

## **RACC PURCHASING POLICY-**

The Board of Trustees has empowered 3 representatives who may enter into legal agreements for which the College may become liable:

Dr. Susan Looney, President

Mr. Kenneth Dearstyne Jr. Sr. Vice President for Finance and Administrative Services/College Treasurer

Mr. Michael Hodowanec. Director of Purchasing

One of the three mentioned above will always be available to handle any emergencies.

Anyone at the college may solicit or request pricing for material, goods and services. All such requests should clarify that the request is just that and that no one is allowed to proceed without a signed purchase order. It is RACC policy that:

**ALL AGREEMENTS ARE BACKED UP BY A SIGNED PURCHASE ORDER.**

**All notices to proceed; commitments, or agreements must be in-writing.**

Failure to abide by the above represents a violation of the rules and procedures mandated by the Reading Area Community College (RACC) Board of Trustees.