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Policy: Procurement Policy  
Policy No: 3.23  
Approved: March 2006

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### **PROCUREMENT POLICY**

The office of the Associate Vice President for Planning, HR and Facilities shall be responsible for administering the procurement program at Sullivan County Community College.

The procurement procedures employed shall comply with applicable laws and regulations of the State of New York and the County of Sullivan and the policies and procedures established by the Sullivan County Community College Board of Trustees.

Sullivan County Community College shall procure supplies and equipment at the best possible prices and maintain adequate documentation to support this.