

1. In accordance with Illinois Revised Statutes Chapter 110 805/3-27.1 (Contracts) probable expenditures for supplies, materials, or work must:
 - a. Be submitted by competitive sealed bid and approved by the Board of Trustees. Exception for excluded items under the Act may be made when in the opinion of the director of business services; it is in the best interest of the College to waive the sealed bid requirement.
 - b. Comply with all bidding and purchasing statutes, rules and regulations of the State of Illinois.
 - c. Be awarded to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality and service ability.

2. Purchases not exceeding statutory limits may be made through the Business Services office providing funds for the items are allowed in the budget, and providing prior approval by the administrator with budgetary responsibility for that area. Formal bidding is not required, but competitive pricing must be secured as follows:

\$	1 - \$ 2499	One or two price inquiries
	2,500	- 9,999 Two or three written, phone or Internet quotations
	10,000 - 24,999	Minimum of two written quotations
	25,000 +	Formal bid acceptance by the Board of Trustees

Exceptions: Trust and Agency accounts only require approval of the Club Advisor who may or may not be an administrator.

3. Purchases of equipment previously owned by some entity other than the district itself are not subject to bidding regulations but require Board approval if it exceeds \$25,000.

4. When it is necessary that a specific brand or type of equipment be purchased and specifications tend to eliminate other brands or types, an attempt should be made to secure bids from more than one supplier.

5. Contracts which by their nature are not appropriate for award by competitive bidding, e.g. contracts for the services of individuals possessing a high degree of professional skill, may be exempted from the bidding requirements listed herein but would require Board approval if they exceed \$25,000.

6. All College purchases must be initiated by the appropriate College employee electronically through Datatel Colleague or Webadvisor. Any order placed by individuals without authorization will be considered as a personal transaction between the vendor and the individual. The College will not assume liability for payments of obligations incurred without proper purchase order number.