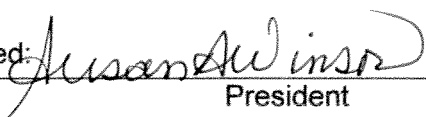


**AIKEN TECHNICAL COLLEGE
POLICY**

Policy Title:	PROCUREMENT OF GOODS AND SERVICES	Policy Number:	6-3-102
Institutional Authority:	Vice President of Administrative Services		
Associated SBTCE Policy:			
Associated ATC Procedure:			

Approved: 
President


Commission Chairperson

Date Adopted:	07/01/2004
Date Revised:	03/10/2008

It is the policy of Aiken Technical College to follow all South Carolina Consolidated Procurement Codes in requisitioning any supplies, equipment, and services for respective College operations and for budgetary control of the cost of purchases.

Formal requisitions and purchase orders will be issued to obtain supplies, equipment, or services regardless of the source of funds. Procurement and Auxiliary Services is the only unit of the College authorized to procure goods and services for the College, except as provided for in the policy on petty cash. The President of the College must ratify all unauthorized purchases up to \$50,000. Unauthorized purchases greater than \$50,000 must be sent to the Materials Management Office (MMO) for review and approval.

Policy Review		
Review Date	Reviewed By	Date Completed
07/01/2007		
03/10/2013		