasing Manual